



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Advanced Excel Level 3 — Modern Excel 365

Your organisation pays for Microsoft 365, but staff still build spreadsheets the old way

Level 3 of the Advanced Excel pathway – the levels show the recommended order; experienced users can start at any level

Duration: One day | **Level:** Advanced Level 3 | **Delivery:** Onsite or virtual

The business problem

Experienced users keep building long, nested formulas, manual extracts and copy-paste lists that Microsoft 365 Excel can now produce automatically.

Workbooks become harder to maintain, and staff do not recognise when Power Query, automation or AI would be the better tool.

You need this course if...

- Lists, extracts and sorted reports are rebuilt by hand when data changes
- Formulas are long, repeated and difficult for anyone else to check
- The same data-preparation steps are repeated every reporting cycle
- Staff are unsure where macros, Power Query or Copilot fit
- You have Microsoft 365 Excel but nobody uses Dynamic Arrays

How this course solves it

A practical one-day course for experienced Excel users who want to use the newer capabilities in Microsoft 365 Excel.

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

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

Who should attend?

- Finance, accounting, reporting and analysis
- Operations, sales, projects and management
- Experienced users who already work confidently with formulas and business datasets

Prerequisites: Advanced Excel Levels 1 and 2 or equivalent practical experience. Microsoft 365 Excel is required for the modern functions covered.

Course content

1. Dynamic Arrays

Address: 22 Amaryllis Grove
Northdene
Durban, KZN 4093
www.collegeafricagroup.com

mict  **seta**
Committed to skill development in the media, advertising and ICT sector
Accreditation no. ACC/2011/07/066

Direct: 083 778 4903
sales@collegeafricagroup.com

Create flexible results that update automatically as data changes.

- 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

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

- 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

- 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

- 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 human judgement stays 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 techniques to a realistic business workbook and decide which approach is most appropriate, without adding unnecessary complexity.

After the course

Delegates will be able to:

- Use Dynamic Arrays to create flexible, automatically updating results
- Apply FILTER, SORT, SORTBY, UNIQUE and SEQUENCE to business data
- Build clearer formulas using selected 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 method: See it → Understand it → Practise it → Apply it → Check it

Materials: Course manual and electronic Certificate of Attendance

Advanced Excel pathway

Level 1 — Formulas, Data & Reporting

Calculate, analyse and report. Build reliable formulas, work more effectively with business data and turn larger datasets into useful information. [View course](#)

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 (this course)

Work smarter with modern Excel.

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.

Power BI for Business — Introduction & Basic Dashboards

For Excel users who need to move from spreadsheet reports to interactive dashboards.

AI and Data Analytics Using Excel, Copilot and ChatGPT

For teams that want to use AI with Excel for analysis and reporting while keeping the numbers verified. [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-modern-excel-365-training/ | [What our clients say about us](#)

Regards

D A MUSCAT

Arnold Muscat

SALES@COLLEGEAFRICAGROUP.COM



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Durban, KZN 4093
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