

## Microsoft Excel for Beginner (Associate Level)

*Amman (Jordan)*

*19 - 23 October 2025*

UK Traininig

# PARTNER



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Code: IT28 From: 19 - 23 October 2025 City: Amman (Jordan) Fees: 4000 Pound

### Introduction

Welcome to the Microsoft Excel - Beginner Associate Level course! This advanced training program is designed to provide participants with a comprehensive understanding of both basic and advanced Microsoft Excel skills. Whether you're looking to improve your Microsoft Excel skills or aiming to earn your Microsoft Excel certification, this course is your first step toward mastering data handling and analysis.

### Course Objectives

- Master the Advanced Excel Interface: Learn how to navigate Excel's advanced interface, enabling easier data analysis using Microsoft Excel.
- Analyze Large Datasets: Organize and process large datasets efficiently using tools like PivotTables.
- Apply Complex Functions: Enhance your analytical abilities with advanced functions like VLOOKUP, IF, SUMIF, and INDEX-MATCH.
- Create Interactive Dashboards: Learn to design and customize dashboards featuring charts and dynamic tables.
- Explore Advanced Data Analysis Tools: Use tools like Power Query and What-If Analysis to enhance data-driven decision-making.

### Course Outlines

#### Day 1: Comprehensive Introduction to Advanced Microsoft Excel

- Explore practical applications of Excel in fields like finance, marketing, and operations, giving you a real-world understanding of the meaning of Microsoft Excel and how it can be applied in your daily tasks.
- Learn how to create and manage complex workbooks with multiple sheets to improve productivity.
- Master efficient data entry techniques and learn best practices for improving performance when working with large datasets—essential skills for anyone looking to improve their Microsoft Excel skills.

#### Day 2: Advanced Formatting Techniques and Data Management

- Advanced Conditional Formatting: Use this tool to enhance data interaction and analysis.
- Effective Data Management: Learn advanced sorting and filtering techniques to handle large datasets more efficiently, an important step for anyone focused on data analysis with Microsoft Excel.
- Optimize performance through dynamic table formatting, enhancing your ability to create professional analytical reports, a crucial skill for anyone aiming for Microsoft Excel certification.

#### Day 3: Utilizing Complex Functions in Excel

- Master Advanced Excel Functions like VLOOKUP, HLOOKUP, and IF, critical tools for any Microsoft Excel

beginner or specialist.

- Use complex conditional functions like SUMIF and COUNTIF to analyze data based on specific criteria, helping you excel in Microsoft Excel data analysis.

#### Day 4: Creating Advanced Charts in Excel

- Develop your skills in creating complex charts to visually represent data professionally and effectively.
- Learn to combine multiple chart types into a single presentation, essential for showcasing your data with impact.
- Create dynamic charts that update automatically as data changes, providing quick insights—an important capability for anyone pursuing advanced Microsoft Excel training.

#### Day 5: Advanced Data Analysis Tools in Excel

- Introduction to Power Query: Learn how to import and analyze data from multiple sources efficiently, a crucial tool for improving data analysis using Microsoft Excel.
- Create and customize PivotTables for efficient data analysis, and use tools like What-If to explore and evaluate different scenarios.
- Create interactive dashboards with dynamic charts and tables, enhancing your ability to present results professionally—a key skill for anyone looking to excel in using Microsoft Excel in a professional environment.

#### conclusion

By the end of this course, you will be equipped to use Microsoft Excel strategically in any professional field. You'll enhance your basic Excel skills while learning advanced features that set you apart as a Microsoft Excel specialist. This course is your gateway to mastering the tool and obtaining Microsoft Excel certification.

If you're looking for the best Microsoft Excel training and want to learn how to practice Microsoft Excel effectively, this course is the perfect opportunity to boost your skillset and advance your career. Don't miss the chance to become proficient in Microsoft Excel, a skill that's essential for today's data-driven work environments.



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