

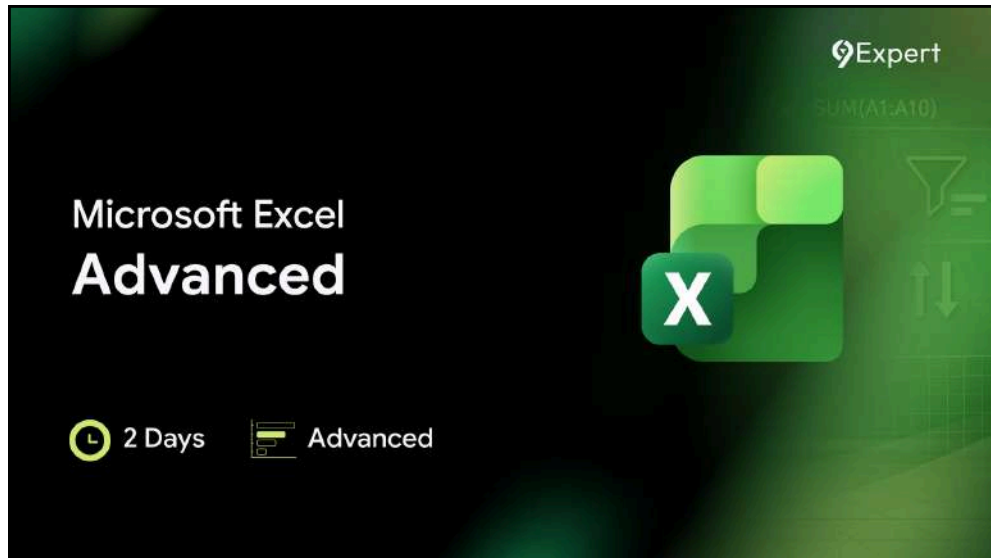


MICROSOFT EXCEL ADVANCED

Course ID : MSE-L2



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: 8,500 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Data

This advanced Microsoft Excel course is designed for users who already have experience with Excel and wish to master more complex formulas and real-world applications. The curriculum covers advanced calculation techniques, data management, the use of PivotTable and PivotChart, Power Query, and security settings such as formula protection, worksheet protection, and file password setup. The course emphasizes hands-on application across various business functions, including HR, inventory management, sales, and marketing.

Objectives

1. Develop calculation tables models using a variety of advanced Excel functions.
2. Prepare and transform data efficiently with Power Query.
3. Analyze and summarize data using PivotTable and PivotChart.
4. Apply security and protection features in Microsoft Excel.

Target Audience

1. Experienced Excel users who wish to enhance their efficiency and productivity.
2. Individuals aiming to apply more advanced and complex formulas in real-world scenarios.
3. Those interested in leveraging Excel's tools for data analysis and management.
4. Users who need to handle large or complex datasets using Excel's specialized features.

Prerequisites

1. Basic proficiency in Microsoft Excel, including creation, saving, and managing worksheet.
2. Experience in document formatting, such as creating table and applying text formatting.
3. Familiarity with basic Excel formulas (e.g., SUM, COUNT, TODAY) and cell references.
4. Ability to sort and filter datasets effectively.

System Requirements

1. Windows 11 or Windows 10
2. Microsoft Excel | Microsoft 365

(Note: Certain commands may not be available in Excel 2019 or Excel 2021.).

TRAINING TOPICS

 DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Microsoft Excel for Practical Use

- Overview of Microsoft Excel 's key capabilities
- Main components of Microsoft Excel
- Excel file types and their advantages and limitations
- Checking and identifying the version of Excel in use

2. Essential Shortcut Keys for Efficient Work

- Navigating quickly within Excel
- Applying quick formatting techniques

3. Working with Names in Excel

- Creating and editing name d ranges
- Referencing names ranges in cells, formulas, and functions for professional use
- Managing names using the Name Manager

4. Conditional Functions in Excel

- Using the IFS and SWITCH functions for conditional calculations

5. Conditional Summary Functions

- Using SUMIFS, COUNTIFS, and AVERAGEIFS for data summarization based on multiple conditions



6. Lookup and Reference Functions

- Using reference formulas effectively
- Applying the OFFSET and INDIRECT functions
- Using XLOOKUP (including comparison with VLOOKUP and HLOOKUP)
- Case Studies: Searching for customer names, retrieving product prices, and locating employee records

7. New Functions in Microsoft 365

- Data functions: XLOOKUP, FILTER, SORT, SORTBY, UNIQUE, TOCOL, TOROW, VSTACK, HSTACK, TAKE, DROP, GROUPBY, and PIVOTBY
- Case Study: Extracting Top 10 and Bottom 10 results based on specific criteria
- Text functions: TEXTBEFORE, TEXTAFTER, TEXTJOIN, TEXTSPLIT.
- Case Study: Splitting first and last names from a full name field
- Image functions: IMAGE
- Case study: Displaying product images and generating QR codes
- Custom formulas: LAMBDA function
- Case Study: Displaying Top 3 sales figures



8. Error handling

- Using the ISNA functions
- Using the IFERROR functions.

9. Conditional Formatting

- Case Study: Applying data bars to visualize profit and loss, setting icons for low-stock items, and highlighting delayed shipments

10. Data Validation for Error Prevention

- Preventing incorrect data entry
- Applying validation rules using formulas
- Case studies: Preventing duplicate entries, validating data based on column values, and creating dynamic dropdown lists

11. Data Management Tools in Excel

- Key tools: Excel Tables, Power Query, PivotTables, and PivotCharts

12. Working with Data Using Tables

- Understanding and creating Excel Tables.
- Performing calculations and referencing formulas within tables
- Techniques for managing large datasets
- Removing duplicates records
- Using slicers for interactive data filtering
- Case Study: Converting product and customer data into Excel Tables for analysis



13. Power Query for Data Preparation

- Introduction to Power Query and its key benefits
- Importing data from multiple sources, including several Excel files
- Case Study: Automatically combining Excel files with identical data structures

14. Chart Customization and Presentation

- Customizing chart professional presentations
- Formatting charts using custom number formats (e.g., displaying values in millions or thousands)
- Creating and embedding sparklines within Excel cells

15. Security Settings

- Setting passwords to protect Excel files.
- Protecting worksheets and workbooks from unauthorized editing
- Hiding formulas and locking cells to prevent unwanted changes



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