



MICROSOFT EXCEL (ADVANCED)

LOOKUPS . DYNAMIC ARRAYS .
POWER QUERY . POWER PIVOT
DASHBOARDS . MACROS . VBA

DURATION	LEVEL	MODULES	MODE
35 Hours	Intermediate to Advanced	8	Classroom · Online · Hybrid

01 COURSE OVERVIEW

An advanced Excel course for analysts who need reliable, repeatable models and dashboards. The course replaces manual spreadsheet habits with repeatable structures: proper tables, dynamic array formulas, Power Query transformations, a data model with measures, and dashboards that refresh rather than being rebuilt.

Learners deliver sales, finance and HR dashboards driven by refreshable queries.

- WHO IT IS FOR**
- Analysts and MIS executives
 - Finance, HR and operations staff
 - Managers building their own reports
 - Anyone preparing for Power BI

PREREQUISITES

Working knowledge of Excel formulas and pivot tables.

02 LEARNING OUTCOMES

01 Structure data for analysis rather than presentation.

03 Transform and combine sources with Power Query.

05 Create pivot-driven interactive dashboards.

07 Protect and audit workbooks for shared use.

02 Use XLOOKUP, INDEX/MATCH and dynamic arrays.

04 Build a data model with relationships and measures.

06 Automate repetitive work with macros and basic VBA.

03 MODULE STRUCTURE

8 MODULES

01 FOUNDATIONS FOR ANALYSIS

Tables and structured references

Data types

Error handling

Named ranges

Auditing tools

File hygiene

02 ADVANCED FORMULAS

XLOOKUP

SUMIFS family

LET and LAMBDA

INDEX and MATCH

Dynamic arrays

Text and date functions

LAB

FORMULA WORKBOOK

03 DATA CLEANING

Text to columns

Duplicates

Conditional formatting rules

Flash fill

Data validation

Find and replace patterns

04 POWER QUERY

Connectors

Append and merge

Parameters

Transform steps

Unpivot

Refresh and load options

LAB

ETL FOR A MONTHLY REPORT

05 PIVOT TABLES AND CHARTS

Layouts

Grouping

Pivot charts

Calculated fields

Slicers and timelines

GETPIVOTDATA

06 POWER PIVOT AND DAX

Data model

Measures

Time intelligence

Relationships

CALCULATE

KPIs

LAB

MODEL-DRIVEN REPORT

07 DASHBOARDS

Layout principles

Interactivity

Form controls

Chart selection

Sparklines

Print and export

LAB

SALES DASHBOARD

08 AUTOMATION

Macro recorder

Loops and conditions

Scheduling

VBA basics

User forms overview

Error trapping

PROJECT

AUTOMATED REPORTING WORKBOOK

04 ASSESSMENT & CERTIFICATION

Module assignments and labs	25%
Mini projects	20%
Internal assessments	15%
Final project and review	40%

CERTIFICATION

Learners who complete all modules, submit the final project and clear the review receive a course completion certificate from Kaizen Infinities Private Limited. Project work is documented for the learner's portfolio, and interview preparation is included in the closing sessions.

05 CAREER OUTCOMES

ROLES THIS PROGRAMME PREPARES FOR

DATA ANALYST

MIS EXECUTIVE

FINANCE ANALYST

OPERATIONS ANALYST

REPORTING SPECIALIST

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