



The Blue Star Academy

Advanced Excel

Stop rebuilding the same reports every week. Learn lookups, dashboards, macros, Power Query and PowerPivot, and make Excel do the repetitive work for you.

1 day, up to 10 delegates



£650

at your premises

Up to 6: £600 | Up to 3: £550

£600

live online

Up to 6: £550 | Up to 3: £500

Per session, not per person.
Workbooks and data sets
included.

Problems this course fixes



You copy and paste between lists to match data



Your reports need rebuilding every time



The same clicks, over and over



Data sits in several different files



One sheet is not enough for the analysis



Collecting survey answers is manual

Talk to me about training for your team
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Skills with a
difference



What you will learn

Functions and formulas

- IF statements and nesting functions
- VLOOKUP, HLOOKUP and XLOOKUP
- INDEX and MATCH

Creating dashboards

- Setting up Excel Tables
- Using slicers with Excel Tables
- A table-based data dashboard

An introduction to macros

- Understanding macro security
- Recording a macro
- Assigning a macro to a button or the Quick Access Toolbar

Understanding Power Query

- The benefits of Power Query
- Importing data from different sources, including SharePoint
- Transformation techniques

Working with PowerPivot

- Adding another data set to the data model
- Understanding and creating relationships
- Calculated columns and measures using DAX

Automation

- Creating an automated report from Microsoft Forms



1 day

taught live by me

Up to 10

delegates per session

Hands-on

activities, workbook and data sets

Your place

at your business, or live online



The amount of 'mind-blown' Excel hacks that I have learnt today.

[Advanced Excel delegate](#)

Who it is for: Confident Excel users who already work with functions and PivotTables and want to automate and scale their reporting.

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**Skills with a
difference**