

# Advanced Excel, Power Analytics & Presentation Skills

Duration: 4 Days (8 Hours per Day)

## Day 1 – Intermediate Excel Essentials

- Excel fundamentals refresher
- Formatting, validation, tables, sorting and filtering
- Intermediate formulas and functions
- Data cleaning and preparation
- Practice exercises

## Day 2 – Advanced Excel & Data Analysis

- Advanced formulas (VLOOKUP, XLOOKUP, INDEX-MATCH)
- Pivot tables and charts
- Slicers and timelines
- What-if analysis, Goal Seek, Scenario Manager
- Sales and financial analysis exercises

## Day 3 – Power Excel & Dashboard Creation

- Power Query
- Power Pivot
- Data modeling and DAX basics
- Dashboard planning
- KPI dashboards
- Financial and executive dashboards
- End-to-end dashboard project

## Day 4 – PowerPoint for Business Presentation & Insight Communication

- PowerPoint fundamentals
- Slide design and templates
- Storytelling with data

- Presenting dashboards and financial insights
- Executive communication skills
- Final presentation activity