



Microsoft Excel Essentials Course

Work faster, smarter, and more confidently with Excel.

Certificate Course | A10

Duration: 24 hours

Level: Beginner–Intermediate



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WHAT YOU'LL LEARN

- Build dynamic PivotTables to summarise complex datasets
- Write advanced formulas: VLOOKUP, INDEX/MATCH, SUMIFS, and more
- Create professional charts that communicate insights clearly
- Automate repetitive tasks with macros
- Design an interactive Excel dashboard for real business data
- Apply data validation and conditional formatting for cleaner spreadsheets



COURSE CONTENT

Module 1 — Excel Foundations

- Data entry, formatting, and working with tables
- Essential formulas: SUM, IF, VLOOKUP, INDEX/MATCH

Module 2 — Data Analysis in Excel

- PivotTables and PivotCharts for dynamic analysis
- Statistical functions: AVERAGE, STDEV, PERCENTILE

Module 3 — Advanced Functions

- Logical functions: AND, OR, nested IF statements
- Date and time functions for reporting



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AFTER THIS COURSE

You'll deliver a complete Excel dashboard and have the skills to handle any spreadsheet challenge confidently — a toolkit that pays off every week.

OFFICIAL CERTIFICATE

This course leads to an official ADA certificate at NLQF level 6, the nationally recognised qualification framework equivalent to a bachelor's degree. Your certificate proves a verified, professional level of knowledge and skills — valued by employers across the Netherlands.

Ready for your next step?

Book a free study-advice call

amsterdamdataacademy.com/study-advice

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