Excel Bootcamp

Become proficient in Microsoft Excel and go from beginner to pro with this hands-on bootcamp. Learn functions, Pivot Tables, macros, and time-saving techniques to conquer all the key skills needed to excel in Excel.

> Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/excel-bootcamp

CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

This package includes these courses
- Excel Level I: Fundamentals (6 Hours)
- Excel Level II: Intermediate (6 Hours)
- Excel Level III: Advanced (6 Hours)

Excel Level I: Fundamentals

In this beginner Excel course, you will learn the essentials of Microsoft Excel, including calculators, basic functions, graphs, formatting, and printing.

- Become familiar with the interface and data entry
- Learn essential formulas and functions
- Format and print your work
- Create charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management
- Review key concepts in a final project

Excel Level II: Intermediate

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort and Filter databases, and split and join text.

- Learn to split and join text, add data validation, and use named ranges
- Use database functions such as VLOOKUP and HLOOKUP
- Add logical statements, including AND, OR, and IF statements
- Create PivotTables to quickly summarize large databases
- Use statistical functions such as RANK, COUNTIFS, and SUMIFS
- Create advanced combo charts from multiple charts

- Review key concepts by creating a final project

Excel Level III: Advanced

Learn all of the most complex features of Microsoft Excel in this advanced training course.

- Understand cell management, including cell locking, auditing, and hotkeys
- Learn special formatting for calculating dates
- Use advanced functions, such as nested IF statements
- Learn advanced analytical tools for data consolidation, conditions to exclude data, and PivotCharts
- Use advanced database functions, such as MATCH, VLOOKUP-MATCH, and INDEX-Double MATCH
- Record macros and relative reference macros for ad-hoc reporting
- Create a project that applies key concepts from the class