

# Microsoft Excel Masterclass



## Course Details

**Course Name** Microsoft Excel Masterclass

**Duration** 4 Days

**Course Code** AFBMEEM

**Assumed Knowledge** None

## Course Aims

The aim of this course is to provide you with the skills and knowledge to use Microsoft Excel as a powerful tool for data entry, analysis, visualisation, modelling, and transformation. You will learn how to use various features and functions of Excel to manipulate, transform, and visualise data in different ways. You will also learn how to work with external data sources, automate tasks, troubleshoot errors, and integrate Excel with other applications and web services. By the end of this course, you will be able to use Excel for various purposes, such as data entry, data analysis, reporting, decision making, and data science.

## What You Will Learn

This comprehensive course covers Excel's essential and advanced features to enhance your data management and analysis skills. You'll master custom formats, data validation, nested and logical functions, advanced sorting, and more. Learn to create dynamic charts and pivot tables for data visualization, and use external data, Goal Seek, Solver, and Analysis Toolpak for in-depth analysis. Discover how to clean and import data using text to columns, flash fill, and power query. Automate tasks with macros, office scripts, and VBA, and develop interactive data models and dashboards with power pivot, DAX formulas, power map, and power BI.

## Skills

- Proficiency in data management and analysis, utilizing Excel's formulas, functions, pivot tables, and charts for efficient data entry, reporting, and decision-making.
- Advanced data visualization and manipulation techniques, including dynamic charts, pivot tables, and the use of external data sources with tools like Goal Seek and Solver.
- Skills in automation and integration.

## Target Audience

This course is designed for a diverse audience, including professionals across various industries seeking to elevate their data management and analytical capabilities, individuals desiring a thorough mastery of Excel for complex data tasks, and Excel users interested in automating processes and crafting interactive data presentations.

## Course Content

### Module 1 – Getting Started with Excel

- Topic A Introduction to Excel
- Topic B The Excel Interface
- Topic C Navigating Worksheets

### Module 2 – Basic Data Entry & Formatting

- Topic A Entering & Managing Data
- Topic B Formatting Cells
- Topic C Number Formats

### Module 3 – Basic Formulas & Functions

- Topic A Using Formula
- Topic B Using Functions
- Topic C Keyboard Shortcuts

### Module 4 – Working with Worksheets & Workbooks

- Topic A Managing Worksheets
- Topic B Managing Workbooks
- Topic C Viewing Options

### Module 5 – Basic Data Analysis

- Topic A Sorting Data
- Topic B Filtering Data
- Topic C Subtotaling Data

### Module 6 – Charts & Graphs

- Topic A Creating Charts
- Topic B Customising Charts
- Topic C Formatting & Styling Charts

### Module 7 – Printing & Page Setup

- Topic A Print Options
- Topic B Page Setup
- Topic C Print Preview

### Module 8 – Basic Data Analysis Tools

- Topic A Conditional Formatting
- Topic B Data Validation
- Topic C Removing Duplicates
- Topic D Basic Data Transformation

### Module 9 – Introduction to Tables & Filtering

- Topic A Creating Tables
- Topic B Table Features
- Topic C Table Collaboration

### Module 10 – Introduction to Pivot Tables

- Topic A What are Pivot Tables?
- Topic B Creating Pivot Tables
- Topic C Customising Pivot Tables

## Module 11 – Advanced Data Entry & Formatting

Topic A Creating Pivot Charts

Topic B Filtering Pivot Charts

Topic C Formatting Pivot Charts

## Module 12 – Advanced Functions

Topic A The IF Function

Topic B The VLOOKUP Function

Topic C The COUNTIF and SUMIF Functions

## Module 13 – Advanced Data Analysis

Topic A Analysing Data with AI

Topic B Copilot in Excel

## Module 14 – Data Tables & Scenario Manager

Topic A Analysing Data with AI

Topic B Copilot in Excel

## Module 15 – Advanced Charting Techniques

Topic A Copying Plans

Topic B Exporting Plans

Topic C Copying Links to Plans

Topic D Adding Plans to Outlook

Topic E General & Group Settings

## Module 16 – Data Tables & Scenario Manager

Topic A Data Tables

Topic B Scenario Manager

Topic C Subtotaling Data

## Module 17 – Advanced Charting Techniques

Topic A Dynamic Charts

Topic B Advanced Chart Formatting

Topic C Sparklines

## Module 18 – Pivot Tables & Pivot Charts

Topic A Pivot Table Options

Topic B Grouping Data in Pivot Tables

Topic C Slicers & Timelines

## Module 19 – Working with External Data

Topic A Importing Data

Topic B Connecting to External Data

Topic C Data Connection Properties

## Module 20 Advanced Data Analysis Tools

Topic A Goal Seek

Topic B Solver

Topic C Analysis Toolpak

## Module 21 – Advanced Functions

Topic A INDEX & MATCH

Topic B TEXT Functions

Topic C DATE & TIME Functions

Topic D Formula Auditing

## Module 22 – Excel Automation Introduction

Topic A What are Macros?

Topic B Recording Macros

Topic C Office Scripts

## Module 23 – Named Ranges

Topic A What are Named Ranges?

Topic B Creating Named Ranges?

Topic C Using Named Ranges

Topic D Data Validation with Named Ranges

## Module 24 – Advanced Data Analysis with Functions

- Topic A INDEX & MATCH Functions
- Topic B OFFSET & INDIRECT Functions
- Topic C AGGREGATE Function

## Module 25 – Advanced Data Visualisation

- Topic A Advanced Chart Types
- Topic B Interactive Controls
- Topic C Chart Templates

## Module 26 – Advanced Pivot Table Techniques

- Topic A Calculated Fields & Items
- Topic B Power Pivot
- Topic C DAX Formulas

## Module 27 – Advanced Data Modelling

- Topic A Data Tables
- Topic B Forecast
- Topic C Solver Add-In

## Module 28 – Advanced Data Cleaning & Transformation

- Topic A Text to Columns
- Topic B Flash Fill
- Topic C Power Query

## Module 29 – Advanced Macros & VBA

- Topic A VBA
- Topic B Custom Macros
- Topic C User Forms

## Module 30 – Advanced Data Visualisation with Power Map

- Topic A Power Map
- Topic B 3D Maps

## Module 31 – Advanced Data Analysis with Power BI

- Topic A What is Power BI?
- Topic B Connecting to Data
- Topic C Power BI Dashboards

## Module 32 - Collaborating & Sharing Workbooks

- Topic A Workbook Protection
- Topic B Sharing Workbooks
- Topic C Excel Online
- Topic D @ Tasks in Excel

## About Appetite

### Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.







Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

## Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	  <b>Certified</b>  <b>Corporation</b>  