

# MICROSOFT EXCEL BASIC CERTIFICATION COURSE DATASHEET

All BrainBuffet Certification Courses come with Interactive Videos, Practice Assessments, Multilingual Subtitles and Transcripts, Hands-on Project Files, Teacher Lesson Plans, Rubrics and Answer Keys, and Student Analytics.



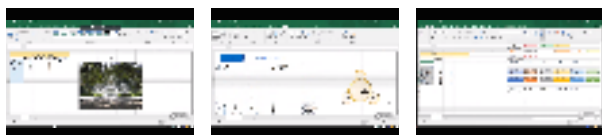
[Watch Course Trailer](#)

## ABOUT THIS COURSE



*Estimated Course Duration: 19 hours  
Lesson Video Runtime: 8 hours*

## SCREEN SHOTS



## COURSE CONTENT

*Microsoft Excel is a program widely used by professionals and one that you can't go wrong with learning to use. Plus, there's no one better to teach you than Jennifer Stubblefield!*

*In this course, Jennifer invites you into her (fictitious) Traveling Scholars Club, and your projects will mimic real-life scenarios and tasks that you could be asked to do as a professional using Excel – or taking the certification exam.*



**INSTRUCTOR**  
**Jennifer**  
**Stubblefield**

*Jennifer spent 27 years in public education. She is a cheerleader for Microsoft Office Certification and was named the 2019 Certiport Educator of the Year, 2018 Southern Business Education Teacher of the Year, 2016 Ky Business Education Teacher of the Year, 2016 Chamber of Commerce Most Outstanding Women in Business.*

*On the side, she does corporate training in Word, Excel, PowerPoint, and Outlook. Known for having high energy and never sitting still for very long.*

## MAIN INGREDIENTS

- Project 1: Club Expenses Worksheet
- Project 2: Quarterly Expenses
- Project 3: City Comparisons Worksheets
- Project 4: Fundraiser Worksheet
- Project 5: Study Abroad Expenses
- Project 6: Hildale Mountain Campus Quarterly Expenses
- Project 7: Social Media Platforms
- Project 8: Passwords and ID Codes
- Project 9: Accounts Payable Tasks
- Project 10: Cruise Ship Data