

Table of Contents: 16-Hour Advanced Excel Training

Module 1: Data Tools (2 Hours)

- - Converting Text to Columns
- - Linking to External Data
- - Data Validation
- - Using Data Validation
- - Consolidating Data
- - Goal Seek
- - Using Goal Seek

Module 2: Working with Others (2 Hours)

- - Protecting Worksheets and Workbooks
- - Password Protecting a Workbook
- - Password Protecting a Worksheet
- - Password Protecting Ranges in a Worksheet
- - Marking a Workbook as Final

Module 3: Using Pivot Tables (2.5 Hours)

- - Creating Pivot Tables
- - More Pivot Table Functionality
- - Inserting Slicers
- - Multi-Select Option in Slicers
- - Pivot Table Enhancements
- - Working with Pivot Tables
- - Inserting Pivot Charts

Module 4: Creating Dashboards (2 Hours)

- - Creating Dashboards with Pivot Tables & Charts
- - Creating Relationships Between Slicers and Pivot Tables/Charts
- - Creating Timelines
- - Using Slicer/Timeline Options
- - Designing Dashboard Layouts
- - Using Themes to Create Interactive Dashboards

Session 4: Data Visualization (2.5 Hours)

- - Introduction to Data Visualization in Excel

- - Creating Charts (Bar, Line, Pie, etc.)
- - Conditional Formatting for Visual Insights
- - Advanced Charting Techniques (Waterfall, Heat Maps, etc.)
- - Best Practices for Effective Data Visualization

Session 5: Data Analysis (3 Hours)

- - Introduction to Data Analysis in Excel
- - Cleaning Data with Power Query
- - Data Modeling Using Power Pivot
- - Using PivotTables for Data Analysis
- - Hands-on Exercise: Analyzing Business Data

Session 6: Functions (2.5 Hours)

- - Advanced IF Functions (Nested IF, IFERROR)
- - VLOOKUP, HLOOKUP, and XLOOKUP
- - Working with Logical Functions (AND, OR, MIN, MAX, INDIRECT)
- - Practical Applications of Lookup Functions

Session 7: PI Data Link (2.5 Hours)

- - Introduction to PI Data Link
- - Connecting PI Data to Excel
- - Extracting and Analyzing Data from PI Systems
- - Automating PI Data Retrieval with Macros
- - Case Study: Using PI Data in Business Decision-Making