



*Training Course:
Microsoft Excel - Advanced Level*

*29 March - 2 April 2027
Kuala Lumpur (Malaysia)*

Training Course: Microsoft Excel - Advanced Level

Training Course code: IT235602 From: 29 March - 2 April 2027 Venue: Kuala Lumpur (Malaysia) - Training Course Fees: 6300 € 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.

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: Microsoft Excel - Advanced Level

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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