COURSE SYLLABUS

Excel Specialist Certification Online

Boost your resume with a Microsoft Excel Certification through this comprehensive self-paced program. It includes three Excel courses, private training, the Microsoft Excel Specialist exam with a free retake, lifetime access to Excel video courses, and free exam proctoring.

> Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/excel-specialist-certification-online



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Course Outline

This package includes these courses

- Excel Fundamentals Course Online (6 Hours)
- Excel Intermediate Course Online (6 Hours)
- Excel Advanced Course Online (6 Hours)

Excel Fundamentals Course Online

In this beginner Excel workshop, you'll learn the core features of Microsoft Excel, including calculations, basic functions, creating graphs, formatting, and printing. This introductory course is perfect for those with limited experience who want to grow their Excel skills at their own pace.

- Get comfortable with the Excel interface and data entry
- Learn essential formulas and functions
- Format and print your work effectively
- Create various charts, including line, column, and pie charts
- Discover time-saving tips for efficient workbook management
- Apply your knowledge in a final project to reinforce key concepts

Excel Intermediate Course Online

Master intermediate Excel functions such as VLOOKUP and SUMIFS, and learn how to summarize data using Pivot Tables, sort and filter databases, and manipulate text with split and join techniques. Develop the skills required to work with advanced Excel functions and get ready for more in-depth training.

- Split and join text, apply data validation, and use named ranges
- Utilize database functions and logical statements
- Build Pivot Tables to efficiently summarize large datasets

- Design advanced combo charts by combining multiple chart types

Excel Advanced Course Online

Master advanced Excel functions, macros, and data analysis techniques to enhance efficiency and manage complex data in any professional environment. This course is perfect for experienced Excel users looking to elevate their skills.

- Manage cells with techniques like cell locking, auditing, and hotkeys
- Apply special formatting for calculating dates
- Utilize advanced functions and analytical tools
- Record macros and create relative reference macros for ad-hoc reporting