

Day 1: Advanced Excel Concepts (8 Hours)

Session 1: Pivot Data (2 Hours)

- Introduction to Pivot Tables
- Creating and Modifying Pivot Tables
- Pivot Charts: Visualizing Pivot Table Data
- Grouping Data in Pivot Tables
- Calculated Fields and Items in Pivot Tables
- Best Practices for Pivot Table Reports

Session 2: Solver (2 Hours)

- Introduction to Excel Solver
- Defining Objectives and Constraints
- Solving Linear and Non-Linear Problems
- Case Study: Using Solver for Business Optimization
- Hands-on Exercise: Solver in Financial Planning

Session 3: Goal Seek (1.5 Hours)

- Introduction to Goal Seek
- How Goal Seek Helps with What-If Analysis
- Using Goal Seek for Financial Projections
- Practical Examples of Goal Seek in Business Scenarios

Session 4: Data Visualization (2.5 Hours)

- Introduction to Data Visualization in Excel
- Creating Charts (Bar, Line, Pie, etc.)
- Conditional Formatting for Visual Insights
- Advanced Charting Techniques (Waterfall, Heat Maps, etc.)
- Best Practices for Effective Data Visualization

Day 2: Advanced Excel Applications (8 Hours)

Session 5: Data Analysis (3 Hours)

- Introduction to Data Analysis in Excel
- Cleaning data with power query
- Data Modelling using Power Pivot
- Using PivotTables for Data Analysis
- Hands-on Exercise: Analyzing Business Data

Session 6: Functions (2.5 Hours)

- Advanced IF Functions (Nested IF, IFERROR)
- VLOOKUP, HLOOKUP, and XLOOKUP
- Working with Logical Functions (AND, OR)
- Practical Applications of Lookup Functions

Session 7: PI Data Link (2.5 Hours)

- Introduction to PI Data Link
- Connecting PI Data to Excel
- Extracting and Analyzing Data from PI Systems
- Automating PI Data Retrieval with Macros
- Case Study: Using PI Data in Business Decision-Making