



Professional Microsoft Excel

Available In:

- ☒ English
- ☐ Spanish
- ☒ Virtual

Professional Microsoft Excel: More Advanced Techniques

"Professional Microsoft Excel" is a more advanced course designed to build upon the foundational skills acquired in Core, enabling users to delve deeper into Excel's capabilities. This course covers a wide range of topics from advanced formulas and data analysis techniques to sophisticated data visualization and security measures. Participants will learn to utilize more advanced features like Boolean, Database, Lookup and PivotTables to manage extensive data sets, and enhance their presentations with professional-grade design and aesthetics.

What will trainees learn?

- Advanced Formulas and Functionality
- Logical and Lookup Functions for Data Analysis
- Data Management with Advanced Tables
- Creating and Modifying Charts for Enhanced Visualization
- Utilizing PivotTables, Slicers, and PivotCharts
- Integrating and Optimizing Graphical Objects
- Workbook Optimization and Security

How will this training benefit your company and employees?

Participants will explore advanced formula concepts, enhancing their ability to perform complex computations and data analysis with Excel. They will learn to effectively manage and interpret data using logic, lookup, date, and financial functions. The course will also guide them through advanced data organization with tables, and teach them to create dynamic visualizations using charts, PivotTables, and PivotCharts. Additionally, students will enhance workbook aesthetics with graphical objects and SmartArt and learn critical skills in workbook optimization and data security to protect sensitive information. By the end of this course, trainees will be equipped with the skills to efficiently analyze data, present information clearly, and ensure data integrity in their business operations.

Training is recommended to be deployed in 4- or 8-hour blocks over a total of 16 hours.



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