

# Spreadsheet Modeling & Data Visualization In Excel

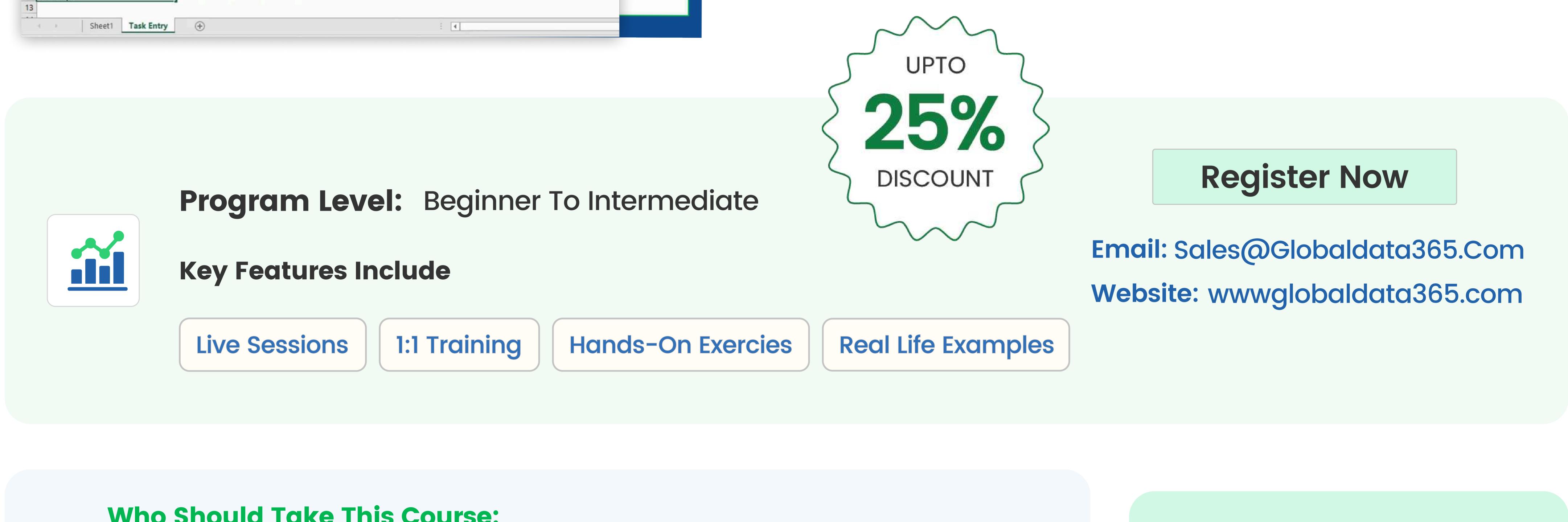
This advanced excel training program is designed to equip participants with a comprehensive understanding of excel, from foundational skills to advanced data analysis, visualization, and automation techniques. the course structure ensures that each module logically builds upon the previous one, allowing participants to progressively deepen their expertise and apply excel

# effectively for data-driven decision-making.

			Automating tasksh	leet - Excel				1 N.
į	File Home Insert Page Layou	t Formulas	Data Review View Developer Help 🖓 Tell n	ne what you want to	do			
1	Cut Calibri	• 11 • A*	▲ = =   ≫ -   ễ Wrap Text Date	•				
P		🗄 +   🖄 + 🔼	• 三三三 三 三 三 四 四 Merge & Center • \$ • % *	* .00 ->.0			Format as Cell Table - Styles -	
		ont	Alignment 🗇 Numb		E	tyles	- Shyrica	
A	12 • : × ✓ fx	9/4/202						_
					-			
1	A Date 🗸	B Department	Task Description	D Assignee	E		F	G
2	Monday, September 2, 2024	IT	Server maintenance scheduled, Backup review	Adeel, Jamal				
3	Monday, September 2, 2024	HR	Finalizing onboarding documentation, Employee grievance meeting	Zainab, Sarah				
4	Monday, September 2, 2024	Finance	Review Q3 budget reports, Meet with auditors to discuss tax compliance	Fahad, Ali				1
5	Monday, September 2, 2024	Marketing	Campaign planning for new product launch, Social media engagement report analysis	Maria, Sana				
6	Monday, September 2, 2024 Sales		Update client database, Schedule demo for potential clients	Bilal, Naveed				
7	Tuesday, September 3, 2024 IT		Update security patches for the network, Check firewall configuration	Adeel, Jamal				
8	Tuesday, September 3, 2024 HR		Employee performance review, Conduct exit interviews	Zainab				
9	Tuesday, September 3, 2024	Finance Prepare Q3 financial forecast, Meet with CFO to discuss expenditure analysis		Fahad, Ali				
10	Tuesday, September 3, 2024	Marketing	Draft press release for product launch, Collaborate with design team on promotional materials	Maria				
11	Tuesday, September 3, 2024	Sales	Follow up on client leads, Prepare product demo materials	Bilal, Naveed				

