Faysal Aziz

Excel Power User

In 2-days, Go beyond spreadsheets. Master the tools of advanced Excel

FA-0203 · 2-days

Data & Analytics

Introduction

This course delves into the advanced features of Microsoft Excel, empowering you to perform in-depth data analysis, create dynamic visualizations, automate complex tasks, and tap into the power of artificial intelligence. These skills will elevate your capabilities and streamline your data-driven workflows.

Learning outcomes

Upon completing this training, you will be able to:

- Implement intricate formulas for sophisticated data analysis and modeling.
- Design interactive and impactful charts for insightful data storytelling.
- Write VBA code and macros to automate repetitive tasks and enhance Excel's functionality.
- Integrate AI features to unlock predictive analytics and data insights.

Prerequisites

- Strong proficiency in Excel's intermediate features (formulas, functions, pivot tables, charting).
- Basic understanding of programming concepts (variables, loops, conditional logic) is beneficial but not strictly required.

Training outline

1. 1. Data Analysis Mastery

Array Formulas

- Performing calculations on arrays
- Complex criteria matching and lookups

Advanced Lookup and Reference Functions

- INDEX/MATCH combinations
- XLOOKUP for flexible lookups
- INDIRECT for dynamic cell referencing

Statistical Functions

- Descriptive statistics (MODE, MEDIAN, STDEV, etc.)
- Hypothesis testing (T-TEST, CHISQ, etc.)

Scenario Analysis and Modeling

- What-If Analysis tools (Goal Seek, Scenario Manager)
- Data Tables for simulating multiple outcomes

2. 2. Advanced Charting Techniques

Combo Charts

- Combining multiple chart types on a single chart
- Formatting for clarity and impact

Custom Chart Elements

- Adding trendlines, error bars, and data labels
- Advanced formatting and styling control

Sparklines

- Creating mini-charts within cells for quick trend visualization

Dynamic Charts

- Charts that update automatically with data changes

3. 3. Introduction to VBA and Macros

The Visual Basic Editor (VBE)

- Environment overview and navigation

Understanding VBA Syntax

- Variables, data types, operators
- Control flow (If/Then, loops)

Recording Macros

- Automating tasks by recording actions

Modifying and Editing Macros

- Customizing recorded macros
- Debugging code

4. 4. Harnessing the Power of AI

Excel's Built-In AI Features

- Ideas for quick analysis and visualization
- Forecasting features

Integrating External AI Models (if feasible)

- Consuming web services or APIs
- Potential examples with Azure Cognitive Services or similar

Important Note: This is a comprehensive outline. You might choose to focus more heavily on certain aspects (data analysis vs. charting vs. VBA) depending on your audience's needs.

© 2026 Faysal Aziz · Kuala Lumpur