Course Overview

The purpose of the Advanced Excel Training is to empower participants with advanced Excel skills and knowledge, enabling them to tackle complex data analysis, modelling, and automation tasks with confidence. This course equips individuals to become Excel experts, enhancing their productivity and decision-making abilities in various professional roles.

Audience Profile

This advanced course is suitable for Business Analysts; Financial Analysts; Data Analysts; Accountants; Project Managers; Researchers; IT Professionals; Excel Enthusiasts; Anyone seeking advanced Excel skills.

Certification

Certificate of completion

Word Intermediate Overview

Lesson 1: Advanced Functions and Formulas

- Advanced IF Functions
- LOOKUP Functions (VLOOKUP, HLOOKUP, INDEX-MATCH)
- Advanced Text and Date Functions
- Using Logical Functions (AND, OR, IFERROR)

Lesson 2: Data Analysis and Pivot Tables

- Advanced Data Validation
- What-If Analysis with Goal Seek and Data Tables
- Pivot Table Slicers and Timelines
- Advanced Pivot Table Calculations

Lesson 3: Power Query and Data Transformation

- Introduction to Power Query
- Data Import and Transformation
- Combining and Cleaning Data
- Advanced Query Transformations

Lesson 4: Data Modelling and Power Pivot

- Creating Data Models
- DAX Functions and Measures
- Relationships and Hierarchies
- Building Custom Reports with Power Pivot

Lesson 5: Automation with Macros and VBA

- Introduction to Macros
- Recording and Running Macros
- Writing VBA Code
- Advanced Automation Techniques

Lesson 6: Advanced Charting and Visualization

- Customizing Charts and Graphs
- Using Sparklines and Data Bars
- Advanced Conditional Formatting
- Creating Interactive Dashboards

Lesson 7: Collaborative and Cloud Features

- Sharing and collaborating in Excel Online
- Data Validation in Excel Online
- Advanced Data Analysis in Excel Online
- Working with Excel Add-Ins

Lesson 8: Data Security and Protection

- Advanced Data Validation Rules
- Protecting Workbooks and Sheets
- Digital Signatures and Password Security
- Tracking Changes and Comments

Lesson 9: Advanced Tips and Tricks

- Keyboard Shortcuts and Efficiency Tips
- Customizing Excel Options
- Troubleshooting and Error Handling
- Best Practices for Advanced Excel Usage

Pre-Requisites

Required:

- Familiarity with a Windows-based computer