

Microsoft Excel for Beginner (Associate Level)

Amman (Jordan)

19 - 23 October 2025

UK Traininig

PARTNER



Microsoft Excel for Beginner (Associate Level)

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 specifically designed to provide you with a comprehensive understanding of Microsoft Excel. Whether you're aiming to enhance your basic Microsoft Excel skills or working towards Microsoft Excel certification, this course will guide you through the essential tools and techniques needed to master both basic and advanced Excel functions. By the end of this course, you'll be equipped to handle data analysis tasks, improve your productivity, and gain the Microsoft Excel certified credential.

Course Objectives

The Microsoft Excel course is designed to give participants a well-rounded knowledge of the software, focusing on both the basics and advanced features. Key objectives include:

- Master the Advanced Excel Interface: Learn how to navigate and utilize advanced training for Microsoft Excel to improve data analysis.
- Analyze Large Datasets: Discover how to process and analyze large datasets efficiently using powerful Excel tools such as PivotTables, essential for anyone seeking to improve their analysis for Microsoft Excel.
- Apply Complex Functions: Learn how to use advanced Excel functions such as VLOOKUP, IF, SUMIF, and INDEX-MATCH to analyze and manipulate data with precision.
- Create Interactive Dashboards: Develop the skills to create dynamic dashboards that display data effectively, a critical skill for any Microsoft Excel specialist.
- Explore Advanced Data Analysis Tools: Use tools like Power Query and What-If Analysis to enhance decision-making with data-driven insights.

Course Outlines

Day 1: Comprehensive Introduction to Advanced Microsoft Excel

- Explore the meaning of Microsoft Excel and its practical applications in fields like finance, marketing, and operations.
- Learn how to create and manage complex workbooks, an essential skill for those looking to improve their Microsoft Excel skills and prepare for Microsoft Excel associate certification.
- Master efficient data entry techniques to enhance productivity, focusing on how to practice Microsoft Excel effectively.

Day 2: Advanced Formatting Techniques and Data Management

- Advanced Conditional Formatting: Learn how to highlight critical data using conditional formatting, an essential technique for advanced training for Microsoft Excel.



- Effective Data Management: Study advanced sorting, filtering, and organizing techniques to handle large datasets, perfect for anyone looking to master analysis for Microsoft Excel.
- Optimize performance by applying dynamic table formatting, crucial for creating professional reports.

Day 3: Utilizing Complex Functions in Excel

- Master advanced Excel functions such as VLOOKUP, HLOOKUP, and IF to perform detailed data analysis.
- Learn how to use complex conditional functions like SUMIF and COUNTIF to manipulate and analyze data based on specific criteria.

Day 4: Creating Advanced Charts in Excel

- Learn to develop and customize charts to represent data professionally.
- Create dynamic charts that update automatically, allowing you to present data insights efficiently—a key skill for anyone pursuing advanced Microsoft Excel training.
- Combine multiple chart types to tell a compelling story with your data.

Day 5: Advanced Data Analysis Tools in Excel

- Introduction to Power Query: Learn how to import and analyze data from multiple sources, streamlining your data workflow.
- Create and customize PivotTables for efficient data analysis, a crucial tool for anyone aiming to become a Microsoft Excel specialist.
- Use What-If Analysis and other advanced tools to explore different data scenarios and make informed decisions.
- Learn to create interactive dashboards that make data presentation engaging and dynamic.

Why Attend This Course: Wins & Losses!

By joining the Microsoft Excel beginner course, you will unlock a range of benefits that will help propel your career forward. Key benefits include:

- Master Excel Functions: Gain in-depth knowledge of the most powerful Excel functions, such as VLOOKUP, IF, and SUMIF, improving your analysis for Microsoft Excel.
- Learn How to Organize Large Datasets: Learn how to work with large datasets efficiently using PivotTables and Power Query, essential skills for anyone looking to earn Microsoft Excel certification.
- Create Professional Dashboards: Develop the ability to design and customize dashboards that provide real-time data insights, a skill crucial for anyone seeking to advance as a Microsoft Excel specialist.
- Interactive Learning: Participate in hands-on exercises that enhance your ability to practice Microsoft Excel, allowing you to apply what you've learned in real-world scenarios.
- Earn Certification: Prepare for and earn your Microsoft Excel certification, setting you apart as an expert in Excel for personal or professional growth.

Choosing not to join this course means missing out on the opportunity to master the core skills required to be proficient in Excel, including complex functions and advanced data analysis tools. You also risk missing the chance to earn your Microsoft Excel certified status, which can significantly boost your professional prospects.

Conclusion



Upon completion of this course, you will possess the advanced skills necessary to become proficient in Microsoft Excel, enabling you to handle data analysis tasks with confidence. You will have learned both basic Microsoft Excel skills and advanced techniques, making you well-prepared for Microsoft Excel certification. This course is your gateway to mastering Excel, setting you up for success in any data-driven field. Don't miss out on this opportunity to advance your Microsoft Excel skills and boost your career.

Enroll now and start your journey towards becoming an expert Microsoft Excel specialist!



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)
(Switzerland)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

ASIA



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)
Korea



Phuket (Thailand)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Seoul (South)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut



Blackbird Training Cities

AFRICA



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



المؤسسة العامة للتأمينات الاجتماعية
General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



هيئة تنظيم الكهرباء - عمان
AUTHORITY FOR ELECTRICITY REGULATION, OMAN
Authority for

UK Training
PARTNER



Blackbird Training Categories

Management & Admin

Entertainment & Leisure
Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Artificial Intelligence (AI)
Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



International House 185 Tower Bridge
Road London SE1 2UF United Kingdom



+44 7401 1773 35
+44 7480 775526



Sales@blackbird-training.com



www.blackbird-training.com

