

# Excel Bootcamp Online (Self-Paced with Mentoring)

Build strong Microsoft Excel skills and progress from beginner to advanced in this hands-on Excel Bootcamp designed for high school students. You'll learn how to work with formulas, functions, Pivot Tables, macros, and time-saving tools that help you manage data confidently and prepare for advanced coursework and future learning.

Group classes in Live Online and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.nextgenbootcamp.com/classes/excel-bootcamp-self-paced>



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## Course Outline

This package includes these courses

- Excel Level I: Fundamentals Course Online (Self-Paced) (6 Hours)
- Excel Level II: Intermediate Course Online (Self-Paced) (6 Hours)
- Excel Level III: Advanced Course Online (Self-Paced) (6 Hours)

### Excel Level I: Fundamentals Course Online (Self-Paced)

This beginner Excel workshop introduces high school learners to essential Microsoft Excel skills, including basic calculations, common functions, charts, formatting, and printing. Through guided, hands-on exercises, you'll learn each concept step by step, practice it on your own, and build confidence using Excel for school projects and everyday tasks.

- Become familiar with the interface and data entry
- Learn essential formulas and functions
- Format and print your work
- Create charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management
- Review key concepts in a final project

### Excel Level II: Intermediate Course Online (Self-Paced)

This course helps high school students build confidence working with more advanced Excel features and prepares them for continued learning.

- Learn to split and join text, apply data validation, and create named ranges
- Use database functions such as VLOOKUP and HLOOKUP

- Write logical formulas using AND, OR, and IF functions
- Create Pivot Tables to efficiently summarize and analyze large datasets
- Apply statistical functions such as RANK, COUNTIFS, and SUMIFS
- Build advanced combo charts by combining multiple chart types
- Reinforce key concepts through a guided final project

## **Excel Level III: Advanced Course Online (Self-Paced)**

Learn advanced Microsoft Excel features designed for students who already understand the basics of building and organizing spreadsheets.

- Cell management, including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions such as nested IF statements
- Learn advanced analytical tools for data consolidation, conditions to exclude data, and pivot charts
- Use advanced database functions including MATCH, VLOOKUP-MATCH, and INDEX-Double MATCH
- Record macros and relative reference macros for ad hoc reporting
- Create a project that applies key concepts from the class