

Certification Description

Improve your credibility and career.

This certification course has over 70 lecture videos, and over 200 hands-on exercises so you can practice the skills presented.

The certification program begins by building a rock solid foundation that you can use to create bulletproof recurring-use workbooks. Then we dig into formula-based reports, and use functions like VLOOKUP, INDEX, MATCH, SUMIF, EOMONTH and more. In all, we cover over 25 worksheet functions. Then, we learn how to replace formula-based reports with PivotTables whenever possible. We wrap up by learning how to use the Get External Data command and some basic data visualization features such as PivotCharts and Sparklines.

This certification confers genuine depth and expertise that will serve you, your company and your career well.

See next page for certification syllabus information...

Certification Details

- ✓ Contains: **9 Courses**
- ✓ Duration: **14 hours**
- ✓ Credits: **14 CPE credits** for CPAs; other credit types are available
- ✓ Cost: **\$499**
- ✓ To learn more visit www.illumeo.com/Excel



Instructor: Jeff Lenning,
Author, Excel University

A former "Big 6" auditor, accounting and finance executive at global companies and published Excel expert, Jeff Lenning CPA CITP has shown thousands of CPAs and accounting professionals across the country how to use Excel.

Illumeo

The leading online provider of *Expertise Management* solutions, Illumeo helps corporate professionals and organizations work together to build the skills and capabilities to help everyone be an expert at their job.

Vital Statistics

- Founded in **2009**
- **4 Million** site users
- **450,000 Hours** of instruction delivered
- **1800+** On Demand Courses
- **8,000+** Video Lessons
- **Two dozen+** CPE varieties

Excel Certification

Excel Training: 5 Top Productivity Boosting Shortcuts

This course covers the five most important Excel Shortcuts to help boost your productivity.

Excel Training: Skills for Better Workbook Design

This course covers a number of key Excel functions and shortcuts to enable you to design better workbooks.

Excel Training: Boosting Proficiency with Selected Shortcuts (PC version)

This course covers selected Excel shortcuts including Conditional Summing Basics, Remove Duplicates, Lookup Basics with VLOOKUP, and Advanced VLOOKUP.

Excel Training: Mastering Fundamental Functions - IFERROR, IF, List Comparisons and More

This course provides guidance to rapidly master several fundamental functions of Excel including IFERROR, IF, List Comparisons, and more.

Excel Training: Tips for Improving Data Validation, Error Checking, Reporting and Other Performance Obstructions

This course offers tips for optimizing frequently occurring performance obstructions in Excel through data validation, error checking, and reporting.

PivotTable Essentials

This course introduces the PivotTable feature and covers the basics.

How to Use PivotTables instead of Formula-Based Reports

This course digs into the details between formula-based reports we built with SUMIFS in the previous courses to PivotTables.

PivotTable Conclusion and External Data Introduction

In this course, we conclude our PivotTable discussion. The session concludes by transitioning to data acquisition techniques.

Using PivotTables and PivotCharts to Prepare External Data

This course expands the previous discussion about external data and digs into the details for retrieving data from other sources.

Once you complete these courses and pass the exams, update your resume. You are ready for any role involving Excel!