

MICROSOFT EXCEL EXPERT 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: 6 hours*
Lesson Video Runtime: 1.5 hours

SCREEN SHOTS



COURSE CONTENT

Instructor Terri Blackwell takes utilizing Excel a step further in our Excel Expert Course. If you've already got the basics down and you're looking for more, then this course is for you – plus, it will prepare you for the expert-level certification exam!



INSTRUCTOR
Terri Blackwell

Terri Blackwell is a certified Microsoft Office Specialist and has taught Microsoft Office for more than 20 years.

She has helped learners of all ages master Microsoft Office packages in the workplace and in educational organizations.

MAIN INGREDIENTS

- Project 1: Introduction
- Project 2: Logical Operations
- Project 3: Date Time Financial Functions
- Project 4: Lookup Functions
- Project 5: Data Analysis Tools
- Project 6: Managing and Formatting Data
- Project 7: Advanced Charts
- Project 8: PivotTables & PivotCharts
- Project 9: Manage Workbook Settings and Options