

Advanced Excel: Functions, Power Query and Power Pivots

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

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.

Why Attend

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.

Who Should Attend

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.

— Learning 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

Course Outline

**DAY
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
 - Trim, Clean, Find/Search, Len
 - IF, IFS, and using AND & OR
 - CountIF, SUMIF, and AverageIF
 - XLookup and Index & Match
 - Sequence, Unique, Sort, Sort By, and Filter
 - Formula auditing

**DAY
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
- Pivot charts
- Filtering using slicers and timelines
- Slicer settings and connections
- Customizing reports using the GetPivotData option

**DAY
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:

- Naming, merging, splitting and removing columns
- Filtering rows
- Fill, Replace, Clean, Trim, and Format
- Adding Date columns
- Adding columns from examples
- Adding custom columns and conditional columns
- Using Parameter
- UnPivot data
- Grouping
- Combining queries:
- Append
- Merge: The different types of joining data

DAY
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
- Calculate and Related functions

DAY

5

Excel Automation Tools

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

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Istanbul - Türkiye	€1,425
16 - 20 November 2026	Rome - Italy	€2,125
7 - 11 December 2026	Istanbul - Türkiye	€1,425
11 - 15 January 2027	Barcelona - Spain	€1,925
8 - 12 February 2027	Geneva - Switzerland	€2,625
8 - 12 March 2027	Munich - Germany	€2,125
12 - 16 April 2027	Amsterdam - Netherlands	€2,125
10 - 14 May 2027	Istanbul - Türkiye	€1,425

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.