

## Microsoft Excel – Advanced Excel Formulas, Functions & Dashboards Course Details

Department: ICT and Security Management

Presented by Magna Skills Development Institute

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## Course Summary

Elevate your Excel skills with Magna Skills' Advanced Excel Formulas, Functions & Dashboards course. Tailored for professionals and enthusiasts, this program delves into advanced Excel techniques, equipping participants with the tools to analyze data, automate processes, and craft compelling dashboards. With a focus on hands-on learning and real-world applications, this course is ideal for those seeking to maximize their Excel proficiency.

## Course Objectives

**Upon completion of the course, participants will:**

1. Master advanced Excel formulas and functions for complex data analysis.
2. Learn techniques for data validation, conditional formatting, and data manipulation.
3. Understand the power of PivotTables and PivotCharts for effective data summarization and visualization.
4. Create dynamic and interactive dashboards to communicate insights effectively.
5. Automate repetitive tasks with macros and VBA (Visual Basic for Applications).
6. Gain proficiency in advanced data analysis tools and scenarios.
7. Develop skills in troubleshooting and error handling in Excel.

## Course Outline

### Module 1: Advanced Formulas and Functions

- Understanding Array Formulas
- Nested Functions and Formula Auditing
- Lookup and Reference Functions (INDEX, MATCH, VLOOKUP, HLOOKUP)
- Text Functions for Data Manipulation
- Date and Time Functions

### Module 2: Data Analysis and Visualization

- Data Validation Techniques
- Advanced Conditional Formatting
- Sorting and Filtering Data
- Grouping and Outlining Data
- Introduction to Power Query for Data Transformation

### **Module 3: PivotTables and PivotCharts**

- Creating PivotTables for Data Summarization
- Formatting and Customizing PivotTables
- PivotCharts for Visual Data Analysis
- Slicers and Timelines for Dashboard Interactivity

### **Module 4: Dashboard Design and Creation**

- Principles of Effective Dashboard Design
- Building Interactive Dashboards
- Incorporating Charts and Graphs
- Data Visualization Best Practices

### **Module 5: Automation with Macros and VBA**

- Introduction to Macros and the Macro Recorder
- Writing and Editing VBA Code
- Automating Tasks with Macros
- Error Handling and Troubleshooting

### **Module 6: Advanced Data Analysis Tools**

- Goal Seek and Solver for What-If Analysis
- Scenario Manager for Decision-Making
- Data Tables and Consolidation

**Final Project: Real-world Application** Participants will apply the skills learned throughout the course to create a comprehensive Excel project, showcasing their ability to analyze data, build dynamic dashboards, and automate tasks.

Enroll in Magna Skills' Advanced Excel Formulas, Functions & Dashboards course to unlock the full potential of Excel and enhance your data analysis capabilities.

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## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

## Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

## Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning

- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
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Mobile:	Month:
Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.