COURSE SYLLABUS

Excel Specialist Certification Program

This program includes our three Excel courses (Fundamentals, Intermediate, and Advanced), two hours of private training, and the Excel Specialist Exam fee with a free retake.

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-specialist-certification-bundle



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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)

This package also includes two hours of private training, the Microsoft Excel Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group classes.

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.