

# aractech

Global Learning for Operational Leaders



ACCOUNTING AND FINANCE

## Advanced Excel: Functions, Power Query and Power Pivots

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# Course content

## Why Attend

The "Advanced Excel: Functions, Power Query, and Power Pivots" training course delves into advanced, and most recently added, Excel functions like XLOOKUP, TEXTJOIN, TEXTSPLIT, UNIQUE, SORT, and FILTER, enabling you to streamline your data tasks with ease. The course will cover Power Query to import and transform data from various sources, such as Excel files, folders, PDFs, and websites, preparing it for further analysis and reporting. Additionally, the course introduces Power Pivots, which teaches you how to create sophisticated data models, establish relationships between tables, and craft decisive DAX measures for complex calculations. This course is designed to elevate your Excel skills, enhance your productivity, and provide you with the tools needed for advanced data analysis and reporting.

## Course Methodology

- This is a hands-on course with practical applications using Microsoft Excel 2021 or Office 365 throughout the five days. All examples, exercises, and cases are practiced in Excel.

## Course Objectives

- Apply key Excel functions to prepare data for analysis and reporting
- Utilize pivot tables functions and calculations to generate a set of management and business analysis reports
- Utilize Power Query to clean up and prepare data for reporting
- Report and analyze big data using Power Pivots
- Utilize Excel automation solutions to speed up work

## Target Audience

- Accountants, senior and junior accountants, business analysts, accounting and finance professionals, business analysts, research professionals, and staff from any function who need to master and upgrade their skills in Excel functions, pivot tables, Power Query, and Power Pivots and work with big data analysis.

- Target Competencies
- Excel functions
- Power Query



## Detailed course outline

Module-by-module outline for Advanced Excel: Functions, Power Query and Power Pivots.

### Module 1 - Advanced Excel Functions and Features

- Table tool
- Naming cells and ranges
- Data validation using custom formulas
- Conditional formatting using formulas
- Functions:
- Text functions: TextSplit, TextJoin, TextAfter, TextBefore

### Module 2 - Advanced Techniques in Creating and Customizing Pivot Tables

- Number and cell format
- Report layout
- Grouping and un-grouping fields
- Default and customized sorting and filtering
- Sorting using a custom list
- Creating a calculated field



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### Module 3 - Power Query: A Must-have Skill

- Get and transform: Link your Excel to external other data sources
- Excel files
- Text files
- Web
- Folder: all files and latest file
- Power Query to transform and clean up data:

### Module 4 - Power Pivot and the Data Model

- Benefits and drawbacks of PowerPivot
- Merging data from multiple tables using relationships
- Creating better calculations using the DAX Formulas
- Using DAX to create calculated fields
- Formatting using DAX measures
- Date DAX measures



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## Module 5 - Excel Automation Tools

- Data types
- Currencies
- Geography
- Organization
- Stocks
- Automate routine tasks with office scripts (e.g., formatting sheets)



# Seminar dates

## Available seminar dates

Live dates and pricing for Advanced Excel: Functions, Power Query and Power Pivots generated from the course details page.

Date	Location	Format	Fee
11 - 15 May 2026	Kuala Lumpur	Classroom	€1,575
8 - 12 June 2026	Barcelona	Classroom	€2,695
6 - 10 July 2026	London	Classroom	€2,940
10 - 14 August 2026	Munich	Classroom	€2,415
14 - 18 September 2026	Amsterdam	Classroom	€2,975
5 - 9 October 2026	Istanbul	Classroom	€1,995
16 - 20 November 2026	Rome	Classroom	€2,975

**Live online option**

Online delivery is available at €1,250.