



## Excel Specialist Boot Camp

You can be more productive than you ever thought possible and achieve like never before. You can also set yourself apart and validate your new skills by earning Microsoft Office Specialist Excel certification.

Our cutting-edge Excel Specialist Boot Camp focuses instruction on the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects. You will reinforce your learning with practice exercises to effectively create and format spreadsheets, charts, pivot tables and much more.

This condensed instruction will empower you with a fundamental understanding of the Excel environment and the ability to complete tasks independently. Our experienced instructor will guide you in the correct application of the principle features of Excel to edit a workbook with multiple sheets and use a graphic element to represent data visually. You will come away with the knowledge and skill to create professional-looking budgets, financial statements, team performance charts, sales invoices, data-entry logs and more.

Link your learning to a credential valued by employers and gain an important edge in today's competitive job market. You'll be prepared to earn the Microsoft Office Specialist Excel certificate by the end of the boot camp. It is easier than you think with Lyndon State College's new Certiport testing center, the only public Microsoft- certified testing center in Vermont.

### Who participates?

- Job seekers wanting to earn a certification that employers value,
- Employees looking to move to the next level through a flexible, cost-effective program,
- Employers looking to increase confidence in their employees skills,
- Students looking for certification education option (no credit).

**REGISTER today at [www. LyndonState.edu/Professional](http://www.LyndonState.edu/Professional)**