Vantage Africa
School of Leadership

Advanced Ms. Excel
Professional Training

Introduction

This is a highly practical training that aims to make you a expert in Ms.Excel. We will meet for 3 days each week for 4 weeks. For maximum learning, the course is delivered through a combination of live and E-Learning sessions.

Live Sessions

Live sessions are held via Zoom. These are highly interactive sessions where participants are guided on Ms. Excel skills to enable them manage projects of any size.

E-Learning Sessions

Here, we have a host of prerecorded sessions, PPT notes, links etc. all aimed at equipping participants with the most current Ms. Excel skills. After each session, a self-assessment quiz is provided to reinforce learning. Once a participant completes a session including the quiz, the system opens the following session.

Course Completion

In order for you to be considered to have completed the course, you will need to fulfill the following criteria:

- ⊘ Attend minimum 70% of live sessions
- ⊘ Complete E-Learning lessons and other class assignments
- ⊘ Clear the fees

N/B - A certificate will be issued upon completion of the course.

Course Outline

Week 1		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 1	➢ Introduction to Excel and Data Basics ➢ Data Cleaning and Validation	Excel Navigation: Explore sheets and organize data References: Use relative, absolute, and 3-D references Data Cleaning: Apply functions like CLEAN and TRIM Validation: Ensure accuracy using validation tools. Error Handling: Apply functions like ISERROR for troubleshooting.
Day 2	➢ **Logical Functions and Basic Lookups**	Use IF, IFS, AND, OR, and IFERROR for decision-making in data analysis. Apply VLOOKUP and HLOOKUP to retrieve and analyze data. Extract specific information from large datasets. Perform structured analysis using logical and lookup functions.

Day 3	➢ **Advanced Lookup and Reference Functions**	Advanced Lookup: Use INDEX-MATCH and XLOOKUP for flexible da...
		Function Integration: Combine logical and lookup functions for dyna...
		Confidence Building: Develop proficiency in handling complex data...

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Online Self-Assessment Quiz 1

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For more information or to enroll contact;
Tel: +254 725 303 645
Email: info@vantageafricaleaders.com

Location: C603, 6th Floor Astrol Business Center Thika Road Nairobi

Week 2		
Day	**Topic**	**Topic Outcomes** (By the end of the session, the learner should be able to:)
Day 4	➢ **Dynamic Arrays and Advanced Formulas**	Dynamic Arrays: Use FILTER, UNIQUE, SORT, and SEQUENCE functions. Date/Time Functions: Apply NETWORKDAYS, EDATE, DATEDIF, and TEXT functions. Automation: Streamline and automate calculations efficiently.
Day 5	➢ **Pivot Tables and Charts**	Create PivotTables and use slicers and timelines for interactive analysis. Build PivotCharts for visual insights.
Day 6	➢ **Advanced Data Visualization** ➢ **Conditional Formatting Techniques**	Design Waterfall, Funnel, Sparklines, and combo charts, linking them to slicers or dropdowns for dynamic insights. Apply formulas, data bars, color scales, and icon sets to highlight key insights.
Online Self-Assessment Quiz 2		

Week 3		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 7	➢ **Automation with Macros and VBA**	Macros: Record and run macros to automate repetitive tasks VBA: Use Visual Basic for Applications (VBA) to customize and enhance automation.
Day 8	➢ **Power Query Basics**	ETL Operations: Perform Extract, Transform, and Load tasks using Power Query. Data Transformation: Merge, append, unpivot, and group datasets for analysis.
Day 9	➢ **Power Pivot and DAX**	Create and manage data models with established relationships. Write DAX functions for complex calculations and multidimensional analysis.
Online Self-Assessment Quiz 3		

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Week 4		
Day	**Topic**	**Topic Outcomes** **(By the end of the session, the learner should be able to:)**
Day 10	➢ **What-If Analysis and Solver**	What-If Analysis: Use Goal Seek, Scenario Manager, and Solver for optimization. Outcome Evaluation: Determine outcomes using data tables and scenarios. Forecasting & Visualization: Forecast trends and visualize data insights.
Day 11	➢ **Statistical and Predictive Analysis**	Apply LINEST, FORECAST, STDEV.P, and CORREL for data trend analysis. Hypothesis Testing: Use ANOVA for testing data variations and predicting outcomes.
Day 12	➢ **Capstone Project and Course Review**	Create a dynamic, interactive dashboard using advanced techniques. Presentation & Reflection: Present the dashboard and reflect on learning progress
Online Self-Assessment Quiz 4		