

1 DAY

EXCEL- EXPERT



Corporate IT Course

LEARNING OUTCOMES

- Create and apply array formulas to perform powerful multi-cell calculations and automate complex data tasks
- Use advanced date, time, text, and financial functions to manage, manipulate, and analyse data with precision
- Apply sophisticated data analysis techniques such as data summarisation, trend evaluation, and scenario modelling for informed decision-making
- Import and export data efficiently between Excel and other applications to streamline reporting and data sharing across platforms

COURSE OVERVIEW

This course is designed for advanced Excel users who want to take their skills to the highest level. Delegates will learn to use complex formulas, advanced data analysis tools, and automation techniques to manage and interpret data efficiently. The course also covers powerful functions, data import/export, and dynamic reporting to enhance productivity and decision-making. **Prerequisites:** Delegates must have an excellent knowledge of Excel, be familiar with Pivot Tables and using various functions

TOPICS COVERED IN THIS COURSE

Array Functions

Work with powerful array formulas such as SUMPRODUCT, FREQUENCY, and TRANSPOSE to perform advanced multi-cell calculations.

Importing & Exporting Data

Learn to import, export, and link data from text files, web queries, and other workbooks for seamless data integration.

Advanced Excel Functions

Use advanced tools like IFS, XLOOKUP, SWITCH, MAXIFS, and AGGREGATE to streamline analysis and automate tasks.

Date & Time Functions

Apply key date and time functions like TODAY, NETWORKDAYS, and WORKDAY to manage schedules and calculations effectively.

Data Analysis Tools

Use What-If Analysis tools such as Data Tables, Scenarios, and Goal Seek to model and test data-driven outcomes.

Text Functions

Clean, format, and combine data using text functions including CONCAT, LEFT, RIGHT, MID, and PROPER.

Financial Functions

Perform financial calculations using PMT, RATE, FV, PV, and NPV for budgeting and forecasting.

IF Functions

Develop advanced logical formulas using IF statements and their variations, including SUMIF, AVERAGEIF, COUNTIF, and their multi-condition versions. Learn to handle errors effectively with the IFERROR function for cleaner, more reliable results.

Nested & Lookup Functions

Master complex formulas using Nested IF statements, logical operators (AND, OR), and advanced functions like LARGE, SMALL, RANK, and SUBTOTAL. Explore powerful lookup tools such as INDIRECT and LOOKUP for dynamic data referencing.