Microsoft Excel 365 – Advanced

Course Title: *Excel 365 Intermediate – Power Tools for Power Users*
Duration: 6.5 hours
Level: Advanced
Format: In-person or online
Requirements: Strong knowledge of Excel basics and intermediate functions, including tables, charts, and basic PivotTables.

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

- Use advanced functions such as INDEX/MATCH, LET, and dynamic arrays
- Automate workflows with advanced formulas and macros
- Perform powerful data analysis using PivotTables, Power Query, and What-If tools
- Improve efficiency with named ranges, dynamic arrays, and data modelling tools
- Create interactive dashboards and custom reports

Course Content

- **Review of the Excel tools for this course**

- **Advanced Formulas and Functions**
  - Using INDEX & MATCH for dynamic lookups
  - XLOOKUP (in-depth use examples)
  - INDIRECT
  - OFFSET
  - Using IF with nested conditions
  - Dynamic array functions (SPILL Functions)
  - FILTER, SORT, UNIQUE, SEQUENCE, SORTBY
  - LET function for simplifying long formulas

- **PowerPivot**
  - Review of PivotTables
  - Introduction to PowerPivot

- **Power Query (Get and Transform Data)**
  - Power Query (Get & Transform Data)
  - Introduction to Power Query Editor
  - Importing and cleaning data from different sources (CSV, web, Excel files)
  - Transforming data: split, merge, remove columns, filters
  - Creating reusable queries
  - Appending and merging queries

- **Automating with Macros (Intro to VBA)**
  - Understanding what macros are and when to use them
  - Recording simple macros
  - Assigning macros to buttons or shapes
  - Editing macro code (very basic VBA introduction)
  - Macro best practices and security tips

- **Dashboards**
  - Dashboard Design
  - Creating an automated Dashboard with the tools and skill learnt

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