



Microsoft Excel Essentials Course

Work faster, smarter, and more confidently with Excel.

Certificate Course | A10

Duration: 24 hours

Level: Beginner



**AMSTERDAM
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WHAT YOU'LL LEARN

- How to navigate and use the essential functions of Excel with confidence.
- How to create and format spreadsheets, sort and filter data efficiently.
- How to work with advanced features like pivot tables and VLOOKUP for deeper analysis.
- How to apply Excel skills to real-world business problems and data-driven decision-making.



COURSE CONTENT

Module 1 — Excel Essentials Part I

An introduction to Excel and data types, working with formulas and references, and summarising and visualising data.

Module 2 — Excel Essentials Part II

Advanced formulas and extensive practice material with case data.

Module 3 — Final Assignment

Prepare raw data, build an interactive Excel dashboard, and present business insights.



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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/get-study-advice

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