KOENIG SOLUTIONS · COURSE OUTLINE

Advanced Excel and PowerPoint

Learn to build advanced Excel formulas, automate tasks with VBA, and design polished, data-driven PowerPoint presentations.

5 Days	36	1
40 HOURS	TOPICS	HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers advanced Excel formulas and functions, including lookup, text, date and array functions, alongside named ranges, data validation and formula auditing. It then moves into data analysis and visualisation with Pivot Tables, Power Query, advanced charting and dashboard design, followed by automation through macros, VBA and What-If analysis tools for business modelling. The final two days address PowerPoint, covering slide design, branding, storytelling and executive-level presentation structuring, then animations, interactivity, and integrating Excel data into presentations.

WHO THIS COURSE IS FOR

- **Data Analysts**
- **Business Analysts**
- **Financial Analysts**
- **Executive Assistants**
- **Presentation Designers**
- **Business Managers**

LEARNING OBJECTIVES

- Apply advanced formulas such as XLOOKUP, INDEX-MATCH and nested IFs
- Configure named ranges and custom data validation rules
- Build Pivot Tables, Pivot Charts and interactive dashboards
- Transform and merge data using Power Query
- Automate repetitive tasks with macros and VBA
- Apply What-If analysis tools such as Goal Seek and Scenario Manager
- Design branded, executive-ready slides using Slide Master and templates
- Integrate Excel data and charts into interactive PowerPoint presentations

COURSE SYLLABUS

36 Topics

DAY 1 Advanced Excel: Data Mastery & Efficiency

TOPICS

- Review of advanced Excel interface and productivity shortcuts

ADVANCED FORMULAS AND FUNCTIONS

- Nested functions
- Logical functions (IF, IFS, SWITCH)
- Lookup functions (XLOOKUP, INDEX-MATCH, VLOOKUP limitations)
- Text, date, and array functions
- Named ranges and dynamic named ranges
- Data validation with custom rules and formulas
- Error handling and auditing formulas

DAY 2 Advanced Excel: Data Analysis & Visualization

Advanced Pivot Tables and Pivot Charts

TOPICS

Calculated fields and items · Grouping and custom layouts

Power Query for Data Cleaning and Transformation

TOPICS

Importing data from multiple sources · Merging and appending queries

Advanced Charting Techniques

TOPICS

Combo charts and dynamic charts · Use of form controls and slicers

Conditional formatting with formulas · Dashboard design principles in Excel

DAY 3 Advanced Excel: Automation & Business Modeling

TOPICS

Introduction to Excel automation concepts · Macro recording and editing

VBA Fundamentals

TOPICS

Variables, loops, and conditions · Working with ranges and worksheets

Automating repetitive business tasks

Scenario Analysis and What-If Tools

TOPICS

- Goal Seek, Data Tables, Scenario Manager
- Financial and business modeling best practices

DAY 4 Advanced PowerPoint: Professional Design & Storytelling

TOPICS

- Advanced slide design principles
- Slide Master and layout customization
- Consistent branding using themes and templates
- Advanced use of shapes, icons, and images
- Visual storytelling and slide structuring
- Effective use of charts and tables in presentations
- Designing presentations for executive audiences

DAY 5 Advanced PowerPoint: Interactivity, Animation & Delivery

TOPICS

- Advanced animations and motion paths
- Slide transitions and morph techniques
- Interactive presentations using hyperlinks and triggers
- Integrating Excel data and charts into PowerPoint
- Creating reusable presentation templates
- Presentation delivery techniques

FINAL CAPSTONE ACTIVITY

- Building an executive-level presentation using Excel insights

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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