

2-Day Excel Advanced Training Plan (TOC)

 Each day = 8 hours (including 2 breaks)

Remarks:

(2 Days is **just enough** for this training if:

Learners already have **intermediate Excel knowledge**.)

Office 365 Latest software and windows laptop or desktop must

Day 1: Advanced Formulas, Data Tools, and Pivot Analysis

Session 1: Advanced Formulas & Functions (2.5 hrs)

- Nested IF, IFS, SWITCH
- TEXT functions: TEXT, LEFT, RIGHT, MID, CONCAT, TEXTJOIN
- DATE & TIME functions
- Logical functions: AND, OR, NOT
- INDIRECT, OFFSET, CHOOSE
- Intro to dynamic array formulas: SEQUENCE, FILTER, SORT, UNIQUE

Session 2: Data Tools (1.5 hrs)

- Data Validation with custom rules
- Text to Columns
- Removing Duplicates
- Grouping/Ungrouping
- Consolidating Data from multiple sources

Break – 15 mins

Session 3: Pivot Tables & Pivot Charts (2 hrs)

- Creating and customizing PivotTables
- Calculated Fields & Items
- Grouping data (date/number/text)
- Using Slicers and Timelines
- Creating Pivot Charts

Session 4: Power Query – Basic BI Workflow (1.5 hrs)

- Get & Transform basics
- Data cleansing, merging, unpivoting
- Loading to Excel/Pivot

Wrap-up Q&A (0.5 hr)

Day 2: Power Pivot, Dashboards, Automation & Collaboration

Session 1: Power Pivot & Intro to DAX (2 hrs)

- Data Models & Relationships
- DAX Functions: SUMX, CALCULATE, etc.
- Creating insights using Power Pivot

Session 2: Dashboards & Reporting (2 hrs)

- Designing interactive dashboards
- Form Controls (sliders, checkboxes, dropdowns)
- Linking filters/charts to inputs
- Conditional formatting for visuals
- KPI indicators, combo/dynamic charts

Break – 15 mins

Session 3: Advanced Charts & Visualizations (1.5 hrs)

- Waterfall, Gantt, Thermometer, Gauge Charts
- Sparklines
- Dynamic charts and formatting tricks

Session 4: Excel Automation (1.5 hrs)

- Macro Recorder + editing basics
- Assigning macros to buttons/shapes
- Simple VBA intro: subroutines, loops

Session 5: Collaboration & Efficiency Hacks (1 hr)


- Workbook/worksheet protection
- Track changes, comments, version control
- Named ranges, keyboard shortcuts
- Error handling (IFERROR, ISNA, etc.)
- Optimization tips for slow files

Wrap-up, Q&A, Feedback (0.5 hr)

Is 2 Days Enough?

2 Days is *just enough* for this training *if*:

- Learners already have **intermediate Excel knowledge**.
- Each section is taught **hands-on with guided examples**.
- Practice files and exercises are shared in advance or as homework.

 **If the learners are beginners or slow-paced**, or if detailed business case projects are expected, you'll need **3 days** to allow:

- More practice time
- Revision exercises
- Group tasks or project-based application