

Advanced Excel

£600 8 hours + venue costs if not at client office

Max 6 per group

Learning Objectives

Participants will be able to:

- Analyse large datasets
- Build dashboards
- Automate tasks
- Use advanced formulas and business intelligence tools

Module 1: Advanced Formula Techniques (90 mins)

Lookup & Reference Functions

- Advanced XLOOKUP
- INDEX/MATCH combinations
- Dynamic references

Dynamic Array Functions

- FILTER
- SORT
- SORTBY
- UNIQUE
- SEQUENCE

Error Handling

- IFERROR
- IFNA

Module 2: Advanced PivotTables & PivotCharts (75 mins)

- Multiple data fields
- Calculated fields
- Slicers
- Timelines
- Interactive reporting

Module 3: Data Analysis Tools (60 mins)

- What-If Analysis
 - Goal Seek
 - Scenario Manager
- Consolidation
- Statistical analysis basics

Module 4: Power Query (90 mins)

- Importing data
- Cleaning datasets
- Combining files
- Transforming data
- Refresh automation

Module 5: Dashboards & Visualisation (75 mins)

- Dashboard design principles
- KPI reporting
- Interactive dashboards
- Slicers and controls
- Executive reports

Module 6: Introduction to Power Pivot (45 mins)

- Data models
- Relationships
- Basic DAX concepts
- Calculated measures

Module 7: Introduction to Macros & Automation (60 mins)

- Recording macros
- Editing simple macros
- Macro security
- Automating repetitive tasks

Module 8: Best Practice Workshop (45 mins)

- Workbook design standards
- Documentation
- Performance optimisation
- Avoiding common Excel risks

Capstone Exercise

Build a complete business dashboard featuring:

- Power Query data import
- Data model
- PivotTables and PivotCharts
- Dynamic formulas
- Interactive slicers
- Automated refresh process