



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Advanced Excel — Formulas, Data & Reporting

Solve Everyday Spreadsheet Problems Faster

Part 1 of the Advanced Excel Pathway

Advanced Excel — Formulas, Data & Reporting is a practical course for business professionals who already use Excel but need to work **faster, more accurately and more confidently** with formulas, business data, analysis and reporting.

Delegates learn how to build reliable formulas, improve data quality, retrieve information from business datasets, perform conditional calculations and turn larger datasets into useful reports using PivotTables and PivotCharts.

The emphasis is practical: understand which Excel tool to use for the problem, apply it correctly and check that the result makes sense.

Who Should Attend?

For existing Excel users working in finance and accounting, HR and payroll, administration, sales, operations, reporting and analysis, projects, and supervisory or management roles.

Delegates should already be comfortable with basic formulas and functions, worksheet formatting, sorting, filtering and working with ordinary Excel lists.

Not sure which level your employees need? College Africa Group's Practical Excel Skills Diagnostic can help determine whether delegates are ready for Advanced Excel.

Course Content

1. Advanced Formula Building

Build formulas that can be copied and reused without producing incorrect results.

- Relative, absolute and mixed cell references
- Locking rows and columns
- Copying formulas reliably
- Building reusable calculations
- Troubleshooting formula-reference errors

2. Range Names

Make larger workbooks and important calculations easier to understand and maintain.

- Creating and managing Range Names
- Using Range Names in formulas
- Navigating larger workbooks
- Making formulas easier to read and maintain

3. Data Validation & Data Control

Reduce inconsistent data entry and prevent avoidable errors before they affect calculations and reports.

- Creating drop-down lists
- Data-entry rules and restrictions
- Input guidance and error messages
- Preventing invalid entries
- Improving spreadsheet data quality

4. VLOOKUP & Business Lookups

Retrieve related information from business data instead of repeatedly searching for and copying it manually.

- Understanding how lookups work
- Exact and approximate matches
- Retrieving information from another table
- Correct use of absolute references
- Troubleshooting common VLOOKUP errors
- Integrated VLOOKUP exercise

Why VLOOKUP? It remains widely used in existing corporate workbooks that employees may need to understand, maintain and troubleshoot.

5. Conditional Calculations

Answer criteria-based business questions without repeatedly filtering, counting or totalling records manually.

- COUNTIF and SUMIF
- Formula and cell-based criteria
- Practical criteria-based calculations
- Combining conditional functions with other worksheet techniques

6. Text Functions & Data Preparation

Clean and restructure information so that it is easier to use and analyse.

- Extracting and combining text
- Cleaning imported information
- Working with names, codes and identifiers
- Preparing inconsistent information for analysis

7. Subtotals & Structured Summaries

Turn detailed business lists into useful grouped summaries.

- Preparing and sorting data correctly
- Creating Subtotals
- Applying different summary calculations
- Creating multiple levels of analysis
- Expanding and collapsing detail

8. PivotTables — Turn Data into Answers

Use PivotTables to analyse larger datasets and answer changing business questions without rebuilding calculations each time.

- Preparing source data correctly
- Creating and modifying PivotTables
- Rows, Columns, Values and Filters
- Grouping, sorting and filtering

- Changing calculations and refreshing data
- Using slicers
- Identifying trends, comparisons and exceptions

Major practical component: delegates move from detailed spreadsheet data to information that can be explored, compared and understood.

9. PivotCharts — Communicate What Matters

Turn PivotTable analysis into clear visual business information.

- Creating and formatting PivotCharts
- Choosing appropriate chart types
- Filtering and presenting trends and comparisons

10. Integrated Practical Business Exercise

Delegates bring the course together by solving a realistic workplace problem involving formulas, lookups, data preparation, calculations, analysis and reporting.

The objective: identify the problem, select the appropriate Excel technique, apply it correctly and check that the result makes business sense.

After the Course

- Build reliable and reusable formulas
- Improve spreadsheet data quality
- Retrieve information using VLOOKUP
- Perform conditional calculations
- Clean and restructure business data
- Analyse larger datasets using PivotTables
- Present findings using PivotCharts
- Combine Excel techniques to solve practical workplace problems

Training Format

Duration: One day — normally 09h00 to approximately 15h30

Delivery: Onsite instructor-led training or live virtual instructor-led training using Microsoft Teams

Practical methodology: See it → Understand it → Practise it → Apply it → Check it

Delegates receive a course manual and electronic Certificate of Attendance. Corporate group training can place additional emphasis on Excel applications relevant to the organisation.

Advanced Excel Pathway

Part 1 — Formulas, Data & Reporting

Calculate, analyse and report. Build reliable formulas, work more effectively with business data and turn larger datasets into useful information.

Part 2 — What-If Analysis, XLOOKUP & Business Modelling

Model and decide. Test assumptions, compare alternatives, improve lookup techniques and use Excel to support business decisions.

Part 3 — Modern Excel 365, Dynamic Formulas & Automation

Modernise and automate. Use modern Microsoft 365 Excel capabilities, dynamic formulas and introductory automation to reduce repetitive work.

Continue Your Excel & Data Journey

Power Query — Data Preparation & Reporting Automation

For users who repeatedly import, clean, restructure or combine data and need a more repeatable approach to preparing information for reporting.

What our clients say about us

Regards



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