



Excel Training

Manage and Analyze Your Data Efficiently

Target Audience



Any professional wishing to go beyond the basics of Excel

Prerequisites



- Basic knowledge of Excel recommended
- No mandatory technical prerequisites

Objectives



- Create, organize, and analyze datasets effectively
- Use advanced formulas (IF, INDEX, LOOKUP, etc.)
- Design clear and customized charts
- Create pivot tables to extract insights
- Automate tasks with macros and VBA
- Build dashboards and export dynamic reports

Duration



11 days – 74 hours

Teaching Methods



- Alternating practical exercises and theoretical input
- Training led by an expert instructor
- Digital materials provided

Assessment



- Evaluation at the beginning and end of the training
- Preparation for Excel certification (optional)
- Certificate of completion



Program

1. Getting started & best practices

- Navigating the interface, creating and managing workbooks
- Formatting tables, optimized data entry
- Review of basic formulas: SUM, AVERAGE, etc.

2. Advanced functions & complex calculations

- Using IF, INDEX, COUNT, VLOOKUP functions
- Absolute references, conditional calculations, percentages
- Consolidating data across multiple sheets

3. Visualization & charting

- Creating and customizing charts (pie, line, bar)
- Inserting visuals, managing axes and legends
- Pivot tables

4. Automation and macros

- Recording and editing macros
- Introduction to VBA: design, coding, deployment
- Use cases: inventory tracking, HR management, sales reporting

5. Analysis & optimization

- Error detection, formula auditing, cell inspector
- Optimizing large files
- Best practices for high-performing Excel files

6. Reporting & integration

- Exporting to PDF, CSV, automated email delivery
- Connecting with Word, Outlook, or other tools
- Creating interactive dashboards with dynamic filters