

## EXCEL MASTERY: FROM INTERMEDIATE TO SUPER-USER

*"Unlock the full power of Excel for advanced productivity and data mastery."*

### Schedule

Date	Venue	Fees (Face-to-Face)
13 - 17 Apr 2026	Dubai, UAE	USD 3495 per delegate

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

### Introduction

Microsoft Excel remains one of the most widely used and versatile tools in data analysis, reporting, and business modeling. However, most users tap into only a fraction of its capabilities. This 5-day hands-on course is designed to take participants from intermediate proficiency to advanced Excel mastery, equipping them with the tools to automate tasks, analyze large data sets, and build dynamic dashboards and models.

Whether you're in finance, operations, HR, or project management, this course will help you unlock Excel's advanced features—ensuring better decisions, faster execution, and smarter collaboration.

### Objectives

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

- Master Excel functions for advanced calculations and data handling
- Create dynamic dashboards with pivot tables, slicers, and charts
- Use advanced formulas (INDEX/MATCH, XLOOKUP, array formulas) effectively
- Automate workflows using macros and introductory VBA scripting
- Apply data analysis tools for modeling, forecasting, and trend evaluation

## Why Attend

- Transform Excel from a basic spreadsheet into a high-powered business tool
- Learn time-saving techniques to work smarter and reduce manual effort
- Automate complex, repetitive tasks with macro recording and logic
- Improve data visualization and storytelling through dashboards
- Sharpen your analytical and reporting skills across departments

## Target Audience

This program is designed for:

- Business analysts, data analysts, and reporting officers
- Finance, HR, logistics, and project management professionals
- Anyone with intermediate Excel knowledge seeking advanced skills
- Professionals looking to automate tasks and enhance productivity
- Managers who rely on Excel for decision-making support

## Individual Benefits

Key competencies that will be developed include:

- Advanced formula writing and data lookup techniques
- Pivot tables and dynamic dashboards
- Logical and statistical functions for trend analysis
- Macro creation and introduction to VBA automation
- Modeling skills for business scenarios and reports

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased speed and accuracy in data processing and reporting
- More efficient use of Excel resources across departments
- Improved internal data analytics and performance tracking
- Stronger, insight-driven business models and reports
- Enhanced productivity through process automation

## Instructional Methodology

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

- Strategy Briefings - Excel's evolution, use cases, and best practices
- Case Studies - Excel in budgeting, sales tracking, HR reporting, etc.
- Workshops - Step-by-step exercises, simulations, and formula drills
- Peer Exchange - Collaborative challenges and cross-industry tips
- Tools - Custom templates, macros, modeling files, and dashboard examples

## Course Outline

**Training Hours: 07:30 AM - 03:30 PM** Daily Format: 3-4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 - 02:00

### Day 1: Data Handling and Lookup Functions

- Module 1: Data Cleaning and Structuring (07:30 - 09:30) • Removing duplicates, splitting text, data validation • Named ranges and dynamic lists
- Module 2: Lookup and Reference Functions (09:45 - 11:15) • VLOOKUP vs. XLOOKUP, INDEX/MATCH combo • Using INDIRECT, OFFSET, and nested lookups
- Module 3: Workshop - Creating a Master Lookup Sheet (11:30 - 01:00) • Design an interactive data reference using lookup tools

### Day 2: Logical and Analytical Functions

- Module 4: IF, IFS, AND, OR, and Conditional Logic (07:30 - 09:30) • Writing nested logic for business decisions • Handling errors with IFERROR and IS functions
- Module 5: Data Analysis with Statistical Functions (09:45 - 11:15) • RANK, AVERAGEIF, COUNTIFS, TREND, FORECAST • Scenario manager and what-if analysis
- Module 6: Workshop - Building a Sales Performance Analyzer (11:30 - 01:00) • Apply statistical and logical functions to real-world data

### Day 3: Pivot Tables and Dashboards

- Module 7: Pivot Tables and Power Query (07:30 - 09:30) • Building multi-layered pivot tables • Power Query basics for data transformation
- Module 8: Interactive Dashboards with Slicers and Charts (09:45 - 11:15) • Combining pivot tables, charts, and form controls • Visual best practices and layout design
- Module 9: Workshop - Create a Dynamic Executive Dashboard (11:30 - 01:00) • Build a fully interactive business dashboard from raw data

### Day 4: Automation and Macros

- Module 10: Introduction to Macros (07:30 - 09:30) • Recording and running macros • Assigning macros to buttons and menus
- Module 11: Getting Started with VBA (09:45 - 11:15) • Understanding VBA editor and basic scripting logic • Writing simple automation routines
- Module 12: Workshop - Automate a Reporting Process (11:30 - 01:00) • Use macros to automate a weekly reporting workflow

### Day 5: Modeling and Problem-Solving

- Module 13: Building Business Models in Excel (07:30 - 09:30) • Revenue models, cost projections, breakeven analysis • Integrating assumptions and scenario toggles
- Module 14: Solver and Goal Seek for Decision Support (09:45 - 11:15) • Optimizing decisions with Solver • Backward planning with Goal Seek
- Module 15: Final Workshop - Excel Super-User Challenge (11:30 - 01:00) • Apply all concepts in a real-world business case

## Certification

Participants will receive a Certificate of Completion in Excel Mastery: From Intermediate to Super-User, affirming their ability to perform advanced data analysis, automate workflows, and build high-impact Excel models and dashboards.

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