€ TRAINING

Advanced Microsoft Excel

20 - 24 May 2024
Paris (France)

Advanced Microsoft Excel

REF: Z2323 DATE: 20 - 24 May 2024 Venue: Paris (France) - Fee: 5940 Euro

Introduction:

This training program is designed to equip participants with comprehensive skills in utilizing Excel's advanced features and functions for complex data analysis and manipulation. It focuses on practical applications, enabling participants to leverage Excel effectively in diverse professional settings.

Program Objectives:

At the end of this program, participants will be able to:

- Create complex formulas and functions to analyze and manipulate large datasets effectively.

- Develop dynamic dashboards and interactive reports to present data insights visually.

- Automate repetitive tasks and streamline workflows using advanced Excel features such as macros and VBA Visual Basic for Applications programming.

- Apply time-saving tips and shortcuts to enhance efficiency and productivity in Excel usage.

Targeted Audience:

- Business Professionals and Managers.

- Data Analysts and Researchers.

- Financial Analysts and Accountants.

- Project Managers.

- Researchers and Academics.

- Employees who wants to unlock the advanced capabilities of Microsoft Excel.

Program Outlines:

Unit 1:

Mastering Advanced Functions:

- Review of Basic Functions and Formulas.

- Logical Functions IF, AND, OR, NOT.

- Lookup and Reference Functions VLOOKUP, HLOOKUP, INDEX, MATCH.

- Text Functions CONCATENATE, LEFT, RIGHT, MID.

- Array Formulas and Functions.

Unit 2:

Data Analysis and Automation:

- Data Cleaning and Transformation.

- Sorting and Filtering Data.

- Advanced Data Analysis Techniques.

- Introduction to Macros and VBA Visual Basic for Applications.

Unit 3:

Advanced Charting and Visualization:

- Creating Dynamic Charts and Graphs.

- Sparklines and Data Bars.

- Customizing Chart Elements.

- Trendlines and Data Visualization Best Practices.

Unit 4:

PivotTables and Power Pivot:

- PivotTable Basics and Advanced Techniques.

- Introduction to Power Pivot and Power Query.

- Data Modeling and Relationships.

- Advanced DAX Functions.

Unit 5:

Collaboration, Protection, and What-If Analysis:

- Data Validation and Conditional Formatting.

- Workbook and Worksheet Protection.

- Sharing and Collaboration Features.

- Goal Seeking and Scenario Analysis.