

The Online Business Academy

COURSE GUIDE

CERTIFICATE IN MICROSOFT EXCEL

Build spreadsheets that add up in Microsoft Excel

Stop copying formulas you can't explain. Build budgets, lookups and charts yourself, and know why every number is right.

- Never opened Excel? That's exactly where we start
- Learn at your own pace, with lifetime access
- An OBA Tutor on hand in every lesson
- A certificate employers can verify online

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ABOUT US

Welcome to The Online Business Academy

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certificate courses across business, finance, marketing, design, tech and AI, all built the same hands-on way.

Lifetime

access. Pay once and your course is yours forever, including every update we add.

Most online courses hand you hours of video and hope something sticks. We built The Online Business Academy to do the opposite. Every lesson puts the tool in your hands, every module ends with a checkpoint that proves you've got it, and every course ends with a certificate that shows you can do the work, not just that you watched it.

You're never stuck on your own. The OBA Tutor sits inside every lesson, knows exactly where you are, and explains things another way the moment they don't click. It's there at 7am before work and at 11pm when the house is finally quiet, and our support team is an email away whenever you'd rather talk to a person.

And we don't stop at the certificate. Every course comes with the Career Centre, free: AI tools that review your CV, rebuild it with your OBA certificates ready to drop in, and put you through practice interviews for the role you want. One payment, lifetime access, and everything you need to take the next step.



OUR MISSION

Skills you can use on Monday morning, and the proof that you have them.

OFFICE & PRODUCTIVITY COURSES

Certificate in Microsoft Excel

In this course, you'll go from finding your way round the ribbon to building whole workbooks from a blank sheet. You'll write formulas that update the moment a number changes, pull the right value from a table with VLOOKUP and XLOOKUP, lock a sheet so colleagues can only type where you let them, and build a budget planner where picking a month redraws the whole summary.

This course is a great fit for beginners, office staff who were never shown Excel properly, and anyone who keeps seeing it in job ads. If you can click a cell and type, you're ready.

Enrol now

Learn more

COURSE PRICE

$169

One payment. Lifetime access. No subscription.

COURSE LENGTH

14 hours

of video across 10 modules and 96 hands-on lessons.



What you'll be able to do

- Find your way round any workbook and lay out a sheet anyone can read
- Write formulas that fill down correctly, and lock a reference that mustn't move
- Protect a sheet and add dropdowns so people can only enter what you meant
- Make a sheet flag what matters with IF, COUNTIF and conditional formatting
- Pull the right value from a table with VLOOKUP, INDEX MATCH and XLOOKUP
- Build a budget from a blank sheet, with SUMIFS totalling each month for you
- Spill a sorted, filtered list from one formula with FILTER, SORT and UNIQUE
- Pick the chart that answers the question, and bring in a CSV without losing work

Module 01 Getting started in Excel

10 lessons

In this module you'll open Excel and get your bearings. You'll learn how cells, worksheets and workbooks fit together, what lives on each ribbon tab, how to select ranges with Shift and Ctrl, and why long text spills into the next column, then seems to vanish. Then you'll build your first sheet: a bordered grid for a times table, on a properly named tab.

Module 02 Formulas, formatting and keeping data clean

10 lessons

In this module the formulas begin. You'll see how Excel tells text from numbers, dates and currency, and write formulas that update when a number changes. You'll find out why a GST rate filled down turns every row below the first to zero, and fix it with a dollar sign. Then you'll lock the sheet and add validation, so people type only what you meant, where you meant.

Module 03 Lists, conditional formatting and your first functions

13 lessons

In this module your sheets start answering questions for you. You'll build dropdown lists, add conditional formatting that reacts to each value, and meet your first functions: MOD, IF and nested IF, COUNTIF, COUNTA and SUM. Named ranges make formulas readable, and you'll put the lot to work setting up a game of Battleships that counts its own fleet.

Module 04 Visuals, 3D formulas and CSV files

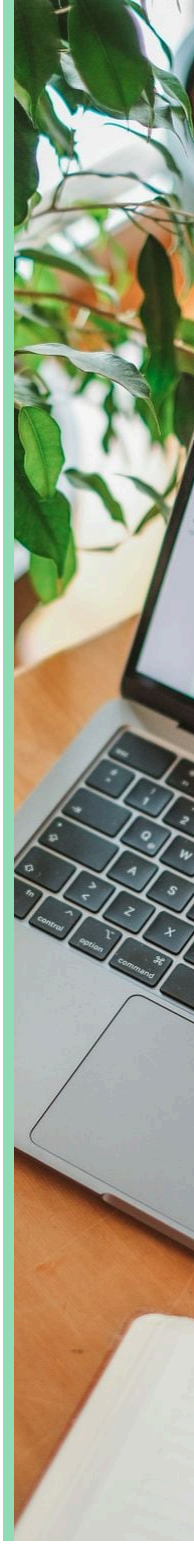
9 lessons

In this module you'll pull figures from one worksheet into another, add shapes and images that float above the grid, and finish your Battleships game with coloured hits and misses. Then you'll get the measure of CSV files: importing and exporting them properly, and the innocent double click that can cost you every sheet but one.

