

Advanced Excel Skills for Automation – Excel & Python (16 Hours)

Module 1: Introduction to Automation in Excel (1 Hour)

- What is automation? Why use it in Excel?
 - Simple real-life examples (like monthly reports, combining sheets)
 - Introduction to Power Query and Python in Excel
 - Making sure Excel is ready (Office 365 setup, enabling tools)
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Module 2: Power Query – Getting Started (3 Hours)

- What is Power Query? Why is it useful?
 - How to bring data from Excel, CSV, websites, etc.
 - Cleaning data (removing blanks, fixing column names, filtering)
 - Changing data (split columns, replace text, format dates)
 - Saving and refreshing data easily
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Module 3: Power Query – Do More with Your Data (3 Hours)

- Joining tables together (Merge)
 - Stacking tables (Append)
 - Grouping and summarizing data (like totals per month)
 - Making queries work together
 - Hands-on task: Automate a simple monthly sales report
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Module 4: Python in Excel – Easy Introduction (2 Hours)

- What is Python? Why use it in Excel?
 - How to turn on Python in Excel (Excel Labs)
 - Writing simple Python in Excel cells
 - Basic Python concepts (variables, lists, if statements)
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Module 5: Python in Excel – Work with Data (3 Hours)

- Importing data into Python
 - Cleaning and sorting data with Python
 - Creating simple charts inside Excel using Python
 - Example: Automate a product sales summary using Python
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Module 6: Power Query + Python – Work Together (2.5 Hours)

- When to use Power Query, when to use Python
 - Workflow: clean data in Power Query, analyze with Python
 - Hands-on mini project: Clean → Analyze → Report
 - Tips for saving and updating your work easily
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Module 7: Final Project and Wrap-Up (1.5 Hours)

- Final project: Solve a small business task using what you learned
- Present your solution (optional)
- Summary of what you can now do with Excel automation
- Q&A, tips on what to learn next