# **Turn Spreadsheets** Into Strategy

**Build Models And Visuals That Drive Decisions** 



#### Who Should Take This Course:



This Course Is Designed For Professionals Who Want To Sharpen Their Excel Skills—From Mastering Essential Formulas To Advanced Data Analysis And Automation Techniques.

## **Course Details**

Ideal For Analysts, Accountants, Managers And Anyone Who Works With Data, This Training Will Equip You To Confidently Manage, Model And Visualize Data In Excel To Support Impactful Business Decision.

### Learning Objectives:



By The End Of This Training, Participants Will Be Able To:

- Manage And Structure Data Efficiently
- Apply Core And Advanced Formulas
- Troubleshoot And Audit Formulas
- Utilize Lookup And Reference Functions
- Explore Automation Tools Like Mail Merge And Macros
- Build Interactive PivotTables, Charts And Automate Reporting

## Duration

9 Hours

✓ 3 Days - 3 Hours Each Day

## **Materials Provided**

Advanced Excel Training Videos  $\checkmark$ 

- Advanced Excel User Guide
- Advanced Excel Certification



# Course Curriculum

Day 01: Excel Foundations, Data Management & Core Functions

Data Management Best Practices:

Excel Interface & Naviaation

Create And Maintain Datasets, Minimize Redundancy, Use

Shared Drives, Apply Data Merging And Appending

**Explore The Ribbon Toolbar Worksheet Tabs** 

* LACEI III LE TILLE à Mangalion.						
Data Entry & Formatting:	Create And Maintain Datasets, Minimize Redundancy, Use Shared Drives, Apply Data Merging And Appending					
<ul> <li>Duplicates &amp; Conditional Formatting:</li> </ul>	Remove Duplicates, Apply Heat Maps, Data Bars, Icon Sets, Sparklines					
<ul> <li>Intro To Formulas:</li> </ul>	SUM, AVERAGE, COUNT, MAX, MIN, TRIM, PROPER, DATE, TODAY NOW, ROUND					
Day 02: Logical Formulas, Lookup Tools & Visual Reporting						
• Formula Auditing:	Trace Precedents/Dependents, Resolve Common Excel Errors (#DIV/0!, #N/A, Etc.)					

<ul> <li>Logical &amp; Nested Functions:</li> </ul>	Use IF, AND, OR, Nested IFs For Conditional Logic					
<ul> <li>Lookup &amp; Text Functions:</li> </ul>	VLOOKUP, IFERROR, CONCATENATE, LEFT, RIGHT, MID, EXACT, LEN					
<ul> <li>Pivot Tables &amp; Dynamic Charts:</li> </ul>	Create And Configure Pivot Tables And Pivot Charts With Slicers & Timelines					
<ul> <li>Advanced Visualization:</li> </ul>	Customize Charts, Apply Conditional Visuals, Link To PowerPoint					
Day 03: Data Control, Automation & Real-World Use Cases						
<ul> <li>Validation &amp; Protection:</li> </ul>	Enforce Data Validation, Enable Sheet/Workbook Protection					
Google Integration:	Overview Of Google Sheets & Forms For Cloud Collaboration					
Real-Life Use Cases:	Excel Tips For Contact Management, Import/Export, And Reporting					
Mail Merge:	Automate Personalized Letters And Emails From Excel Data					
<ul> <li>Intro To Macros:</li> </ul>	Learn The Basics Of Recording And Running Simple Macros					
<ul> <li>Final Recap &amp; Q&amp;A:</li> </ul>	Key Takeaways, Tips, And An Open Q&A Session					



Sales@Globaldata365.Com +971 52 843 3085 Global data 365 is a team of consultants that empower businesses with data-driven insights. our expert team specializes in building customized power bi dashboards that transform raw data into clear, actionable reports. we are committed to providing customers with fast and convenient data access methods.