

## **Microsoft Excel Advanced Course**

Ready to become an Excel expert? Join our Advanced MS Excel Course at Elegant Training Center! This course is designed for professionals who want to go beyond basic spreadsheets and unlock the full power of Excel for real business impact. Learn to analyze data, automate tasks, and create stunning dashboards—all with step-by-step guidance from our expert trainers. If you want to stand out, work smarter, and solve complex problems with ease, this course is for you!

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## **Upcoming Batches**

**Talk to Raj Sir**

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## **Join Our Microsoft Excel Advanced Course in Dubai**

Take Your Data Skills to the Next Level with Elegant Training Center  
Master advanced Excel tools for real business needs. Learn data analysis, automation, reporting, and dashboard creation in a practical, hands-on environment. Unlock skills that top employers are looking for and save hours every week with expert tips and shortcuts.

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## **Why Choose the Advanced Excel Course?**

- ✓ Master advanced formulas, functions, and data analysis tools
  - ✓ Build interactive dashboards and dynamic reports
  - ✓ Automate tasks with macros and VBA
  - ✓ Analyze, visualize, and present business data like a pro
  - ✓ Solve complex business problems with real-life examples
  - ✓ Sharpen your CV and boost your career growth
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## **Who Should Join?**

- ✓ Accountants, analysts, and finance professionals
  - ✓ Managers, team leaders, and business owners
  - ✓ Anyone who already knows Excel basics and wants to work faster
  - ✓ Those aiming for career advancement or a job upgrade
  - ✓ Professionals who want to become Excel power users
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## **Course Topics – Advanced Excel**

**Advanced Formulas:** Use VLOOKUP, HLOOKUP, INDEX, and MATCH, Xlookup, VStack, HStack

**Logical and Conditional Calculation:** Like use of IF, AND, OR, NOT IFS, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS etc

**Data Validation:** Control data entry with drop-down lists and rules.

**Conditional Formatting:** Highlight data based on specific conditions and rules

**PivotTables:** Summarize and analyze large datasets effectively.

**PivotCharts:** Visualize PivotTable data with dynamic charts.

**Slicers and Timelines:** Filter PivotTables interactively.

**Functions:** Date and time Function, Information function, Mathematical Function and Statistical functions

**What-If Analysis:** Explore scenarios using Goal Seek and Data Tables.

**Named Ranges:** Assign names to cell ranges for easier reference.

**Protecting Data:** Secure worksheets and workbooks with passwords.

**Integration:** Link Excel data with Word documents and PowerPoint presentations.

**Advanced Charting:** Create combination charts and use secondary axes.

**Array Formulas:** Perform complex calculations over ranges of cells.

**Data Consolidation:** Combine data from multiple sources.

**Error Checking and Troubleshooting:** Identify and fix formula errors.

**Creating Dashboards:** Design interactive dashboards for data visualization and Hyperlink


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## **Course Highlights**

- Hands-on lessons with real-world business projects
- Free templates, advanced tools, and practice datasets
- Expert trainers with industry experience
- Flexible timings: evening, weekend, and online options
- Completion certificate from Elegant Training Center

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## Duration

 18 to 24 hours (depends on pace and batch)

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## Career Benefits

- Financial Analyst
  - MIS Executive
  - Data Analyst
  - Project Manager
  - HR Analyst
  - Business Consultant
  - Reporting Specialist
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**Contact us now for the next batch schedule and course fee.**

**Upgrade your Excel skills and become a data powerhouse with Elegant Training Center!**

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## Choose Elegant Training for Advanced MS Excel

Upgrade your data skills and lead with confidence.



### **PRACTICAL SKILLS FOR REAL-WORLD JOBS**

Learn advanced Excel the way professionals use it—solve real business problems, create dynamic reports, and automate repetitive work.



### **COMPLETE, STEP-BY-STEP LEARNING**

Each session is packed with examples, exercises, and live business scenarios. Perfect for working professionals.



### **FLEXIBLE CLASS TIMINGS**

Choose batches as per your schedule—weekdays, weekends, or evenings. Attend online or in-person with access to recorded sessions.



### **EXPERT TRAINERS WITH INDUSTRY EXPERIENCE**

Learn from trainers who use Excel every day and have helped hundreds of professionals upgrade their skills.



### **HANDS-ON ADVANCED TRAINING**

Build live dashboards, automate data flows, and solve business cases in class.

## **ASSIGNMENTS & MINI PROJECTS**

Work on real data and get feedback on your work—like sales dashboards, HR trackers, and financial reports.

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### **Advanced Excel – FAQs**

**1. Who teaches the Advanced Excel course?**

Expert trainers with 10+ years' experience in business analysis and corporate Excel training.

**2. Is this course right for me if I know Excel basics?**

Yes! It's made for users ready to go beyond basic formulas and charts.

**3. What will I learn?**

Advanced functions, dashboards, data modeling, macros, automation, and business problem-solving.

**4. Will I get personal help?**

Yes—small batch sizes and one-on-one support for all your doubts and projects.

**5. What if I need help outside class?**

You can always WhatsApp, call, or email your trainer for quick support.

**6. Are there real business examples?**

Yes—each module uses live business cases like budgeting, sales analysis, HR, and more.

**7. What kind of assignments are given?**

Projects include dashboards, automated reports, and business analysis, all with feedback.

**8. Will I learn shortcuts and pro tips?**

Definitely! Trainers share expert tricks to save time and impress at work.

**9. How are classes scheduled?**

Flexible—weekday, weekend, evening, and online/in-person with recorded sessions.

**10. Will I get a certificate?**

Yes, plus a KHDA-attested certificate (optional, extra cost).

**11. How does this help my career?**

Boosts your profile for analyst, manager, and specialist roles; makes you the Excel go-to at work.

**12. How do I register and what support will I get?**

Contact us at +971 54 749 5664 or [info@elegant-training.ae](mailto:info@elegant-training.ae). Get full notes, advanced datasets, and trainer support even after class.

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**Take the next step—become an Excel champion with Elegant Training Center!**