Power Excel Course TOC

Core Excel Refresher (10 hours)

Module 1: Essential Formulas & Functions (4 hours)

- Review of basic and intermediate functions: SUM, AVERAGE, COUNT, IF, IFERROR
- Lookup Functions: VLOOKUP, XLOOKUP
- Text Functions: CONCATENATE, LEFT, RIGHT, MID
- Date and Time Functions: TODAY, NOW, DATE, YEAR, MONTH, DAY

Module 2: Basic Data Management & Cleaning (3 hours)

- Sorting, Filtering, and removing duplicates
- Data Validation for error prevention
- Text-to-Columns for data cleanup and splitting

Module 3: Intro to Charts and Basic Visualization (3 hours)

- Creating basic chart types (Column, Line, Pie)
- Basic chart formatting for clarity
- Sparklines for quick data insights

Advanced Pivot Tables and Power Excel (30 hours)

Module 4: Mastering Pivot Tables (10 hours)

- Pivot Table Fundamentals and Customization

- Creating Calculated Fields and Calculated Items
- Grouping data by date, time, and custom intervals
- Advanced Pivot Table techniques: showing values as percentages, differences, etc.
- Using Slicers and Timelines for interactive filtering
- Data Model integration and linking multiple tables
- Building interactive Pivot Charts

Module 5: Advanced Data Analysis & What-If Scenarios (5 hours)

- Advanced Lookup techniques: INDEX-MATCH and CHOOSE
- What-If Analysis: Scenario Manager, Goal Seek, Data Tables
- Data Consolidation across sheets and ranges
- Using conditional aggregation with COUNTIFS, SUMIFS, AVERAGEIFS

Module 6: Power Query for Data Transformation (8 hours)

- Introduction to Power Query and its interface
- Connecting to various data sources (Excel, CSV, Web, etc.)
- Data cleaning techniques: splitting columns, replacing values, removing duplicates
- Merging and appending data from different sources
- Unpivoting and reshaping data for analysis
- Automating data refresh and recurring transformations

Module 7: Advanced Data Visualization Techniques (7 hours)

- Creating complex charts: Waterfall, Funnel, Pareto, and Histogram
- Layering visuals and combining chart types
- Adding trendlines and forecast visuals
- Advanced Conditional Formatting: data bars, icon sets, color scales
- Creating dynamic visuals with form controls (e.g., sliders)

Power Excel Dashboards and Reporting (10 hours)

Module 8: Building Interactive Dashboards (10 hours)

- Dashboard planning and design principles
- Integrating Pivot Tables, Pivot Charts, and data summaries in dashboards
- Linking charts with slicers for user interaction
- - Final dashboard setup: layout, navigation, and user-friendly elements
- Best practices for sharing and publishing dashboards for various audiences