Global Horizon
TRAINING CENTER

Training Course:
Microsoft Excel - Advanced Level

1 - 5 December 2025
Trabzon (Turkey)

Training Course:
Microsoft Excel - Advanced Level

Training Course code: IT235602 From: 1 - 5 December 2025 Venue: Trabzon (Turkey) - Training Course Fees: 6000 €
Euro

Introduction

This training program, designed by Global Horizon Training Center, aims to enhance participants' proficiency in Microsoft Excel at an advanced level. Participants will explore complex functionalities, data analysis techniques, and automation tools to increase their efficiency and effectiveness in handling data-related tasks. By mastering advanced Excel skills, participants will contribute to improved decision-making and productivity within their organizations.

Objectives

- Develop an in-depth understanding of advanced Excel features and functions.

- Enhance skills in data analysis and visualization techniques.

- Master the use of pivot tables, macros, and advanced formulas.

- Improve the ability to automate tasks and workflows within Excel.

- Foster effective data management and reporting practices.

Course Methodology

- Interactive Workshops: Hands-on training sessions with practical exercises.

- Group Discussions: Collaborative learning through sharing experiences and solutions.

- Real-World Case Studies: Application of Excel skills to real-life scenarios to enhance understanding.

- Assessments: Quizzes and practical assignments to evaluate participants' progress.

Organizational Impact

By equipping employees with advanced Excel skills, organizations can expect:

- Increased data accuracy and efficiency in reporting.

- Enhanced analytical capabilities leading to better decision-making.

- Streamlined workflows through automation and advanced functions.

- Improved team collaboration and productivity.

Target Audience

- Financial analysts

- Data analysts

- Managers and team leaders

- Administrative professionals

- Anyone looking to enhance their Excel skills for business applications

Outlines

Day 1: Advanced Functions and Formulas

- Introduction to advanced functions IF, VLOOKUP, HLOOKUP, INDEX, MATCH

- Array formulas and their applications

- Error handling functions IFERROR, ISERROR

- Practical exercises using advanced functions in real-world scenarios

Day 2: Data Analysis and Pivot Tables

- Introduction to data analysis techniques

- Creating and customizing pivot tables

- Using slicers and timelines for data segmentation

- Analyzing data with pivot charts

- Hands-on exercises on pivot tables with sample datasets

Day 3: Data Visualization Techniques

- Advanced charting techniques combo charts, sparklines

- Using conditional formatting for data visualization

- Creating dashboards for interactive reporting

- Best practices for presenting data visually

- Practical session on creating dashboards

Day 4: Automation with Macros

- Introduction to macros and their benefits

- Recording and editing macros in Excel

- Using Visual Basic for Applications VBA for advanced automation

- Assigning macros to buttons and creating user forms

- Practical exercises on automating repetitive tasks

Day 5: Data Management and Advanced Topics

- Data validation and protection techniques

- Working with external data sources importing and exporting data

- Introduction to Power Query and Data Transformation

- Best practices for managing large datasets

- Final assessment and feedback session

Registration form on the Training Course:
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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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