Information Technology

Advanced Microsoft Excel Course

Course Introduction

Excel is an essential tool for professionals seeking to enhance productivity and efficiently manage, analyze, and report data. By mastering advanced Excel techniques, participants can unlock the full potential of their data, enabling them to make informed decisions, discover trends, and produce sophisticated reports. This course is designed to provide participants with advanced tools and techniques to manage complex data, automate processes, and develop insightful reports tailored to their organizational needs.

Target Audience

- Business Analysts
- Finance and Accounting Professionals
- Project Managers
- Data Analysts
- HR Professionals
- Marketing Professionals
- Operations Managers
- Anyone Seeking Career Advancement

Learning Objectives

- Apply advanced Excel techniques for data analysis, reporting, and visualization.
- Create interactive and dynamic management reports by linking Excel with external databases (e.g., Access, SQL, and web).
- Effectively use pivot tables and charts to analyze and summarize large data sets.
- Automate repetitive tasks and generate reports using macros.
- Utilize advanced functions to enhance data processing and reporting accuracy.
- Develop customized dashboards for performance tracking and decision-making.

Course Outline

- **Day 01**

  Data Management & Advanced Formulas

  Data Consolidation:

  - Merging data from different files and sheets.
  - Consolidation techniques for various data sets.

  Advanced Data Validation:

  - Custom lists, date validations, and dynamic validation techniques.

  Text and Cell Management Tools:

  - Using LEFT, RIGHT, MID, CONCATENATE, and VALUE for efficient cell management.

  Advanced Functions:

  - SUMIF, SUMPRODUCT, COUNTIF, COUNTIFS, SUBTOTAL.
  - VLOOKUP and XLOOKUP for advanced data lookups.

  Text and Number Manipulation:

  - Using TRIM, LEN, REPLACE, FIND, SUBSTITUTE to manage data.

- Slicing dates into day names, weeks, quarters, and other date manipulations.
- **Day 02**

Advanced Reporting with Pivot Tables and Charts

Pivot Table Mastery:

- Essential rules for building and using pivot tables.
- Advanced sorting, filtering, and summarizing techniques.
- Grouping and drilling down into data.

Pivot Charts:

- Creating dynamic pivot charts and integrating them with reports.
- Linking pivot tables to PowerPoint for presentations.
- Advanced formatting techniques using slicers and GetPivotData.

Conditional Formatting:

- Applying formatting rules within pivot tables for visual insights.
- **Day 03**

Named Ranges, Data Formatting & Automation

Named Ranges:

- Creating and managing named ranges for simplified formulas.
- Updating and editing name ranges efficiently.

Advanced Data Formatting:

- Conditional formatting based on criteria such as employee performance, grades, and salary levels.
- Setting up alerts and warnings for critical data points (e.g., residency expiry dates).

Macro Automation:

- Creating and managing macros to automate repetitive tasks.
- Assigning macros to custom toolbars for quick access.
- Using macros for monthly reports.
- **Day 04**

Advanced Calculations & Lookup Functions

Date & Time Calculations:

- Functions for calculating attendance, working days, and years of service.

Advanced Lookup Functions:

- VLOOKUP, HLOOKUP, INDEX, and MATCH for data retrieval.
- Combining multiple functions for dynamic data lookups.

Master Data Validation:

- Creating master sheets for employee statuses, locations, and grades.
- Custom validation for dates, numbers, and other criteria.

Leave Records & Calculations:

- Calculating eligibility for leave and bonuses using IF functions.
- Accrued leave and leave balance management.

- **Day 05**

End-of-Service Calculations & Advanced Charting

End-of-Service Calculations:

- Calculating gratuity and cashable leave for employees.
- Using Excel functions to manage complex HR calculations.

Advanced Charting Techniques:

- Creating advanced charts such as speedometers, spinners, and performance gauges.
- Dynamic charting for performance tracking.

Comprehensive Exercises:

- Practical exercises on gratuity calculations, salary increment simulations, and performance review scoring.
- Building performance dashboards for managerial reporting.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 16, 2025	June 20, 2025	5 days	4250.00 $	UAE - Abu Dhabi
Sept. 8, 2025	Sept. 12, 2025	5 days	4250.00 $	UAE - Dubai
Dec. 29, 2025	Jan. 2, 2026	5 days	4950.00 $	Thailand - Bangkok
Oct. 12, 2025	Oct. 16, 2025	5 days	2150.00 $	Virtual - Online