



Microsoft Excel (Intermediate to Advanced)

In today's data driven world, proficiency in advanced Excel techniques is a skill that holds immense significance. From business analytics to research endeavors, the ability to efficiently manipulate, analyze, and visualize data can lead to smarter decisions and more informed strategies. This intermediate to advanced course goes beyond the basics, empowering you to tackle complex data challenges, cleaning messy data, create dynamic reports and uncover actionable insights. In a competitive landscape where data insights are a driving force, mastering advanced Excel functions opens doors to enhanced problem-solving, informed decision-making, and valuable contributions across various domains.

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Target Audience

This course is tailored for professionals, analysts, and individuals who possess a basic foundational knowledge of Excel and are eager to elevate their data analysis and reporting skills. It's ideal for mid-level managers seeking to create comprehensive business reports, data analysts looking to deepen their analytical capabilities, and anyone aiming to stand out in their field by effectively transforming data into strategic assets. This course also suits educators and students looking to gain a competitive edge in academia by honing advanced data analysis techniques using Microsoft Excel.

Duration: 2 days session (16 hours)

Per Head Investment

PKR 20,000

(Exclusive of 5% SST)

Venue: Online Zoom Classroom
Dated 23rd & 24th of September, 2023



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Course Facilitator
Waqar Ahmed Shaikh
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Trainer Profile

I am a seasoned professional with over a decade of experience in the world of data and analytics. Currently serving as the Unit Head MIS & HR Analytics at NBP. I have utilized Microsoft Excel by leveraging its capabilities for effective data management, manipulation, analysis, and reporting. I have applied these skills to drive informed decision making, enhance administrative efficiency and provide strategic insights to the organization.

Key Expertise

- 10+ years of hands-on experience with Microsoft Excel usage and data analysis.
- Advanced proficiency in data manipulation and analysis using advanced Excel functionalities.
- In-depth knowledge of Pivot Tables, Pivot Chart and Dashboard design.
- Track record of successfully trained individuals from diverse background



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Course Outline:

- Introduction:
 - o Understanding the Excel interface, cells, rows, columns
 - o Correct use of different cell referencing schemes i.e., Absolute, Relative & Mixed with examples where to use what.
 - o Excel navigating shortcuts for speedy work.
- Data Entry, Formatting and Cleansing:
 - o Entering text, numbers, and dates
 - o Different data types with examples.
 - o Techniques used to identify and removing duplicate values, blank rows/cell.
 - o Correct use of date formatting
 - o Using Find and Replace for data clean up.
- Data Organization
 - o Sorting
 - o Filtering
 - o Data Validation
- Data Manipulation and Analysis Using:
 - o Basic Excel Functions: (SUM, AVERAGE, COUNT, COUNTA, AGGREGATE etc.)
 - o Lookup Functions: (LOOKUP, VLOOKUP, HLOOKUP, XLOOKUP, INDEX-MATCH)
 - o Conditional Functions: (IF, NESTED IF, AND & OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS)
 - o Text Functions: (LEN, FIND, LEFT, RIGHT, MID & CONCATENATE)
- Data Visualization
 - o Basic data visualization directly from data/table.
 - o Different chart types
 - o Use of sparklines
- Conditional Formatting
 - o Applying formatting based on specific condition.
- Pivot Table and Pivot Charts (Most Important for Data Analysis)
 - o Summarization using Pivot Table.
 - o Data Arrangement using Rows/Columns field in Pivot Table.
 - o Aggregation & Calculation like sum, average, count, unique count within Pivot Table.
 - o Grouping & Categorization by dates, categories, or custom criteria.
 - o Dynamic Filtering using slicers.
 - o Instant chart creation from pivot table data.
 - o Hidden features of pivot table.
 - o Different report and layout style.
 - o Formatting Pivot Table for better look.
 - o Updating source data.
- Introduction to Power Query
 - o Importing data in Power Query
 - o Formatting data types
 - o Unpivot Columns
 - o Insert Column by Examples etc.
- Creating Interactive & Dynamic Dashboard
 - o Quickly create an interactive and dynamic Excel Dashboard using Pivot Table, Pivot Chart and Slicers.
 - o Utilize slicer's report connection option to control multiple pivot tables and charts simultaneously using a single slicer.
- Excel Tips & Tricks
 - o Tips, tricks, and other hacks will be shared during the course to increase speed and efficiency.

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Learning Outcomes:

By the end of this workshop, you will be able to:

- **Navigate Excel Efficiently:** Confidently navigate through Excel's interface, manage workbooks, sheets, and data with the help of Excel shortcuts.
- **Data Formatting:** Input and format data accurately, including text, numbers, and dates etc.
- **Data Cleaning Techniques:** Identify and manage duplicates, blank cells, and errors to ensure data integrity and quality.
- **Optimize Data Management:** Utilize techniques such as data validation, sorting, and filtering to efficiently organize and manage large datasets.
- **Perform Data Manipulation:** Apply text functions, lookup functions, and logical functions for precise data manipulation, analysis, and financial modeling.
- **Create Visualizations:** Generate charts and graphs to visually represent data, making information more accessible and understandable.
- **Apply Conditional Formatting:** Implement conditional formatting to highlight data based on specific rules, aiding in data interpretation.
- **Master Pivot Tables and Pivot Charts:** Create advanced Pivot Tables and Pivot Charts to summarize, analyze, and visualize complex datasets.
- **Harness the power of Power Query:** Leverage Power Query to transform and consolidate data from diverse sources.
- **Create Dashboard:** To create interactive and dynamic dashboard using Pivot Table, Pivot Chart and Slicers.

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