XCELERATE TRAINING INSTITUTE

your learning & development partner

INFORMATION TECHNOLOGY

Excel – Advanced

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
22 – 26 ?????? 2027	Live online	Online (live)	€1?200
2 – 6 ????? 2027	Live online	Online (live)	€1?200
6 – 10 ?????? 2027	Bahrain	Classroom	On request

Register or ask a question

Online: x8ti.com/course/excel-advanced/

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Excel – Advanced

Introduction

This course by Xcelerate Training Institutes offers an in-depth exploration of Microsoft Excel, covering both intermediate and advanced topics. Participants will gain comprehensive knowledge and skills to effectively utilize Excel for data analysis and management. The course content is aligned with industry standards and can be customized to meet specific training needs.

Learning Objectives

Upon completion of this course, participants will be able to:

- Master intermediate Excel functions and differentiate them from basic functions.
- Efficiently navigate Excel's chart creation tools.
- Create, format, and manage Excel worksheets effectively.
- Apply various chart styles and advanced charting techniques.
- Utilize different viewing options and advanced formatting features.
- Consolidate data and create informative charts.
- Implement pivot tables and charts for data analysis.
- Secure, protect, and customize Excel workbooks.
- Utilize macros, logical, statistical, financial, and lookup functions.
- Apply advanced data management techniques.

Training Methodology

This course by Xcelerate Training Institutes should focus on practical application, building upon existing knowledge. The curriculum should cover advanced formulas and functions, data analysis techniques like PivotTables and PowerPivot, data modeling, and automation through VBA macros. Hands-on exercises and real-world projects are crucial to solidify learning. The training should be tailored to the specific needs of the learners, whether they are analysts, data scientists, or professionals in various industries.

Benefits for Your Organisation

Advanced Excel skills empower your organization by streamlining data analysis and decision-making processes, boosting productivity, enhancing data visualization and reporting capabilities, automating complex tasks, improving data accuracy and consistency, and enabling predictive modeling and forecasting, ultimately leading to increased efficiency, cost savings, and informed strategic decisions

Benefits for You

Advanced Excel empowers you to harness the full potential of your data by transforming spreadsheets into dynamic databases. With this mastery, you can streamline complex data analysis, automate repetitive tasks, create insightful visualizations, and make data-driven decisions with ease. This versatile tool enhances your productivity, problem-solving abilities, and overall professional value, making you a more efficient and indispensable asset in any data-centric role.

Who Should Attend

Individuals with basic Excel knowledge seeking to enhance their skills and proficiency.

Course Outline

Excel Fundamentals

- Create and manipulate tables.
- Manage multiple worksheets (renaming, inserting, deleting, reordering, copying).

Charting

- Create and customize basic charts.
- Apply advanced charting techniques (formatting, combination charts, graphical elements).

Excel Interface

- Utilize different viewing options.
- Set print area, headers, and footers.
- Repeat rows and columns for printing.
- Employ paste special options.
- Import and export text data.
- Create named cell ranges.

Data Formatting and Manipulation

- Apply advanced formatting options.
- Create and remove subtotals.
- Format tables using preset and custom styles.
- Utilize conditional formatting.
- Hide and unhide rows, columns, and worksheets.
- Sort and filter data.
- Consolidate data from multiple cells and link data elements.

Chart Enhancement

- Customize pie chart angles.
- Format and position chart elements (axis, title, legend).
- Modify chart design and data series.

Data Analysis Tools

- Create and use pivot tables and charts.
- Protect workbooks with passwords and restrictions.
- Record and assign macros.
- Customize the Quick Access Toolbar.

Functions

- Apply logical and statistical functions.
- Utilize financial functions (e.g., PMT).

- Employ lookup functions (VLOOKUP, HLOOKUP).

Data Management

- Implement data validation.
- Create data validation rules

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Registration Form

Excel – Advanced

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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Open the course page