Microsoft Excel Beginner + Intermediate Formulas Curriculum

Prerequisites

Basic Microsoft Excel knowledge is required. Skills include:

• Workbook navigation

• Filtering and sorting data

• Formatting

    • Colors

    • Borders

    • Freezing

    • Merging

    • Inserting and deleting columns

    • Adjustments

• Basic Mathematical Operations

    • SUM, AVERAGE, COUNT

    • Autosum

    • Order of Operation

    • Cell References

• Saving

IMPORTANT NOTE: A prerequisite exam will be provided at least 30 days prior to the start of the boot camp. All students will be required to complete the exam prior to the start of the boot camp. If you score below 80%, we will enroll you in our complementary Microsoft Excel Basics Boot Camp, which will take place prior to the start of the Microsoft Formulas Boot Camp to ensure you comfortable participate in the training.

Course Topics

• Concatenate

• Find and replace

• Left

• Right

• Month, Day, Year

• Date calculations

Lookups

• Cell References

• XLOOKUP vs. VLOOKUP

Logic Statements

• Basic If/Then Logic Statements

• Error correcting If/Then Logic Statements

• SUMIFS, COUNTIFS, AVERAGEIFS

• Nested formulas