

Microsoft Excel - Advanced

Course Description

Join our 1-day virtual Excel class and take your spreadsheet skills to the next level with expert-led training designed for real-world data challenges.

Whether you're working in finance, marketing, operations, or administration, Excel is a critical tool that can unlock powerful insights and streamline your workflow. This course is built for professionals who already know the basics and are ready to dig deeper into data analysis, automation, and professional-level reporting.

You'll go beyond formulas and charts—learning how to build dashboards, automate calculations, and work confidently with large, complex datasets. The training is highly practical, hands-on, and focused on real business scenarios, so you can apply your new skills immediately.

Key Benefits

- **Master Excel's Interface and Navigation**
Understand how to confidently navigate Excel's ribbons, menus, and core features to improve your workflow and efficiency from the very first click.
- **Create and Troubleshoot Advanced Formulas**
Learn how to build accurate formulas using essential functions like SUM, IF, VLOOKUP, and HLOOKUP, and understand how to fix common formula errors with ease.
- **Import and Clean External Data**
Gain the ability to bring data in from external sources and clean it effectively by removing duplicates, handling blanks, and preparing it for analysis.
- **Organise and Analyse Large Datasets**
Use tools like sorting, filtering, and conditional formatting to manage large volumes of data and uncover the most relevant insights quickly.
- **Use Cell References for Dynamic Formulas**
Understand the difference between absolute and relative cell references to build flexible, reusable formulas across spreadsheets.
- **Build and Customise PivotTables & PivotCharts**
Create powerful PivotTables to summarise data and visualise trends with PivotCharts. Explore grouping, slicers, and calculated fields for deeper analysis.
- **Design Interactive Dashboards**
Learn how to combine charts, slicers, and PivotTables into dynamic dashboards that are both visually appealing and easy to use.
- **Present Data with Clear Visualisations**
Choose the right charts (bar, line, pie, etc.) for your data, customise their elements, and present insights that make an impact.

Target Audience

This course is designed for professionals who already have a basic understanding of Excel and want to advance their skills. It's perfect for anyone who works with data regularly and wants to improve efficiency, reporting, and decision-making using advanced Excel tools.

Benefits & Real Life Skills

By taking this course, you'll go beyond the basics and learn to use Excel as a powerful tool for smarter work, better decisions, and professional growth.

- **Save Time on Repetitive Tasks**
Automate data processes, reuse formulas, and build templates to reduce manual work and boost productivity.
- **Make Data-Driven Decisions**
Use PivotTables, charts, and dashboards to analyse trends and support confident, informed decision-making.
- **Create Professional Reports**
Design clean, interactive dashboards and visualisations that present your data clearly and impress stakeholders.
- **Boost Accuracy & Confidence**
Learn best practices for formula creation, error checking, and data cleaning to minimise mistakes and improve reliability.
- **Stand Out Professionally**
Advanced Excel skills are highly valued — add this to your toolkit to boost your resume, promotion potential, or freelance work.
- **Apply Across Industries**
Whether you're in finance, HR, marketing, logistics, admin, or operations — Excel is a universal language. These skills are transferable and in-demand everywhere.

Topics Covered

- **Introduction to Excel for Data Analysis**
 - Excel interface overview
 - Workbooks and worksheets
 - Data organisation basics
- **Basic Excel Functions and Formulas**
 - SUM, AVERAGE, COUNT, and other core functions
 - Absolute vs. relative cell references
 - Basic error checking in formulas
- **Data Import, LOOKUP, and Cleaning**
 - Importing data from external sources
 - Using VLOOKUP and HLOOKUP
 - Removing duplicates and handling missing data
- **Sorting, Formatting, and Filtering Data**
 - Sorting techniques
 - Applying conditional formatting



- Using filters to isolate data

➤ **Data Visualisation with Charts and Graphs**

- Creating bar, line, and pie charts
- Customising chart elements (titles, labels, legends)
- Choosing the right chart for your data

➤ **PivotTables and PivotCharts**

- Building PivotTables
- Creating PivotCharts
- Grouping, slicers, and calculated fields

➤ **Dashboard Building and Design**

- Principles of effective dashboard design
- Integrating charts, PivotTables, and slicers
- Enhancing interactivity and dynamic reporting

Duration: 6 Hours

Virtual Class System requirements

All Virtual Classes will be conducted over Zoom.

System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:
- An HD cam or HD camcorder with a video-capture card
- Virtual camera software for use with broadcasting software like OBS or IP cameras

Supported operating systems

- macOS X with macOS X (10.11) or later
- Windows 11
- Windows 10

Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 8.0 or higher
- Oracle Linux 8.0 or higher
- CentOS 8 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Note: On Windows devices, Zoom utilizes WebView2 and Chromium Embedded Framework (CEF) for certain features. If not available, these are downloaded automatically by Zoom, but admins should ensure these are whitelisted on managed devices.

Supported web browsers

- Desktop
- Chrome: Within 2 versions of current version
- Firefox: Within 2 versions of current version
- Edge: Within 2 versions of current version
- Safari: Within 2 versions of current version

As an example, if the current version of Chrome is 111, then Zoom supports versions 109, 110, and 111. As new versions are released, the minimum version will also follow behind by 2 versions.