BostonExcel

Standard Excel Bootcamp

Level: Intermediate

Course Description

This Intermediate course is designed for individuals who are comfortable with using basic Excel functions. This course assumes that participants have used Excel and are familiar with how to use formulas. The course will go at a quick pace but will allow for plenty of time for questions and practice.

By the end of this course, you will

- Gain confidence in your Excel skills
- Become quicker & more efficient in Excel
- Understand intermediate formulas & functions, including SUMIFS, VLOOKUP, and PivotTables

COURSE OUTLINE

Part I: Working with Your Data

- Excel Formatting Best Practices
- Mastering Keyboard Shortcuts
- Quick Access Toolbar Customization

Part II: Formulas Bootcamp

- Absolute Cell References
- Summation Formulas: SUM, AVERAGE, SUMIFS
- Count Formulas: COUNTA, COUNTIFS
- Logical Formulas: IF, Nested IF Statements
- Lookup and Reference Formulas: VLOOKUP, IFS
- Date Formulas: EOMONTH, EDATE, YEAR, MONTH
- Text Formulas: RIGHT, LEFT, TRIM, MID

Part III: Organizing & Analyzing Your Data

- Split Text into Columns
- Remove Duplicates
- Conditional Formatting
- PivotTable & Slicers

How it Works

We come to you

To make it easy for you, we come to you! All you need to provide is a room with a projector/screen as well as a computer for each participant. We have the rest covered!

Work together

Going through the same file together, we'll work on every single topic together. This is not a lecture - this is a hands-on and interactive learning experience!

Practice, practice, practice!

We spend as much time practicing as we do teaching. We'll practice each function multiple times and then put our newfound knowledge to the test with 2 case studies.

FAQ's

Do you also offer online trainings?

Yes! If you would like to have your team trained online, we also do our trainings via Zoom and they are just as fun and effective!

We've done trainings before - what makes BostonExcel so different?

We are not your average Excel trainers. Believe it or not, we believe Excel can be fun! We have cut out all the unnecessary fluff and only teach the most useful parts of Excel. We know the most important part of learning something new is staying engaged so we make sure to incorporate as much interaction and practice as possible.

Can the syllabus be adjusted?

Absolutely! While we think the syllabus is pretty great, we understand each team has different needs and are more than happy to accommodate! Let us know what you would like to change around and we are happy to work with you.

How long should we expect the training to run?

The entire training is 4 hours. That includes a two short 5 minute breaks and time for additional questions/practice at the end.

What is the cost of the training?

The price for all of our trainings is $225/participant, with a minimum of $2250. We do offer discounts for groups larger than 25 and for colleges. Please contact us to learn more about those rates.

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Contact Us Today to get Started

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