

ADVANCED MICROSOFT EXCEL TRAINING

"Mastering Data Analysis, Automation & Reporting for Professional Excellence"

Schedule

Date	Venue	Fees (Face-to-Face)
19 - 23 Oct 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Microsoft Excel remains one of the most powerful tools for professionals managing data, performing analysis, and preparing high-impact reports. While many users are familiar with basic functions, unlocking Excel's advanced capabilities can dramatically improve productivity, accuracy, and decision-making quality.

This 5-day advanced training is designed for users who already have working knowledge of Excel and want to take their skills to the next level. The program covers complex formulas, pivot tables, dynamic dashboards, macros, Power Query, Power Pivot, and automation techniques essential for finance, operations, HR, and analytics professionals.

Objectives

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

- Use advanced Excel functions for data analysis and problem-solving
- Automate repetitive tasks using macros and VBA basics
- Design interactive dashboards using pivot tables, slicers, and charts
- Clean and transform large datasets with Power Query
- Utilize Power Pivot for advanced data modeling and reporting

Why Attend

- Enhance your Excel efficiency with formula mastery and time-saving features
- Learn professional-level techniques used in data analysis and financial modeling
- Build dashboards and visualizations that support executive decision-making
- Reduce manual effort through automation and better data management
- Apply Excel skills across real-world business scenarios

Target Audience

This program is designed for:

- Financial analysts, accountants, and controllers
- Operations and supply chain professionals
- HR, sales, and administrative professionals handling data
- Business analysts, MIS officers, and reporting teams
- Anyone seeking to use Excel at an advanced and strategic level

Individual Benefits

Key competencies that will be developed include:

- Advanced data analysis and modeling skills
- Proficiency in Excel automation and error-proofing
- Professional reporting using dashboards and charts
- Faster turnaround on complex data tasks
- Confidence in applying Excel tools across departments

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved data accuracy and reporting consistency
- More efficient use of time through automation and formulas
- Better business decisions through accurate, visualized data
- Reduced reliance on external data analysis support
- Greater standardization of spreadsheet practices

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Functional deep-dives and Excel power features
- Case Studies - Department-specific Excel applications
- Workshops - Hands-on modeling and dashboard construction
- Peer Exchange - Practical data challenges and tips sharing
- Tools - Excel workbooks, VBA code samples, KPI templates

MAWA EVENTS

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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: Formula Mastery & Data Functions

- Module 1: Advanced Formulas and Functions (07:30 - 09:30) • IF, SUMIFS, INDEX-MATCH, XLOOKUP, IFS • Error handling and nested functions
- Module 2: Text and Date Functions (09:45 - 11:15) • TEXT, CONCAT, LEFT/RIGHT/MID, DATEVALUE, EOMONTH • Data formatting tricks and cleaning techniques
- Module 3: Named Ranges, Data Validation & Dynamic Lists (11:30 - 01:00) • Creating drop-downs, dependent lists, and named formulas • Error prevention using validation rules
- Module 4: Workshop - Building a Formula Library (02:00 - 03:30) • Participants apply functions to solve use-case challenges

Day 2: Data Analysis Tools & Pivot Tables

- Module 1: Advanced Filtering and Sorting Techniques (07:30 - 09:30) • Multi-level filtering, custom sorts, and wildcards • Using filters with large datasets
- Module 2: Mastering Pivot Tables (09:45 - 11:15) • Grouping, calculated fields, and pivot charts • Dynamic summaries and layout customizations
- Module 3: Pivot Table Automation with Slicers (11:30 - 01:00) • Slicers and timelines for visual interactivity • Best practices for dashboard integration
- Module 4: Workshop - Interactive Reporting with Pivot Tables (02:00 - 03:30) • Hands-on pivot design and dashboard layout

Day 3: Dashboard Design & Data Visualization

- Module 1: Charting Best Practices (07:30 - 09:30) • Column, combo, waterfall, sparklines, and trendlines • Choosing the right chart for your data
- Module 2: Conditional Formatting & Visual Indicators (09:45 - 11:15) • Data bars, icon sets, traffic lights • Heat maps and thresholds
- Module 3: Building Dashboards from Scratch (11:30 - 01:00) • Linking visuals to data tables and KPIs • Navigation panels and interactive layout tips
- Module 4: Workshop - Dashboard Creation Challenge (02:00 - 03:30) • Team-based dashboard builds and feedback

Day 4: Data Automation with Power Query & VBA Basics

- Module 1: Power Query for Data Cleansing (07:30 - 09:30) • Importing, reshaping, and merging data • Transformations, filters, and applied steps
- Module 2: Automating Reports with Power Query (09:45 - 11:15) • Consolidating multiple files and sources • Refreshable queries and parameters
- Module 3: Introduction to Macros and VBA (11:30 - 01:00) • Recording macros and assigning buttons • Basic VBA code structure and editing
- Module 4: Workshop - Automating Repetitive Tasks (02:00 - 03:30) • Building reusable automation macros • Code walkthroughs and customization

Day 5: Power Pivot, Modeling & Final Assessment

- Module 1: Power Pivot and Data Modeling (07:30 - 09:30) • Using the Data Model to create relationships • Creating DAX measures and calculated columns
- Module 2: KPI and Performance Reporting (09:45 - 11:15) • Tracking performance using dynamic models • Scorecards and executive dashboards

- Module 3: Certification Quiz & Case Challenge (11:30 – 01:00) • Final hands-on challenge and knowledge test • Q&A and peer insights
- Module 4: Wrap-Up and Certificate Distribution (02:00 – 03:30) • Personal action plans • Certification presentation

Certification

Participants will receive a Certificate of Completion in Advanced Microsoft Excel, validating their ability to manage complex data, automate analysis, and build impactful dashboards using professional Excel techniques.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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