Module 05 Averages, statistics and lookups

8 lessons

In this module an average stops being the whole story. You'll compare AVERAGE, MEDIAN and MODE, see what the gap between them is telling you, and read all three together in a gradebook. Then VLOOKUP and HLOOKUP pull a matching value straight out of a table, so you stop scrolling to find it.



Module 06 Filtering, INDEX MATCH and conditional sums

10 lessons

In this module you'll find exactly the rows you need. You'll sort and filter, pair INDEX with MATCH for a lookup that can look left and survives a new column, and total with SUMIF and SUMIFS. Then you'll pull the parts out of a date and finish your gradebook, with grades looked up from a table rather than typed.

Module 07 Charts, text and test data

9 lessons

In this module your numbers become easy to read. You'll build bar, pie and scatter charts and learn which suits which question, join text with CONCAT and TEXTJOIN, pull in data from a web page, and make test data to check your formulas before anyone relies on them.

Module 08 Two builds, start to finish

6 lessons

In this module nobody hands you a layout. You'll build a budget planner from an empty sheet, with a category dropdown and a monthly summary that redraws when you choose a new month. Then you'll model the solar system with powers, roots and PI, where a wrong formula gives itself away.

Module 09 Modern Excel: dynamic arrays

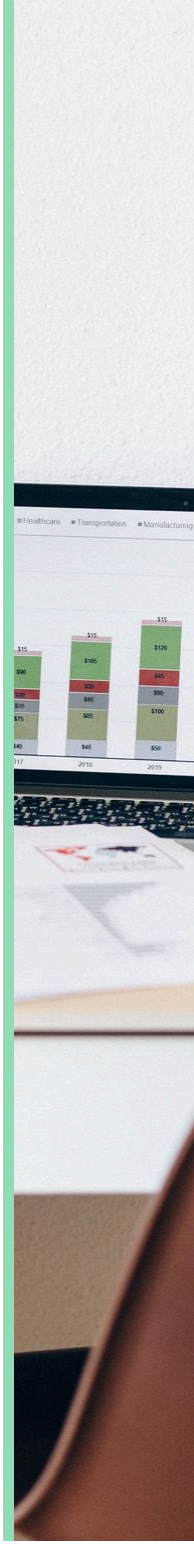
13 lessons

In this module one formula returns a whole list. UNIQUE, SORT and FILTER spill their results down the sheet, XLOOKUP fixes what was wrong with VLOOKUP, and IFS and SWITCH untangle nested IFs. LET names each part of a formula so you can still read it next month.

Module 10 More tools and final review

8 lessons

In this module you'll pick up the small tools that save the most fiddling. You'll split full names into first name and surname with Text to Columns, test two conditions at once with AND and OR, and round prices to five-cent steps with CEILING and FLOOR. Then a final review sets out where you stand and what to learn next.



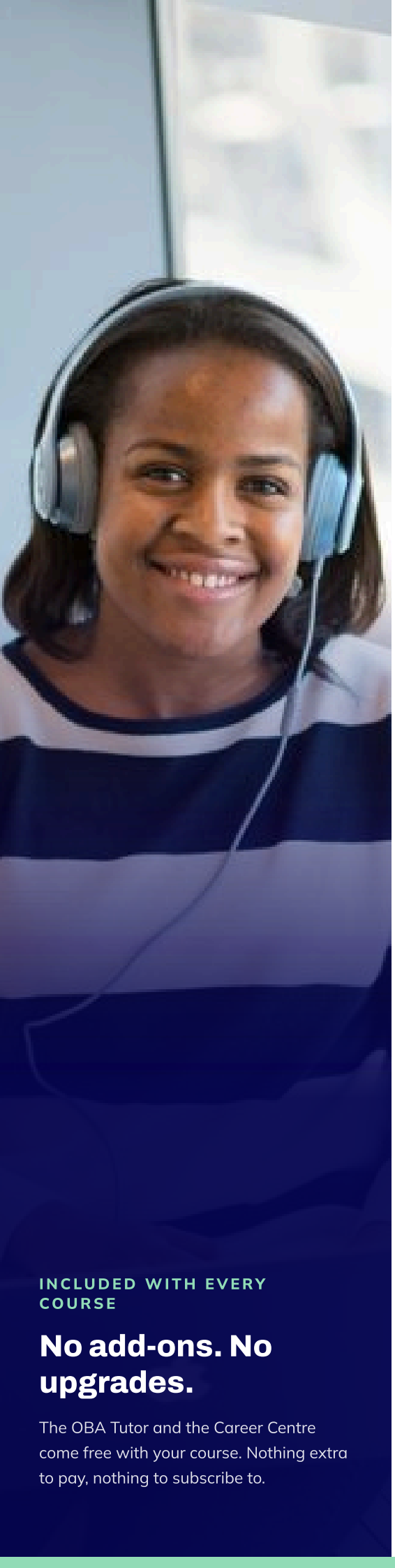
HOW YOU'RE ASSESSED

10 checkpoints

Every module ends with an eight-question checkpoint, so you can prove each idea has landed before the next one leans on it. Pass with 75 per cent, with no limit on retakes.

