

# Excel Mastery Program

**2 Days**

16 HOURS

**8**

MODULES

**59**

TOPICS

**4**

HANDS-ON ACTIVITIES

# 8 Modules, 59 Topics

DAY 1

## Data Foundations & Essential Excel Skills

8 hours

01

1.5 hours

Practical Activity

### Excel Basics Refresher

#### TOPICS

- Exploring Excel interface (Ribbon, Tabs, Groups, Quick Access Toolbar)
- Understanding cells, ranges, worksheets & workbook structure
- Efficient navigation shortcuts
- Entering & editing data effectively

#### CORE FORMULAS:

- SUM, AVERAGE, COUNT, MAX, MIN

#### CELL REFERENCES:

- Relative, Absolute (\$A\$1)
- AutoFill, Flash Fill basics

02

2 hours

### Intermediate Excel Formulas

#### LOGICAL FORMULAS:

IF, AND, OR · Nested IF for conditions

#### TEXT FORMULAS:

CONCAT / TEXTJOIN · LEFT / RIGHT / MID · SEARCH & FIND usage · TRIM, UPPER, LOWER & PROPER

Formula error handling (IFERROR, ISERROR) · Case-based exercises

03

2.5 hours

Hands-on Exercise

### Data Management & Cleaning

#### TOPICS

Importance of clean data for analysis · Removing duplicates · Using Text-to-Columns for splitting data · Find & Replace advanced options

#### DATA VALIDATION:

Lists · Numbers rules · Dates rules · Custom validation rules

Working with large datasets

**04****2 hours**

## Data Analysis Using Excel Tools

### TOPICS

Sorting (single & multi-level) · Filtering & Advanced Filter

### CONDITIONAL FORMATTING:

Color scales · Icon sets · Formulas in conditional formatting

Introduction to Excel Tables (Ctrl + T) · Summaries using Subtotal tool

**DAY 2**

## Pivot Tables, Dashboards & Automation

8 hours

**05****2 hours**

## Lookup & Reference Functions

### TOPICS

- Introduction to lookup methods

### VLOOKUP:

- Exact vs Approx match
- Column index management
- HLOOKUP
- INDEX + MATCH (powerful alternative)
- Multi-sheet referencing
- **Real-life case study:** Employee/ Customer/ Product data lookup

**06****2.5 hours****Activity**

## Pivot Tables & Pivot Reports

### TOPICS

- Creating Pivot Tables from different data sources
- Pivot Table structure (Rows, Columns, Values, Filters)
- Formatting Pivot Tables
- Customizing field settings

### GROUPING:

- Numbers
- Dates (months, quarters, years)
- Creating Pivot Charts
- Using Slicers and Timelines

07

2.5 hours

Activity

## Creating Interactive Dashboards

### TOPICS

- Dashboard planning & layout principles
- Designing interactive dashboards using Pivot Tables & Charts
- Adding slicers for navigation
- Creating relationships between slicers, pivot tables & charts
- Timeline filters for date-based dashboards
- Applying themes, formatting, and styling for professional look
- Ensuring dashboard refresh & data connectivity

08

1 hour

## Automation & Productivity Tips

### TOPICS

Named ranges · Worksheet & workbook protection · Keyboard shortcuts for productivity

### INTRODUCTION TO SIMPLE MACROS:

Recording macros · Running macros

Quick Access Toolbar customization

### HANDS-ON ACTIVITIES

## Practise What You Learn

| #  | MODULE                          | ACTIVITY                                            |
|----|---------------------------------|-----------------------------------------------------|
| 01 | Excel Basics Refresher          | Practical Activity: Build a quick summary table     |
| 03 | Data Management & Cleaning      | Hands-on Exercise: Clean raw sales or customer data |
| 06 | Pivot Tables & Pivot Reports    | Activity: Build a full Pivot Report from raw data   |
| 07 | Creating Interactive Dashboards | Activity: Build a complete dashboard from scratch   |

#### WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

#### ABOUT KOENIG

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

#### FLEXIBLE DELIVERY

## Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

## Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit [koenig-solutions.com](https://koenig-solutions.com)

✉ [info@koenig-solutions.com](mailto:info@koenig-solutions.com)