KOENIG SOLUTIONS · COURSE OUTLINE

16-Hour Advanced Excel Training

Learn to use advanced Excel tools for data analysis, pivot tables, dashboards, visualisation and lookup functions.

16 Hours	8	43	1
DURATION	MODULES	TOPICS	HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers advanced Excel data tools such as text to columns, data validation, consolidation and goal seek, followed by methods for protecting worksheets and workbooks when working with others. It then examines pivot tables, slicers and pivot charts, and how these are combined into interactive dashboards with timelines and themes. Further modules address data visualisation techniques, data analysis with Power Query and Power Pivot, advanced functions including IF, VLOOKUP, HLOOKUP and XLOOKUP, and connecting to PI Data Link for extracting, automating and analysing external data.

WHO THIS COURSE IS FOR

Data Analysts | **Business Analysts** | **Excel Users** | **Financial Analysts** | **Report Developers**

LEARNING OBJECTIVES

- Apply data tools such as text to columns, validation and goal seek
- Protect worksheets, workbooks and password-protected ranges
- Build pivot tables with slicers and pivot charts
- Design interactive dashboards using timelines and themes
- Create charts and apply conditional formatting for visual insights
- Analyse data using Power Query and Power Pivot
- Apply advanced functions such as VLOOKUP, XLOOKUP and nested IF
- Connect and automate PI Data Link retrieval for analysis

COURSE SYLLABUS

8 Modules, 43 Topics

01 — 2 hours

Data Tools

TOPICS

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

02 — 2 hours

Working with Others

TOPICS

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

03 — 2.5 hours

Using Pivot Tables

TOPICS

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

04 — 2 hours

Creating Dashboards

TOPICS

- 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

04 — 2.5 hours

Data Visualization

TOPICS

- 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

05

3 hours

Data Analysis

TOPICS

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

06

2.5 hours

Functions

TOPICS

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

07

2.5 hours

PI Data Link

TOPICS

- 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

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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