MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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MICROSOFT EXCEL USING EXCEL FUNCTIONS – INTERMEDIATE & ADVANCED

"Master Excel's Most Powerful Functions to Analyze, Automate, and Present Data with Confidence"

Schedule

Date	Venue	Fees (Face-to-Face)
02 – 06 Feb 2026	Dubai, UAE	USD 3495 per delegate

Introduction

Microsoft Excel remains the most widely used tool for data analysis, reporting, and business decision-making. Yet many professionals underuse its true potential—especially its vast library of built-in functions.

This 5-day intensive course is designed for professionals ready to advance from basic spreadsheet tasks to fully mastering Excel's intermediate and advanced functions. Participants will gain hands-on experience using lookup formulas, logical functions, dynamic arrays, data modeling, and automation features to build efficient and accurate workbooks that solve real-world business problems.

Objectives

By the end of this course, participants will be able to:

- Apply intermediate and advanced Excel functions to manipulate and analyze data
- Use logical, lookup, text, date/time, and statistical functions with precision
- Build dynamic formulas using nested functions and named ranges
- Automate repetitive tasks with advanced features such as Power Query and basic macros
- Create complex reports using PivotTables, Power Pivot, and charting tools
- Solve common business problems with structured Excel models

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Why Attend

- Learn the most essential and powerful functions Excel offers for professionals
- Automate tasks, reduce errors, and improve analytical accuracy
- Translate business questions into functional Excel models
- Gain reusable templates and Excel tips used by data analysts and financial professionals
- Build Excel confidence to support decisions, dashboards, and presentations

Target Audience

This program is designed for:

- Finance, accounting, and operations staff
- Analysts, planners, and administrative professionals
- Engineers, HR, procurement, and marketing specialists using Excel regularly
- Any professional ready to go beyond Excel basics to intermediate and advanced functions

Individual Benefits

Key competencies that will be developed include:

- Expertise in combining functions to build flexible and accurate models
- Advanced data analysis and summarization using dynamic formulas
- Confidence in building, troubleshooting, and auditing complex spreadsheets
- Practical skills to save time through formula automation and lookup logic
- Better presentation of data through charts, formatting, and interactivity

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved accuracy and speed in reporting and analysis
- Enhanced spreadsheet standardization and reliability
- Greater internal capability in data-driven decision-making
- Reduced dependency on IT or advanced software for everyday analysis
- More confident, capable staff able to extract value from Excel

Instructional Methodology

The course follows a hands-on approach combining demonstration with real-time exercises:

- **Live Walkthroughs** – Step-by-step demos of each Excel function category
- **Case Studies** – Business scenarios across departments (finance, HR, logistics, etc.)
- **Workshops** – Applied problem-solving and formula construction
- **Peer Exchange** – Collaborative learning and spreadsheet troubleshooting
- **Tools** – Excel templates, function guides, and workbook examples

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Course Outline

DETAILED 5-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM

Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Excel Formula Foundations and Logical Functions

Module 1: Structuring Workbooks & Formula Best Practices (07:30 – 09:30)

- Cell referencing, relative vs. absolute, naming conventions
- Formula auditing and error checking

Module 2: Logical Functions and Conditional Analysis (09:45 – 11:15)

- IF, IFS, AND, OR, NOT
- Nested logic and multi-condition formulas

Module 3: Lookup and Reference Functions (11:30 – 01:00)

- VLOOKUP, HLOOKUP, INDEX-MATCH, and XLOOKUP
- Lookup across dynamic ranges

Module 4: Workshop – Decision Models Using IF Logic (02:00 – 03:30)

- Teams solve business scenarios using conditional logic

Day 2: Working with Text, Dates, and Data Cleaning

Module 1: Text Functions for Data Formatting (07:30 – 09:30)

- CONCAT, TEXTJOIN, LEFT, MID, RIGHT, FIND, SUBSTITUTE

Module 2: Date and Time Calculations (09:45 – 11:15)

- DATEDIF, NETWORKDAYS, EDATE, EOMONTH, TODAY
- Time series analysis and timeline automation

Module 3: Data Cleaning Techniques (11:30 – 01:00)

- Removing duplicates, trimming spaces, correcting cases
- Flash Fill and Power Query for large data sets

Module 4: Workshop – Data Preparation & Clean-Up (02:00 – 03:30)

- Participants clean and format raw data for analysis

Day 3: Advanced Formulas, Arrays, and Dynamic Functions

Module 1: Advanced Formula Building and Nesting (07:30 – 09:30)

- Combining multiple functions in logical chains
- Using names and structured references

Module 2: Introduction to Array Formulas and Dynamic Arrays (09:45 – 11:15)

- Using arrays with SUMPRODUCT, TRANSPOSE, MMULT
- Dynamic functions: UNIQUE, FILTER, SORT, SEQUENCE

Module 3: What-If Analysis and Solver Tools (11:30 – 01:00)

- Goal Seek, Scenario Manager, and Solver for optimization

Module 4: Workshop – Scenario-Based Modeling (02:00 – 03:30)

- Build a dynamic pricing or forecast model

Day 4: Summarizing and Analyzing Data

Module 1: PivotTables and PivotCharts (07:30 – 09:30)

- Customizing fields, filters, groupings
- Creating dashboards with interactive elements

Module 2: Data Models and Power Pivot Basics (09:45 – 11:15)

- Relationships, calculated columns, and DAX introduction

Module 3: Charting and Visualization Best Practices (11:30 – 01:00)

- Line, bar, combo, waterfall, and KPI visuals
- Formatting for readability and clarity

Module 4: Workshop – Executive Dashboard Creation (02:00 – 03:30)

- Teams create a reporting dashboard using Pivot tools

Day 5: Automation and Workbook Optimization

Module 1: Conditional Formatting and Data Validation (07:30 – 09:30)

- Custom rules, icons, color scales, and data quality controls

Module 2: Intro to Macros and Repetitive Task Automation (09:45 – 11:15)

- Recording macros, assigning shortcuts
- Automating common reports

Module 3: Workbook Security and Optimization (11:30 – 01:00)

- Protecting sheets and formulas
- Managing file size and performance

Module 4: Final Project – Build a Multi-Function Workbook (02:00 – 03:30)

- Participants integrate multiple functions and tools in one cohesive project

Certification

Participants will receive a **Certificate of Completion in Microsoft Excel: Intermediate & Advanced Functions**, validating their capability to build high-functioning, efficient, and business-relevant Excel workbooks.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

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