

Microsoft Excel 365 Intermediate 6-Month Online Learning Certificate Program 2026 Course List

7 Courses – 5.45 Hours

*This program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees. Participants are required to complete all the following courses and achieve a passing grade of 70% or higher in each course. **We recommend you complete the courses in the order they appear below.***

1. Exploring Essential Functions in Excel 365 (0.75 Hours)

Excel functions cover a wide array of uses, from formatting text to performing calculations. This course delves into several of the most common functions in Excel 365.

2. Working with Advanced Charts in Excel 365 (0.7 Hours)

For individuals working with large data sets, the ability to display data clearly and efficiently is a crucial step in data analysis. This Excel 365 course offers a comprehensive review of various chart types available to improve data visualization skills.

3. Collaborating Safely in Excel 365 (0.8 Hours)

Discover the power of seamless collaboration with Excel 365. This course covers essential skills for sharing, managing, and protecting your workbooks.

4. Managing Data in Excel 365 (0.85 Hours)

Excel 365 provides a variety of methods for effectively handling data entries. In this course, explore options for navigating and selecting special items, finding and replacing data values, as well as grouping, sorting, and filtering data entries.

5. Using Custom and Conditional Formatting in Excel 365 (.75 Hours)

Excel 365 provides various advanced tools for data presentation and analysis. In this course, discover the different techniques for customizing number, date, and time formats, as well as using conditional formatting to enhance data management.

6. Enhancing a Worksheet with Visual Elements in Excel 365 (0.85 Hours)

Excel 365 offers a suite of tools to beautify and enhance worksheets. Users can easily insert hyperlinks, add informative and attractive images, and tailor these images to fit their needs through resizing, cropping, or rotating.

7. Creating and Managing PivotTables in Excel 365 (0.75 Hours)

PivotTables in Excel 365 are vital for organizing, summarizing, and refining large data sets efficiently. In this course, you will learn how to create and customize PivotTables, selecting the appropriate data for analysis and enhancing the table's visual layout for better readability.

Optional Learning

- **Using Advanced Functions in Excel 365 (0.8 Hours)**

Excel 365 offers a variety of advanced functions for data management and formula creation. In this course, discover how to build formulas to find information in tables, work with data arrays, and obtain date-related information.

- **Setting Your Work Preferences in Excel 365 (0.6 Hours)**

You can get more out of Excel 365 by customizing the app. This course explores different ways to tailor the Excel application and interface to your needs.

Foundational Competencies

Workplace development competencies are job-based skills employees need to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the Workforce Development Competencies page at

<https://nyscseapartnership.org/workforce-development-competencies>.

This certificate program assists you in developing competency in *Computer Skills and Technology*.