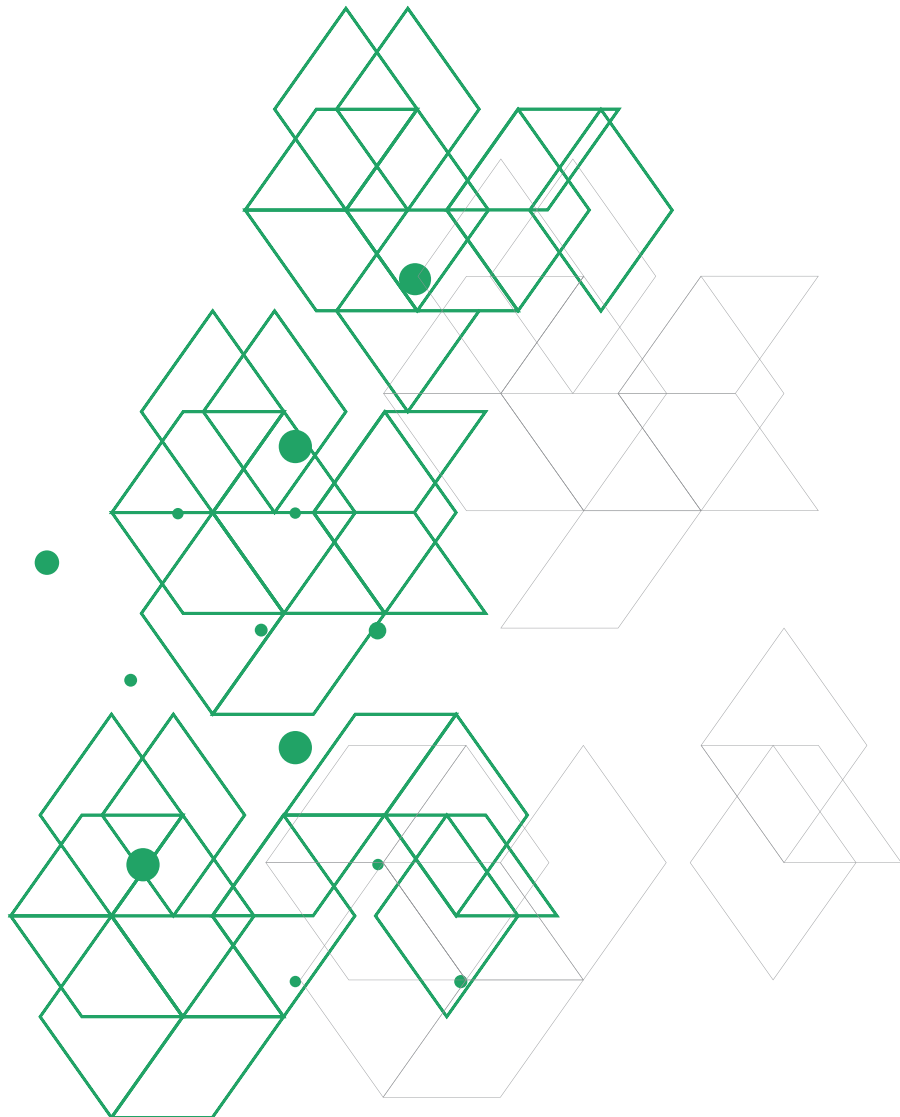


ADVANCED EXCEL TRAINING PROGRAM

 4 Week | 8 Modules

 Weekdays or Weekends



Overview

An Advanced Excel Training Program is designed to provide participants with in-depth knowledge and skills to leverage the advanced features and functionalities of Microsoft Excel, a powerful spreadsheet software. This program is typically aimed at individuals who already have a basic understanding of Excel and want to enhance their proficiency for more complex data analysis, reporting, and automation tasks.



The overall goal of an Advanced Excel Training Program is to empower participants with the expertise to manipulate and analyze data effectively, automate tasks, and create sophisticated reports. Participants can apply these skills in various professional settings, enhancing their productivity and decision-making capabilities.

Learning Objectives



Enhanced Proficiency: Develop advanced proficiency in using Excel for data analysis, reporting, and management. Handle large datasets efficiently and use conditional formatting



Advanced Formulas and Functions: Master complex formulas, functions, and mathematical operations to perform intricate calculations.



Data Analysis Skills: Acquire in-depth knowledge of data analysis tools such as PivotTables, PivotCharts, and advanced data manipulation techniques.



Automation and Macros: Gain expertise in creating and using macros to automate repetitive tasks, saving time and improving efficiency.



VBA Programming Skills: Introduce participants to Visual Basic for Applications (VBA) to enable automation and customization of Excel through programming.



Time-Saving Techniques: Discover time-saving shortcuts, tips, and tricks for efficient spreadsheet navigation and task execution.

Structured Curriculum:

A well-organized curriculum that progresses from fundamental concepts to more advanced topics, providing a clear learning path.



Expert Instructors:

Experienced instructors with expertise in advanced Excel features, capable of delivering effective training and addressing participants' questions.



Interactive Learning:

Interactive sessions, discussions, and Q&A opportunities to encourage participant engagement and knowledge retention.



Course Features



Time-Saving Tips and Tricks:

Instruction on time-saving shortcuts and advanced tips for efficient spreadsheet navigation and task execution.



Advanced Data Management Skills:

Strategies for handling large datasets efficiently, implementing data validation, and utilizing conditional formatting.



Certification or Recognition:

Offering a certification or recognition upon completion of the program, indicating proficiency in advanced Excel skills.

