



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Advanced Modern Excel 365

Work Smarter with Modern Excel

Part 3 of the Advanced Excel Pathway

Advanced Modern Excel 365 is a practical one-day course for experienced Excel users who want to use the newer capabilities available in Microsoft 365 Excel.

The course focuses on Dynamic Arrays, modern functions and more flexible formula techniques, with short introductions to Power Query, automation and AI/Copilot so delegates can recognise when a different approach may be more efficient.

The emphasis is practical: use modern Excel features where they simplify calculations, analysis and recurring spreadsheet work.

Who Should Attend?

For experienced Excel users in finance, accounting, reporting, analysis, operations, sales, projects and management who already work confidently with formulas and business datasets.

Advanced Excel — Formulas, Data & Reporting and Advanced Excel — Business Modelling or equivalent practical experience, are recommended.

Course Content

1. Dynamic Arrays

Create flexible results that update automatically as data changes.

- Understanding spill ranges and Dynamic Arrays
- FILTER for returning matching records
- SORT and SORTBY for dynamic ordering
- UNIQUE for extracting distinct values
- SEQUENCE for generating dynamic series

2. Modern Formula Building

Use selected Microsoft 365 functions to make formulas clearer and easier to maintain.

- LET for simplifying repeated calculations
- IFS and SWITCH for conditional logic
- MAXIFS and MINIFS for criteria-based analysis
- TEXTJOIN and CONCAT for combining information

3. Advanced XLOOKUP Applications

Extend the XLOOKUP skills introduced in Part 2 and combine lookups with modern Excel techniques.

- More flexible lookup applications
- Combining XLOOKUP with Dynamic Array functions
- Building maintainable lookup-driven reports

4. Introduction to Power Query — When Another Formula Isn't the Answer

Explore how Power Query can reduce repetitive data-preparation work.

- Importing data
- Simple cleaning and transformation
- Loading transformed data back into Excel
- Refreshing when source data changes
- Recognising when Power Query is more appropriate than another formula

5. Recognising Opportunities for Automation

Understand where repetitive spreadsheet work may be better handled through automation.

- Formula vs Power Query vs automation
- When macros can be useful
- Brief demonstration of recording and running a macro

6. AI & Copilot in Modern Excel — Introduction

See how AI can assist an experienced Excel user while keeping human judgement and verification in control.

- Formula assistance and explanation
- Asking questions about structured data
- Identifying trends, variances and exceptions
- Checking and verifying AI-generated outputs

7. Integrated Modern Excel Exercise

Delegates apply the core modern Excel techniques to a realistic business workbook and consider which approach is most appropriate for the task.

The objective: use modern Excel effectively without adding unnecessary complexity, and recognise when Power Query, automation or AI may be the better next step.

After the Course

- Use Dynamic Arrays to create flexible, automatically updating results
- Apply FILTER, SORT, SORTBY, UNIQUE and SEQUENCE to business data
- Build clearer formulas using selected modern Microsoft 365 functions
- Use XLOOKUP in more advanced applications
- Recognise where Power Query can reduce repetitive data preparation
- Identify spreadsheet tasks that may benefit from automation
- Use AI/Copilot as an assistant while checking and verifying the output

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. Microsoft 365 Excel is required for the modern functions covered in this programme.

Training locations: Onsite corporate training is available across South Africa and Southern Africa, including Johannesburg, Pretoria, Cape Town, Durban and KwaZulu-Natal, with live virtual delivery also available.

Advanced Excel Pathway

[Part 1 — Advanced Excel — Formulas, Data & Reporting](#)

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

[Part 2 — Advanced Excel — Business Modelling](#)

Model and decide. Test assumptions, compare alternatives and use Excel to explore possible business outcomes.

Part 3 — Advanced Modern Excel 365

Work smarter with modern Excel. Use newer Microsoft 365 Excel capabilities and recognise when other tools may offer a more efficient approach.

Part 4 — Advanced Excel for Analysts

Consolidate, clean, reshape, summarise and calculate business information using modern Excel analysis techniques.

Continue Your Excel & Data Journey

Power Query — Data Preparation & Reporting Automation

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

Power BI — Business Intelligence & Interactive Reporting

For users who need to move beyond spreadsheet reporting into interactive dashboards and business intelligence.

AI / Copilot for Business & Finance

For teams that want to apply approved AI tools more deeply to analysis, reporting, communication and finance workflows.

What our clients say about us

Regards

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