Advanced Excel and PowerPoint

Duration: 40 hours

Day 1 – Advanced Excel: Data Mastery & Efficiency

Agenda:

- **Review of advanced Excel interface and productivity shortcuts**
- **Advanced formulas and functions**
  - **Nested functions**
  - **Logical functions (IF, IFS, SWITCH)**
  - **Lookup functions (XLOOKUP, INDEX–MATCH, VLOOKUP limitations)**
- **Text, date, and array functions**
- **Named ranges and dynamic named ranges**
- **Data validation with custom rules and formulas**
- **Error handling and auditing formulas**

Day 2 – Advanced Excel: Data Analysis & Visualization

Agenda:

- **Advanced Pivot Tables and Pivot Charts**
  - **Calculated fields and items**
  - **Grouping and custom layouts**
- **Power Query for data cleaning and transformation**
  - **Importing data from multiple sources**
  - **Merging and appending queries**
- **Advanced charting techniques**
  - **Combo charts and dynamic charts**
  - **Use of form controls and slicers**
- **Conditional formatting with formulas**
- **Dashboard design principles in Excel**

Day 3 – Advanced Excel: Automation & Business Modeling

Agenda:

- **Introduction to Excel automation concepts**

- **Macro recording and editing**

- **VBA fundamentals**

    o **Variables, loops, and conditions**

    o **Working with ranges and worksheets**

- **Automating repetitive business tasks**

- **Scenario analysis and What-If tools**

    o **Goal Seek, Data Tables, Scenario Manager**

- **Financial and business modeling best practices**

Day 4 – Advanced PowerPoint: Professional Design & Storytelling

Agenda:

- **Advanced slide design principles**

- **Slide Master and layout customization**

- **Consistent branding using themes and templates**

- **Advanced use of shapes, icons, and images**

- **Visual storytelling and slide structuring**

- **Effective use of charts and tables in presentations**

- **Designing presentations for executive audiences**

Day 5 – Advanced PowerPoint: Interactivity, Animation & Delivery

Agenda:

- **Advanced animations and motion paths**

- **Slide transitions and morph techniques**

- **Interactive presentations using hyperlinks and triggers**

- **Integrating Excel data and charts into PowerPoint**

- **Creating reusable presentation templates**

- **Presentation delivery techniques**

- **Final capstone activity**

    - **Building an executive-level presentation using Excel insights**