KOENIG SOLUTIONS · COURSE OUTLINE

Excel Advanced with PM (Project Management Focus)

Learn to apply advanced Excel formulas, pivot tables and spreadsheet design techniques for project management tasks.

COURSE OVERVIEW

This course covers advanced Excel lookup and reference functions including Vlookup, Hlookup, and Index and Match, alongside conditional and aggregation formulas such as Sum if, Sum ifs, Average if, and Sum products. It addresses nested formulas, the Iff error formula, Offset concepts, and Text to columns for data handling, as well as Date formulas. It also covers pivot tables, including calculated fields and building pivot tables using formulas, together with conditional formatting and spreadsheet design concepts and general form.

WHO THIS COURSE IS FOR

- **Project Managers**
- **Data Analysts**
- **Financial Analysts**
- **Business Analysts**
- **Administrative Professionals**

LEARNING OBJECTIVES

- Apply Vlookup and Hlookup functions to retrieve data
- Use Index and Match for flexible lookups
- Apply conditional formulas such as Sum if and Sum ifs
- Calculate averages using the Average if function
- Build pivot tables and calculated fields within them
- Apply nested formulas and the Iff error formula
- Organise data using Text to columns and Date formulas
- Apply conditional formatting and spreadsheet design concepts

COURSE SYLLABUS

19 Topics

TOPICS

- Vlookup
- Hlook up
- Sum if
- Sum ifs
- Pivot tables
- Offset concepts
- Nested formulas
- Conditional formatting
- Pivot tables using formulas
- Iff error formula
- Text to columns
- Date formulas
- Sum products
- Sum if
- Average if
- Calculated fields in pivot tables
- General form
- Spreadsheet design concept
- Index and match

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.

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