



MICROSOFT TRAINING

Advanced Microsoft Excel Language Course

Unlock Excel's full power. Master advanced formulas, functions, and data manipulation techniques for expert-level analysis.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

The Advanced Microsoft Excel Language Course is meticulously designed for professionals who aim to transcend basic spreadsheet operations and harness the full analytical and automation power of Excel. This intensive 2-hour program delves deep into the core 'languages' of Excel, including sophisticated formulas and functions, the M-language within Power Query for robust data transformation, and Visual Basic for Applications (VBA) for unparalleled automation. Participants will learn to build dynamic models, create advanced data visualizations, and automate repetitive tasks, turning Excel from a simple spreadsheet tool into a powerful data management and business intelligence platform.

This course is engineered to provide practical, hands-on experience with cutting-edge Excel functionalities. You'll master array formulas, complex lookup functions, and delve into Power Query's M-language to connect, clean, and transform disparate data sources efficiently. Furthermore, you will be introduced to VBA scripting to automate workflows, custom functions, and interactive solutions, significantly boosting productivity and accuracy. The professional benefits are immense: increased efficiency in data processing, superior analytical capabilities for data-driven decision-making, and the ability to design sophisticated, error-proof reporting systems.

By completing this program, you will not only enhance your technical proficiency but also position yourself as a go-to expert capable of delivering profound insights and streamlining operational processes within any organization. This skill set is invaluable for anyone looking to optimize their workflow, perform advanced data analysis, and present complex information with clarity and impact.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Mastering Advanced Formulas & Functions

- Array Formulas (CSE) and Dynamic Arrays (SPILL functions)
- Advanced Lookup Functions (INDEX/MATCH, XLOOKUP with multiple criteria)
- Text, Logical, and Date/Time Functions for Complex Scenarios
- Error Handling with IFERROR/IFNA
- Consolidating Data with SUMPRODUCT and AGGREGATE

02 Module 2: Data Transformation with Power Query (M Language Fundamentals)

- Introduction to Power Query and its Interface
- Connecting to Various Data Sources (CSV, Excel, Databases, Web)
- Transforming and Cleaning Data (Unpivot, Merge, Append Queries)
- Understanding the M Language: Basic Syntax and Custom Columns
- Automating Data Refresh Processes

03 Module 3: Introduction to VBA for Excel Automation

- The Developer Tab and Macro Recorder
- Understanding the Visual Basic Editor (VBE)
- Writing Your First VBA Procedures and Functions
- Working with Objects, Properties, and Methods (Range, Worksheet, Workbook)
- Conditional Logic (If...Then...Else) and Loops (For...Next, Do...While)

- Automating Repetitive Tasks: Data Entry, Formatting, Reporting

04 Module 4: Data Modeling with Power Pivot & DAX

- Introduction to Power Pivot Data Model
- Creating Relationships Between Tables
- Calculated Columns vs. Measures
- Fundamentals of Data Analysis Expressions (DAX)
- Common DAX Functions (SUMX, CALCULATE, ALL, FILTER)
- Building Interactive Reports and Dashboards from the Data Model

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Financial Modeler & Analyst**
- > **Business Intelligence Reporting Specialist**
- > **Data Automation & Process Improvement Consultant**

FREQUENTLY ASKED QUESTIONS

Q: How will mastering advanced Excel language skills, particularly in Power Query and VBA, directly enhance my career prospects?

This course equips you with the ability to automate complex data tasks, build robust data models, and generate dynamic, insightful reports far beyond basic Excel capabilities. These skills are highly sought after in roles requiring efficient data manipulation, business intelligence, and process optimization, making you an invaluable asset in any data-driven organization. You'll stand out as a professional capable of significant impact.

Q: Do I need prior programming experience or familiarity with database concepts to benefit from the VBA and DAX modules?

No, prior programming or extensive database experience is not a strict prerequisite for this course. While any exposure can be beneficial, the curriculum is designed to introduce VBA and DAX concepts from the ground up. We assume a solid intermediate understanding of Excel functions and spreadsheet management, and we will guide you through the logical structures and syntax required to begin automating tasks and building data models effectively.

Q: What specific types of business problems can I expect to solve more efficiently after completing this Advanced Excel Language Course?

Upon completion, you'll be able to solve a wide range of complex business problems with significantly greater efficiency. This includes automating monthly report generation, consolidating data from disparate sources with ease, creating dynamic financial models, building interactive dashboards for key performance indicators (KPIs), and developing custom tools to streamline departmental workflows, drastically reducing manual effort and potential errors across various business functions.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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