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# MICROSOFT EXCEL

ADVANCED MICROSOFT EXCEL WORKSHOP  
PROPOSAL

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## **EXECUTIVE SUMMARY**

This workshop is designed for experienced Excel users who want to learn more advanced features and techniques. Participants will learn how to use Excel to solve complex problems, automate tasks, and create professional reports and dashboards.

## **LEARNING OBJECTIVES**

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

- Use advanced Excel functions and formulas to solve complex problems
- Automate tasks and workflows using macros and VBA
- Create professional reports and dashboards using PivotTables, charts, and other formatting tools
- Get started with intelligence tools
- Use Excel to perform data visualization

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## **DATA VISUALIZATION AND DASHBOARD DESIGN**

- Advanced Charting Techniques
- Sparklines and Conditional Formatting
- Dashboard Design Principles

## **ADVANCED FUNCTIONS AND DATA ANALYSIS**

- Logical and Lookup Functions
- Nested Functions
- Dynamic and Array Formulas
- PivotTables and PivotCharts

## **DATA TOOLS AND POWER QUERY**

- Data Analysis Tools
- Importing and Transforming Data
- Introduction to Power Query

## **DATA AUTOMATION AND VISUALIZATION**

- Introduction to Programming
- Macros and VBA

**Trainees will be assessed at the end of the workshop.**