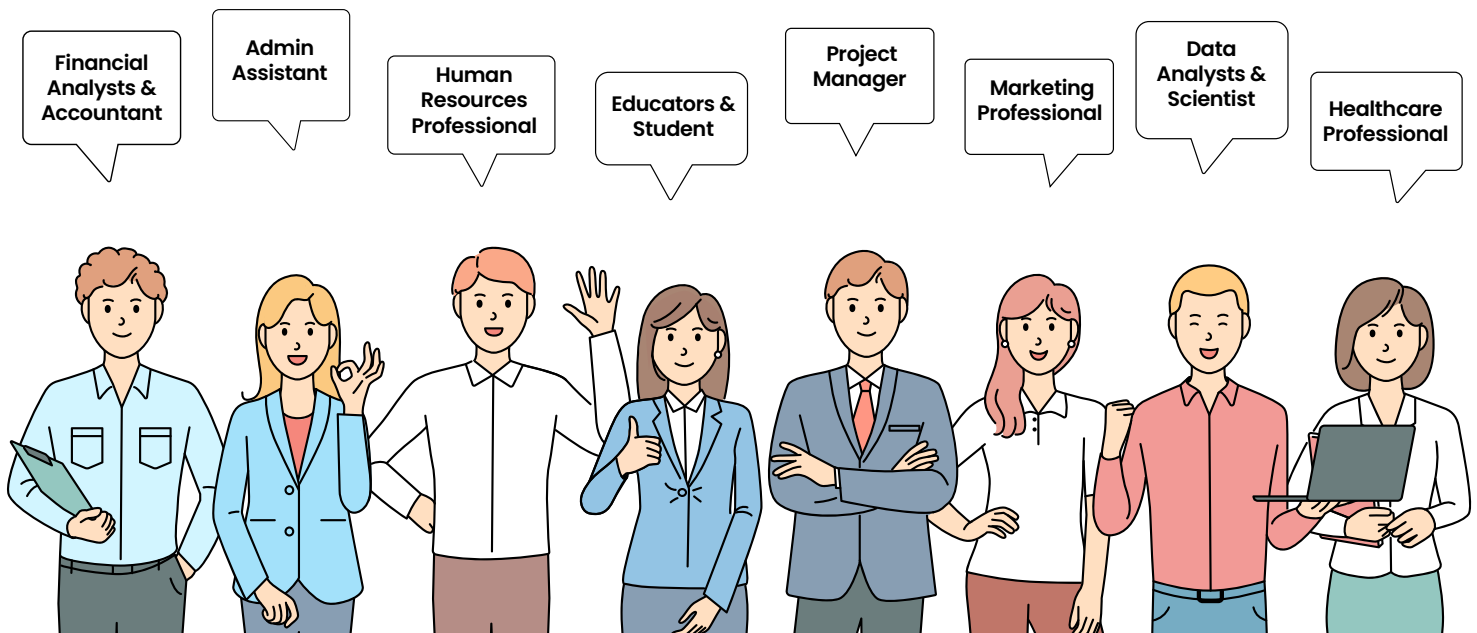


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Target Audience



Course Curriculum



Module 1: Excel Basics and Navigation

- ▶ Introduction to Excel Interface
- ▶ Understanding Rows, Columns, and Cells
- ▶ Basic Data Entry and Formatting
- ▶ Introduction to Relative Reference
- ▶ Introduction to Absolute Reference
- ▶ Introduction to Mixed Reference



Module 2: Basic Formulas and Functions

- ▶ Basic Formulas and Functions
- ▶ Number Formatting
- ▶ Text Formatting



Module 3: Conditional Formatting and Data Management

- ▶ Number Conditional Formatting
- ▶ Text Conditional Formatting
- ▶ Editing existing Conditional Formatting
- ▶ Conditional Formatting with custom rules
- ▶ Cut, Copy, Paste, and Paste Special
- ▶ Paste as Values and Paste as Format



Module 4: Advanced Paste Options and Table Formatting

- ▶ Paste as Link and Paste Data Validation
- ▶ Paste Transpose and Paste as Object
- ▶ Format Range as Table Object and Its benefits



Module 5: Data Search and Management

- ▶ Find, Replace, and Go To Special
- ▶ Introduction to VBA (Visual Basic for Applications)



Module 6: Functions in Excel

- ▶ Learning Excel Function(s) in the Text Category
- ▶ Learning Excel Function(s) in the Date Category
- ▶ Lookup Functions
- ▶ Logical Functions
- ▶ IF and Nested IF
- ▶ Mathematical Functions



Module 7: Data Analysis and Summarization

- ▶ Summarization of RAW Data using Pivot Table
- ▶ Calculated Fields in Pivot Table
- ▶ Calculated Items in Pivot Table
- ▶ Creating Pivot Charts



Module 8: Formatting and Efficiency

- ▶ Formatting of Worksheet and Cells
- ▶ General Shortcut Keys to work efficiently in Excel
- ▶ Password Protection – Worksheet and Range Protection



Module 9: Data Filtering and Advanced Excel Features

- ▶ Filtering data in a worksheet – Normal Filter
- ▶ Advance Filter Techniques
- ▶ Introduction to Macros
- ▶ Record a Macro
- ▶ Custom Macros



Module 10: Advanced Excel Features

- ▶ Introduction to Power Pivot
- ▶ Introduction to Power Query



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We are specialized B2B Offline / Online training provider on the technology, enterprise software's, analytics & Project management courses.



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DINESH R M

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