COURSE SYLLABUS

# Excel for Business Bootcamp

Build beginner through advanced Excel skills in 18 hours. Practice formulas, charts, PivotTables, lookup functions, and recorded macros.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/excel-bootcamp-nyc



nyc@careercenters.com • (212) 658-1918

## Course Outline

This package includes these courses

- Excel for Business Fundamentals (6 Hours)
- Intermediate Excel for Business (6 Hours)
- Advanced Excel for Business (6 Hours)

### Excel for Business Fundamentals

Learn Excel fundamentals, including entering and formatting data, writing formulas, creating charts, and preparing worksheets for printing.

### Intermediate Excel for Business

Build Excel skills with PivotTables, lookup functions, conditional calculations, text tools, and charts.

### Advanced Excel for Business

Build on your Excel skills with advanced functions, PivotTables, macros, and tools for analyzing and managing workbook data.