Finance & Business Acumen · FB199

Advanced Microsoft Excel & Financial Calculations

Manama (Bahrain) · 13 - 17 Dec 2026

Date	Venue	Duration
13 - 17 Dec 2026	**Manama (Bahrain)**	**1 Week**
Fee	Ref	Language
£3,650 GBP	**FB199**	**English**

Introduction

Microsoft Excel is the most commonly used analytics, reporting, and strategy software. Becoming an expert data analyst requires you to have mastery of advanced Excel skills. This course is aimed at taking your excel skills to the next level. You will be able to apply complex functions within Excel to manage, manipulate, analyse and visualise data.

Course Objective of Advanced Microsoft Excel

By the end of this training the participants will be able to:

- Master advanced formulas and functions
- Consolidate data, link and export data
- Create sophisticated outputs including tables, charts, and graph
- Use What-If Analysis tools such as Goal Seek, Solver, and Scenarios
- Increase interactivity by automating spreadsheets with macros and VBA
- Turn raw data into ‘must-make decisions using PivotTables and PowerPivot.

Course Methodology of Advanced Microsoft Excel

Participants will increase competencies through a variety of instructional methods including lectures by our seasoned trainers who have vast experience as expert professionals in the respective fields of practice.

Organisational Impact of Advanced Microsoft Excel

The organisation will increase:

- More efficient Excel support for the staff
- Greater relevance and dependability of Microsoft Excel information
- More tricky thinking and focus on performance
- More efficient use of Microsoft Excel for the company

Personal Impact of Advanced Microsoft Excel

- Increased Value to Employers
- Handle Big Data
- Do Smart Work Than Hard work
- Shortcut Tricks And Tips
- Mastery of Excel Will Make You More Efficient
- Learning Excel Prepares Workers for Financial Positions
- A Variety of Non-Traditional Workers Benefit from Excel Classes

Who Should Attend

This course is aimed at professionals who have basic to intermediate Excel skills and want to advance those skills.

- Finance & Accounting Advisors
- Human Resource
- Digital Marketing
- Project Manager
- Inventory & Product Management

Course Outline

Day 1

Data Validation & Referencing in Excel

- Whole numbers and decimals
- Date and time validation
- Text length
- Excel data validation list (drop-down)
- Custom data validation rules
- Absolute referencing
- Relative referencing
- Structured reference

Day 2

Working with Structured tables & Formulas and Functions

- Why you should use tables
- Elements of an Excel table
- Managing data in an Excel table
- Using structured references with Excel tables
- VLOOKUP
- HLOOKUP
- INDEX and MATCH
- SUMPRODUCT
- SUMIF & SUMIFS
- COUNTIF & COUNTIFS,
- OFFSET & INDIRECT
- Concatenating Functions

- IF and nested IF Functions
- AND, OR, NOT Functions
- Date Formulas and Functions

Day 3

What If Analysis

- Scenarios
- Custom Views
- Reports
- Goal Seek
- Data Tables

Day 4

Pivot Tables and Pivot Charts & Charts and Visualisations

- Preparing data for use with Pivot Table
- Formatting a PivotTable
- Working with Calculated Fields
- Grouping Data
- Filters and Advanced Filter
- Advanced Data Field Settings
- Creating Pivot Chart
- Power Query
- Preparing data for charts
- Choosing appropriate chart
- Creating Different Charts
- Dashboards

Day 5

Working External Data

- Linking Workbooks
- Working with non-legacy databases
- Extracting Data from the Web
- Creating Collector Models

Register or ask about this course online

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training@hplustraining.com · +44 74 0108 8599 · +90 539 827 59 14