

Advanced Excel- 24 Hours

Course description

This advanced Excel course is designed for professionals who already use Excel and want to significantly enhance their analytical, reporting, and automation capabilities. The course bridges the gap between intermediate Excel usage and advanced BI-style analysis, combining advanced formulas, pivot tables, dashboards, automation, and modern Excel BI tools. Participants will work with complex conditional and lookup formulas, advanced pivot tables and charts, What-If analysis tools, spreadsheet protection, and Excel automation using macros. In addition, the course introduces Power Pivot, DAX, and Power Query, enabling participants to build data models, perform multi-dimensional analysis, and create advanced Excel-based dashboards.

What Participants Gain?

- Using advanced Excel formulas and conditional logic for efficient data analysis
- Building and customizing Pivot Tables, Pivot Charts, and interactive dashboards
- Performing What-If analysis (Goal Seek, Scenarios, Data Tables)
- Automating repetitive tasks with macros
- Building data models with Power Pivot and writing basic DAX measures
- Cleaning, transforming, and automating data preparation with Power Query

Target Audience

- Data Analysts
- BI Analysts
- Financial Analysts
- Business Analysts
- Operations and Planning professionals
- Excel power users seeking advanced analytical and BI capabilities

Prerequisites

- Intermediate-level Excel knowledge
- Experience working with formulas and basic pivot tables
- Familiarity with Excel worksheets and data structures

Course Contents:

1. Excel Intermediate Alignment
 - Absolute and relative cell references
 - Named ranges
 - Working with Excel tables: advantages and limitations
 - Text functions and text manipulation
 - Date and time functions
 - Subtotals
 - Grouping and outlining
2. Conditional Formulas
 - IF, AND, OR
 - IFS, COUNTIFS, SUMIFS, AVERAGEIFS
 - Conditional formatting using logical formulas
3. Lookup and Reference Formulas
 - VLOOKUP and HLOOKUP
 - INDEX and MATCH
 - Helper functions: TRIM, CLEAN, ROW, COLUMN, CONCATENATE, IFERROR
 - Practical use cases: data validation, dropdown lists, and form building
4. Pivot Tables and Dashboards
 - Creating pivot tables
 - Sorting and filtering
 - Calculated fields
 - Pivot table design
 - Pivot charts
 - Building dashboards from pivot data
5. What-If Analysis
 - Goal Seek
 - Scenario Manager
 - Data Tables (sensitivity analysis)
6. Spreadsheet Protection
 - Worksheet protection (full and partial)
 - Workbook protection
7. Excel Automation – Introduction to Macros
 - Recording macros
 - Assigning macros to buttons
8. Excel BI Tools – Power Pivot & DAX
 - Pivot Power overview
 - Differences between Pivot Tables and Power Pivot
 - Data modelling concepts
 - Importing data from Excel and external databases
 - Managing relationships and hierarchies

- Creating multi-dimensional pivot tables
- Building Excel dashboards
- Introduction to DAX functions for data analysis

9. Power Query in Excel

- Importing and transforming data
- Data cleansing and shaping
- Merging and appending tables
- Importing data from folders, Excel, text, and CSV files
- Automating data preparation workflows

10. Final Exercise

- Comprehensive hands-on project focusing on Pivot Tables and Excel BI tools