80% to pass

The final assessment asks 20 questions from across the course. Hit 80 per cent and your certificate is issued there and then, ready for any employer to check online.



A TUTOR INSIDE EVERY LESSON

Meet the OBA Tutor

Stuck at 11pm? You don't have to wait for office hours. The OBA Tutor lives inside every lesson, knows exactly which one you're on, and explains it another way until it clicks. Stuck on an exercise? It nudges you towards the answer instead of handing it over, so the skill is genuinely yours.

- Knows the lesson you're on
- Explains things in new words and examples
- Gives you hints before answers
- Quizzes you on what you've covered

CAREER CENTRE

Step into your next role prepared

A new skill is only as valuable as your ability to show it. That's why every course includes the Career Centre, free: three AI tools that sharpen your CV and get you interview-ready for the role you want.

1. **AI resume reviewer**
   Upload your CV and the job you're after, and get a clear score plus the specific fixes that will make it stronger.

2. **AI resume builder**
   Build a polished CV from a professional template, with your OBA certificates ready to add in one click.

3. **AI interview practice**
   Rehearse real questions for the role you want, out loud or in writing, and get feedback on every answer.

Verified, not just listed. Every OBA certificate carries a credential ID, so an employer can check yours on our verify page in seconds.

INCLUDED WITH EVERY COURSE

No add-ons. No upgrades.

The OBA Tutor and the Career Centre come free with your course. Nothing extra to pay, nothing to subscribe to.

YOUR CERTIFICATE

Finish with proof you can show



A sample. Yours will carry your name and credential ID.

Pass your final assessment and you'll earn a certificate with its own credential ID and web page. Add it to your CV or LinkedIn profile and any employer can verify it in seconds.

Where this could take you

Admin and office roles often ask for Excel by name, and anyone can type 'good with Excel' on a CV. A certificate employers can check online, plus the budget planner and gradebook you built, shows yours is real.

- Administrative assistant
- Office manager
- Finance assistant
- Data entry clerk
- Operations coordinator
- Sales administrator

Build a portfolio as you learn

01

A budget planner, built from blank

Choose a month and every total recalculates from one list of transactions.

02

A gradebook that grades itself

Percentages, three averages per column, and grades looked up from a band table.

03

A working game of Battleships

Hits, misses and a fleet count, run by COUNTIF and conditional formatting.

BEFORE YOU ENROL

Is this course right for you?

This course is for anyone who'd rather build a spreadsheet they can explain than inherit one they're scared to touch. If that's you, start here.

Made for

- Complete beginners who've never had Excel explained from the first cell
- Office staff who use Excel daily but copy formulas they don't fully understand
- Returners heading back into office work after a career break
- Small business owners who'd like a budget they built themselves and can trust
- Admin and finance assistants who've just inherited somebody else's workbook
- Career changers who want the Excel on their CV to hold up in an interview
- Self-taught users who get by but have never tried XLOOKUP, FILTER or LET

What you'll need

- Microsoft Excel, a paid app that comes with Microsoft 365 or a one-off licence. The free web version covers most of the course.
- Microsoft 365, or Excel 2021 or later, from module 9 on. Newer functions like XLOOKUP and FILTER aren't in older copies.
- No experience. Most sheets start blank, and a few lessons in modules 4 and 5 use data of your own.
- A laptop or desktop, Windows or Mac. A few menus look different on a Mac, and importing web data works best on Windows.
- About 14 hours of video over 96 lessons, averaging around nine minutes each, so most fit into a lunch break.

NOT SURE THIS IS YOUR STARTING POINT?

Already fluent in formulas, lookups and charts? Go straight to Advanced Microsoft Excel. Does your team work in Google Sheets? Our Google Docs, Sheets & Slides course fits better. And if you only need one formula fixed today, a quick search will do.



The **Online Business** Academy

ENROL IN MINUTES

Your budget starts in cell A1

Enrolling takes a few minutes. Pay securely on our site and your first lesson opens straight away.

01 Press enrol now

02 Check out on our site

03 Choose your password

04 Start your first lesson

Enrol now for $169 →

Instant access. Yours for life.

Learn more

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