

Excel Specialist Certification Program

The Excel Specialist Certification 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 in NYC and onsite training is available for this course. For more information, email contact@nyimtraining.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

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.