



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Advanced Excel Level 1 — Formulas, Data & Reporting

Solve everyday spreadsheet problems faster

Level 1 of the Advanced Excel pathway – the levels show the recommended order; experienced users can start at any level

Duration: One day | **Level:** Advanced Level 1 | **Delivery:** Onsite or virtual

The business problem

Staff who already use Excel still spend hours searching for information, filtering and counting by hand, fixing broken formulas and rebuilding the same reports.

Inconsistent data entry creeps into calculations, and larger datasets are hard to turn into answers managers can use.

You need this course if...

- People copy and paste information between lists instead of looking it up
- Counting and totalling by criteria is still done by filtering manually
- Imported or captured data is messy and inconsistent
- Reports are rebuilt from scratch every time the question changes
- You inherit corporate workbooks full of VLOOKUPs nobody can maintain

How this course solves it

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 to build reliable formulas, improve data quality, retrieve information from business datasets, perform conditional calculations and turn larger datasets into useful reports with 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?

- Finance and accounting, HR and payroll
- Administration, sales and operations
- Reporting, analysis and project roles
- Supervisors and managers who work with Excel lists and reports

Prerequisites: comfortable with basic formulas and functions, worksheet formatting, sorting, filtering and working with ordinary Excel lists.

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 need to understand, maintain and troubleshoot. XLOOKUP follows in Level 2.

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

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 solve a realistic workplace problem involving formulas, lookups, data preparation, calculations, analysis and reporting: identify the problem, select the appropriate Excel technique, apply it correctly and check that the result makes business sense.

After the course

Delegates will be able to:

- 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 method: See it → Understand it → Practise it → Apply it → Check it

Materials: Course manual and electronic Certificate of Attendance

Tailoring: Corporate group training can place additional emphasis on Excel applications relevant to the organisation.

Advanced Excel pathway

Level 1 — Formulas, Data & Reporting (this course)

Calculate, analyse and report.

Level 2 — Business Modelling

Model and decide. Test assumptions, compare alternatives and use Excel to explore possible business outcomes. [View course](#)

Level 3 — Modern Excel 365

Modernise the way you work. Use newer Microsoft 365 Excel capabilities, dynamic formulas and modern approaches to business data. [View course](#)

Level 4 — Excel for Analysts

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

Power Query — Data Preparation & Reporting Automation

For users who repeatedly import, clean, restructure or combine the same data every reporting cycle and need a repeatable process.

Not sure which level your staff need?

College Africa Group's Excel Skills Assessment helps determine whether delegates are ready for Advanced Excel. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/advanced-excel/ | [What our clients say about us](#)

Regards

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Arnold Muscat

SALES@COLLEGEAFRICAGROUP.COM

Direct 083 778 4903

