

MS Excel Advanced for Business Executives

This seminar for business executives is designed for professionals from various departments who use Excel as a primary tool for budgeting and report creation. The course is aimed at executives who already possess basic Excel skills and wish to acquire advanced competencies while staying informed about the latest updates in the application.

The seminar introduces new features from Microsoft, focusing on **automation** and **Artificial Intelligence (AI)** capabilities.

Objectives

- 1. Automate the work environment**
The new automated environment will enhance speed, efficiency, and productivity, automatically generating secure reports and drastically reducing the time required for processing.
- 2. Data preparation and quality improvement**
Improve data quality and structure for optimal pivot table performance, from simple queries to advanced data transformations without complex functions.
- 3. Corporate file sharing**
Ensure proper file sharing based on the uniformity of next-generation Excel tables.
- 4. Effective and impressive presentation of reports**
Display reports with pivot tables and charts (Pivot Tables & Pivot Charts) for clear, impactful insights.

Strategy

Work environment automation and data security will be implemented gradually as we transition to the new generation of Excel. Data quality and structure preparation, as well as merging sheets and files, will be conducted using **Power Query (Get & Transform)**, an integrated business tool in Excel.

Effective report presentation is achieved through pivot tables and the full suite of analysis tools and methods covered in this seminar.

Compatibility: Office 365 and MS Excel 2016, 2019, 2021.

Included in the training:

- Practice files
- Notes and quick-reference guides
- Certificate of completion

Course Modules

Application Functionality

- Enhanced communication within the application
- Addressing questions and filling gaps
- Clarifying older tools and methods
- Transition from the old to the new generation of Excel
- Business intelligence tools overview

Data Management and Automation

- Introduction to Excel Automation (new generation)
- Creating an automated table
- Benefits and tools of automated tables
- Analysers and their properties
- Quick analysis
- Automatic sums and charts
- Sparkline charts for trend visualization
- Sorting and filtering in automated tables
- Introduction and use of new functions in automated tables
- Maintenance and replacement of legacy functions with business intelligence tools

Data Import and Transformation

- Data import from tables and external sources (CSV, text, PDF, images)
- Combining data from other sheets
- Merging multiple workbooks

Data Analysis with Pivot Tables

- Pivot Table overview
- Creating and editing Pivot Tables
- Sorting, filters, and analysers
- Automatic calculation options
- Pivot charts
- Pivot Table data protection

Summary

- Q&A
- Solutions to internal business issues
- Recommendations for upgrades and improved application performance