MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

ICT and Security Management

Microsoft Excel – Advanced Excel Formulas, Functions & Dashboards

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2836	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Elevate your Excel skills with Magna Skills' Advanced Excel Formulas, Functions & Dashboards course. Tailored for professionals and enthusiasts, this program delves into advanced Excel techniques, equipping participants with the tools to analyze data, automate processes, and craft compelling dashboards. With a focus on hands-on learning and real-world applications, this course is ideal for those seeking to maximize their Excel proficiency.

Course Outcomes

Upon completion of the course, participants will:

1. Master advanced Excel formulas and functions for complex data analysis.
2. Learn techniques for data validation, conditional formatting, and data manipulation.
3. Understand the power of PivotTables and PivotCharts for effective data summarization and visualization.
4. Create dynamic and interactive dashboards to communicate insights effectively.
5. Automate repetitive tasks with macros and VBA (Visual Basic for Applications).
6. Gain proficiency in advanced data analysis tools and scenarios.
7. Develop skills in troubleshooting and error handling in Excel.

Course Outline / Curriculum

Module 1: Advanced Formulas and Functions

- Understanding Array Formulas
- Nested Functions and Formula Auditing
- Lookup and Reference Functions (INDEX, MATCH, VLOOKUP, HLOOKUP)
- Text Functions for Data Manipulation
- Date and Time Functions

Module 2: Data Analysis and Visualization

- Data Validation Techniques
- Advanced Conditional Formatting
- Sorting and Filtering Data
- Grouping and Outlining Data
- Introduction to Power Query for Data Transformation

Module 3: PivotTables and PivotCharts

- Creating PivotTables for Data Summarization
- Formatting and Customizing PivotTables
- PivotCharts for Visual Data Analysis
- Slicers and Timelines for Dashboard Interactivity

Module 4: Dashboard Design and Creation

- Principles of Effective Dashboard Design
- Building Interactive Dashboards
- Incorporating Charts and Graphs
- Data Visualization Best Practices

Module 5: Automation with Macros and VBA

- Introduction to Macros and the Macro Recorder
- Writing and Editing VBA Code
- Automating Tasks with Macros
- Error Handling and Troubleshooting

Module 6: Advanced Data Analysis Tools

- Goal Seek and Solver for What-If Analysis
- Scenario Manager for Decision-Making
- Data Tables and Consolidation

Final Project: Real-world Application Participants will apply the skills learned throughout the course to create a

comprehensive Excel project, showcasing their ability to analyze data, build dynamic dashboards, and automate tasks.

Enroll in Magna Skills' Advanced Excel Formulas, Functions & Dashboards course to unlock the full potential of Excel and enhance your data analysis capabilities.

Target Audience

Microsoft Excel

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Microsoft Excel – Advanced Excel Formulas, Functions & Dashboards
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____