COURSE SYLLABUS

# Excel for Business Bootcamp

Become an advanced Microsoft Excel user in just three days. This Excel Bootcamp includes 18 hours of hands-on training in formulas, functions, Pivot Tables, macros & more.

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

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## 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

Master the core Microsoft Excel functions in this one-day course. Automate calculations and data entry. Apply formatting to text and cells to make your spreadsheet scannable and visually appealing. In this hands-on training, you will learn all the basics to use Excel as your primary data processing tool. You'll produce polished and print-ready spreadsheets while learning tricks to accelerate your workflow.

### Intermediate Excel for Business

Go from beginner to experienced professional: summarize data with Pivot Tables, write advanced functions including VLOOKUP, and learn techniques to expedite your workflow. Use tools and formulas to format text. Manipulate data visuals with advanced charting skills. Use statistical formulas like COUNTIFS and SUMIFS to learn more about your data. At the end of intermediate Excel, you'll unlock powerful techniques that will help you complete tasks more quickly.

### Advanced Excel for Business

Advance your career with this essential course for professionals that use Excel daily. You'll make functions more flexible, take Pivot Tables to the next level, and automate tasks with macros. Utilize Excel's most important tools with training in core database functions. If you have a strong working knowledge in Excel and want to save even more time with custom shortcuts and advanced features, this is the perfect course for you.