COURSE SYLLABUS

Excel Specialist Certification (Self-Paced)

Develop essential Excel skills, including formulas, functions, PivotTables, and data analysis tools, to optimize your workflow and improve productivity. Gain hands-on experience with real-world projects while preparing for the Microsoft Excel Specialist Exam with expert support and practical training.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/self-paced-excel-specialist-certification



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Course Outline

This package includes these courses

- Beginner Excel Course (Self-Paced) (6 Hours)
- Intermediate Excel Course (Self-Paced) (6 Hours)
- Advanced Excel Course (Self-Paced) (6 Hours)

Beginner Excel Course (Self-Paced)

In this beginner Excel workshop, you'll learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This basic Excel class is perfect for those with limited experience looking to expand their proficiency.

- 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

Intermediate Excel Course (Self-Paced)

- Learn to split and join text, apply data validation, and create named ranges
- Use database functions such as VLOOKUP and HLOOKUP
- Write logical formulas using AND, OR, and IF functions
- Create Pivot Tables to efficiently summarize and analyze large datasets
- Apply statistical functions such as RANK, COUNTIFS, and SUMIFS
- Build advanced combo charts by combining multiple chart types

- Reinforce key concepts through a guided final project

Advanced Excel Course (Self-Paced)

- Cell management, including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions and advanced analytical tools
- Record macros and relative reference macros for ad hoc reporting