🗂️ 2-Day Excel Advanced Training Plan (TOC)

🕒 *Each day = 8 hours (including 2 breaks)*

Remarks:

*(***2 Days is *just enough*** for this training *if*:

Learners already have **intermediate Excel knowledge**.)

Office 365 Latest software and windows laptop or desktop muust

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🗓️ Day 1: Advanced Formulas, Data Tools, and Pivot Analysis

🕘 Session 1: Advanced Formulas & Functions (2.5 hrs)

- Nested IF, IFS, SWITCH
- TEXT functions: TEXT, LEFT, RIGHT, MID, CONCAT, TEXTJOIN
- DATE & TIME functions
- Logical functions: AND, OR, NOT
- INDIRECT, OFFSET, CHOOSE
- Intro to dynamic array formulas: SEQUENCE, FILTER, SORT, UNIQUE

🕙 Session 2: Data Tools (1.5 hrs)

- Data Validation with custom rules
- Text to Columns
- Removing Duplicates
- Grouping/Ungrouping
- Consolidating Data from multiple sources

🕛 Break – 15 mins

🕐 Session 3: Pivot Tables & Pivot Charts (2 hrs)

- Creating and customizing PivotTables
- Calculated Fields & Items
- Grouping data (date/number/text)
- Using Slicers and Timelines
- Creating Pivot Charts

🕓 **Session 4: Power Query – Basic BI Workflow (1.5 hrs)**

- Get & Transform basics
- Data cleansing, merging, unpivoting
- Loading to Excel/Pivot

🕓 **Wrap-up Q&A (0.5 hr)**

📆 **Day 2: Power Pivot, Dashboards, Automation & Collaboration**

🕘 **Session 1: Power Pivot & Intro to DAX (2 hrs)**

- Data Models & Relationships
- DAX Functions: SUMX, CALCULATE, etc.
- Creating insights using Power Pivot

🕚 **Session 2: Dashboards & Reporting (2 hrs)**

- Designing interactive dashboards
- Form Controls (sliders, checkboxes, dropdowns)
- Linking filters/charts to inputs
- Conditional formatting for visuals
- KPI indicators, combo/dynamic charts

🕐 **Break – 15 mins**

🕛 **Session 3: Advanced Charts & Visualizations (1.5 hrs)**

- Waterfall, Gantt, Thermometer, Gauge Charts
- Sparklines
- Dynamic charts and formatting tricks

🕒 **Session 4: Excel Automation (1.5 hrs)**

- Macro Recorder + editing basics
- Assigning macros to buttons/shapes
- Simple VBA intro: subroutines, loops

🕛 **Session 5: Collaboration & Efficiency Hacks (1 hr)**

- Workbook/worksheet protection
- Track changes, comments, version control
- Named ranges, keyboard shortcuts
- Error handling (IFERROR, ISNA, etc.)
- Optimization tips for slow files

🕛 **Wrap-up, Q&A, Feedback (0.5 hr)**

✅ **Is 2 Days Enough?**

✔️ **2 Days is *just enough*** for this training *if*:

- Learners already have **intermediate Excel knowledge**.
- Each section is taught **hands-on with guided examples**.
- Practice files and exercises are shared in advance or as homework.

❌ **If the learners are beginners or slow-paced**, or if detailed business case projects are expected, you'll need **3 days** to allow:

- More practice time
- Revision exercises
- Group tasks or project-based application