



مركز الوقت للتدريب
Time Training Center

ADVANCED DATA ANALYTICS AND AUTOMATION IN EXCEL COURSE

Introduction

This course equips professionals with the advanced tools and techniques needed to perform high-level data analytics and automate tasks using Microsoft Excel. Participants will gain expertise in data modelling, Power Query, Power Pivot, dynamic dashboards, and VBA for automation. Ideal for analysts, accountants, and business professionals, this training is valuable for those who want to turn raw data into meaningful insights while saving time through automation. The course bridges the gap between spreadsheet skills and professional data analysis practices.

Learning Objectives

- Perform advanced data modelling with Power Pivot
- Automate tasks using VBA and macros
- Create interactive dashboards and reports
- Clean and transform data with Power Query
- Analyse trends using pivot tables and charts

Course Details

Mode of Training	Classroom or Online
Duration	5 Days

Who Should Attend

- Data analysts and business intelligence professionals
- Finance and accounting professionals
- Excel users seeking automation skills
- MIS executives and reporting specialists

Certificate(s)

Participants who complete a minimum of 80% of the total training hours will receive a **Certificate of Completion** issued by **Time Training Center**. This certificate reflects their active participation and commitment to professional development in the relevant field.



Course Outline

Module 1: Advanced Excel Functions for Data Analysis

- Logical, Lookup, and Nested Functions
- Advanced Date, Text, and Statistical Functions
- Using Array Formulas and Dynamic Arrays

Module 2: Data Visualization and Dashboard Creation

- Creating Dynamic Charts and Graphs
- Designing Interactive Dashboards with Form Controls
- Conditional Formatting for Visual Impact

Module 3: Power Query and Data Transformation

- Importing and Cleaning Data from Multiple Sources
- Merging, Appending, and Reshaping Data Sets
- Automating Data Preparation Tasks

Module 4: Power Pivot and Data Modeling

- Creating Data Models and Relationships
- Using DAX for Advanced Calculations
- Building PivotTables from Related Data Sources

Module 5: Automation with Macros and VBA

- Recording and Editing Macros
- Writing Basic VBA Scripts for Automation
- Automating Reports and Data Workflows



Methodology

We employ a comprehensive and applied learning strategy, integrating theory with real-world implementation:

- ❖ **Conceptual Learning:** Expert-led sessions on catalytic theory and engineering principles
- ❖ **Interactive Workshops:** Group exercises, presentations, and technical discussion forums
- ❖ **Case-Based Learning:** Industry-specific examples and troubleshooting scenarios
- ❖ **Technology Integration:** Digital tools, simulations, and catalyst modeling applications
- ❖ **Assessment:** Pre-tests, post-tests, and Competence Validation Exams for Certified courses to ensure knowledge transfer and skills validation

Note: Instructors may adjust the training approach to fit technical requirements or participant engagement levels.

Instructors

Our instructors are Excel power users and certified data analytics professionals with over a decade of experience in training and consultancy. They have worked across sectors such as finance, operations, and business intelligence, helping organisations streamline data analysis and automate reporting processes. With deep knowledge in Excel's advanced features and a talent for simplifying complex tasks, our trainers deliver impactful learning experiences. Detailed trainer profiles will be shared post-scheduling.



About Time Training Center

Time Training Center is a leading professional training institute in Abu Dhabi that provides students and professionals with quality education and skill development programs. Time Training Center is accredited by the Abu Dhabi Center for Technical Vocational Education & Training (ACTVET) with a specialization in Computer and Management Training programs and certified by QA QC with ISO 9001:2015.

Operating in Abu Dhabi for over 3 decades, Time Training Center has established brand value as a high-quality Management & Technical Training Center in Abu Dhabi. We have also secured strong loyalty from corporate companies and associations with our holistic and practical teaching approach.

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