Excel Data Management, Manipulation & Analysis Mastery

6 – 10 September 2027
London (UK)



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Why This Course

In today's data-driven business environment, mastering Excel is essential for efficient data management, insightful analysis, and informed decision-making. Professionals who can manipulate large datasets, generate actionable reports, and automate processes gain a significant advantage in productivity and effectiveness.

This intensive 1-week program equips participants with advanced Excel skills, combining practical exercises with real-world applications. Attendees will learn to leverage Excel's full capabilities—from complex formulas to dynamic dashboards—to manage, analyze, and visualize data with confidence.

What You'll Learn and Practice

By participating in this program, you will:

- Master advanced Excel functions and formulas for accurate data analysis.
- Develop dynamic charts, dashboards, and visual reports.
- Use PivotTables and PivotCharts to summarize and explore data.
- Clean, prepare, and consolidate data efficiently from multiple sources.
- Automate repetitive tasks using macros and VBA.
- Apply statistical analysis techniques to support data-driven decisions.

The Program Flow

Day 1: Excel Fundamentals and Data Management

- Reviewing the Excel interface and essential functions.
- Data entry, formatting, and validation techniques.
- Advanced sorting, filtering, and conditional formatting.
- Organizing data for analysis and reporting.

Day 2: Advanced Formulas and Functions

- Lookup functions VLOOKUP, HLOOKUP, INDEX-MATCH for data retrieval.
- Text and date manipulation functions for flexible data handling.
- Array formulas and their applications.
- Financial and statistical functions for complex calculations.



Day 3: Data Analysis and Visualization

- PivotTables and PivotCharts for summarizing and exploring data.
- Advanced charting techniques for clear, impactful visualizations.
- Designing dynamic dashboards to track performance.
- Scenario analysis and data tables for decision support.

Day 4: Data Cleaning and Preparation

- Text-to-columns and data parsing techniques.
- Removing duplicates, handling missing data, and consolidating datasets.
- Integrating data from multiple sources for comprehensive analysis.
- Introduction to Power Query for advanced data transformation.

Day 5: Automation and Advanced Analysis

- Introduction to macros and VBA for task automation.
- Recording, editing, and deploying simple macros.
- Statistical analysis using Excel's Data Analysis ToolPak.
- Forecasting, trend analysis, and predictive techniques.

Individual Impact

- Efficiently manage and manipulate large datasets.
- Generate professional, insightful reports and dashboards.
- Automate repetitive tasks to save time and reduce errors.
- Make data-driven decisions with confidence using advanced analytical techniques.

Organizational Impact

- Improve operational efficiency and data accuracy across teams.
- Enhance reporting capabilities for timely, actionable insights.
- Foster a culture of data-driven decision-making.
- Reduce manual errors and increase productivity through automation.

Training Methodology

- Hands-on exercises with real-world datasets.
- Step-by-step guidance in using Excel's advanced tools and functions.
- Case studies to apply techniques to practical business scenarios.
- Peer discussions and instructor feedback to reinforce learning.



Beyond the Course

Participants will leave equipped to:

- Build dynamic dashboards and reports tailored to business needs.
- Automate complex tasks to streamline workflows.
- Apply advanced formulas and data analysis techniques for strategic insights.
- Handle large datasets efficiently, improving accuracy and decision-making speed.

