



MS EXCEL POWER BOOST

MASTERING FUNCTIONS, LOOKUPS & POWER QUERY FOR SMARTER DATA MANAGEMENT

Duration

2 days

Time

9.00am to 5.00pm

PROGRAMME DESCRIPTION

Excel is a vital tool for professionals who manage and analyze large datasets, but mastering its advanced features can significantly enhance productivity and decision-making. "**Excel Power Boost: Mastering Functions, Lookups & Power Query for Smarter Data Management**" is a comprehensive two-day training designed to equip participants with essential intermediate-to-advanced Excel skills. This hands-on program focuses on applying named ranges, logical functions, and error management techniques to ensure accurate data analysis and reporting.

Participants will dive into powerful lookup functions, including VLOOKUP, XLOOKUP, and dynamic searches using INDEX and MATCH. The training also covers Power Query, a game-changing tool for automating data processing tasks. Through practical exercises, attendees will learn to import, clean, and transform data efficiently by merging, appending, and structuring information for better analysis. These techniques will streamline workflows, reduce manual errors, and save valuable time.

By the end of the course, participants will have a strong grasp of Excel's advanced capabilities, enabling them to handle complex datasets with confidence. Whether you are working in logistics, shipping, or any data-intensive industry, this training will empower you with the skills to automate tasks, improve accuracy, and optimize data management for smarter decision-making. Get ready to take your Excel proficiency to the next level!

Prerequisites

Anyone with basic Excel knowledge who wants to advance their skills and increase productivity in handling data will benefit from this course.

Learning Objectives

After completing this course, students will be able to:

- ✚ Understand and apply named cells, named ranges, and logical functions, including managing errors for accurate data analysis.
- ✚ Perform calculations with mathematical functions and conduct range and exact lookups using VLOOKUP, XLOOKUP, and dynamic lookups with INDEX and MATCH.
- ✚ Implement Power Query for task automation, including exploring the Query Editor interface and importing data from Excel and CSV files.
- ✚ Combine queries in Power Query by appending queries from the same and different workbooks and merging queries with various types of joins.
- ✚ Clean data in Power Query by replacing or removing values and errors, filling up and down values, and transposing, sorting, and filtering data.
- ✚ Transform data in Power Query by pivoting/unpivoting columns, splitting/merging columns, manipulating date/time/text columns, grouping data by features, and adding custom/conditional columns.

Target Audience

- ✚ Logistics Coordinators & Operations Staff – To streamline shipment tracking, inventory management, and supply chain data analysis.
- ✚ Customer Service & Sales Support Teams – To handle client databases, generate reports, and improve response times with accurate data processing.
- ✚ Data Analysts & Administrative Professionals – To organize, analyze, and present complex data in a structured and visually impactful manner.
- ✚ Supervisors & Managers – To optimize workflow, monitor key performance indicators (KPIs), and make data-driven decisions.

Course Outline

DAY ONE

NAMED CELLS AND NAMED RANGES

- Introducing Named Cells and Ranges
- Creating and Managing Named Cells and Ranges
- Using Named Cells and Ranges in Formulas

LOGICAL FUNCTIONS

- Using and Combining IF, AND, OR Functions
- Nested and Multiple IFS
- Handling Errors (IFERROR)

MATHEMATICAL FUNCTIONS

- Counting Cells with Criteria (COUNTIFS)
- Adding Cell Values with Criteria (SUMIFS)
- Averaging Cell Values with Criteria (AVERAGEIFS)

LOOKUP FUNCTIONS

- Range Lookup with VLOOKUP
- Exact Lookup with XLOOKUP
- Dynamic Lookup with INDEX and MATCH

INTRODUCING POWER QUERY FOR TASK AUTOMATION

- Overview of Power Query
- Exploring Query Editor Interface
- Importing Data from Excel and CSV Files

DAY TWO

COMBINING QUERIES IN POWER QUERY

- Appending Queries from Same Workbook
- Appending Queries from Different Workbooks
- Merging Queries with Different Types of Joins

DATA CLEANING WITH POWER QUERY

- Replacing or Removing Values and Errors
- Filling Up and Down Values
- Transposing, Sorting and Filtering Data

DATA TRANSFORMATION WITH POWER QUERY

- Pivoting and Unpivoting Columns
- Splitting and Merging Columns
- Manipulating Date, Time, and Text Columns
- Grouping Data by Features






ADDING COLUMNS WITH POWER QUERIES

- Adding Custom Columns
- Adding Conditional Columns
- Adding Columns from Examples

NOTE

The topics covered may vary subject to requirement by the industry and acceptance level of participants

Learning Methodology

-  **Hands-On Exercises** – Practical, real-world tasks to apply Excel functions and Power Query techniques.
-  **Step-by-Step Demonstrations** – Live walkthroughs of key concepts, formulas, and automation processes.
-  **Interactive Discussions** – Engaging Q&A sessions to reinforce understanding and address challenges.
-  **Case Studies & Scenarios** – Industry-relevant examples to demonstrate Excel's impact on data management.
-  **Guided Practice Sessions** – Instructor-led activities to ensure participants gain confidence in using Excel's advanced features.

TRAINER PROFILE: KEITH TAN

Keith Tan is an experienced HRDCorp Accredited Trainer and MBOT-recognized Graduate Technologist, with eight years of expertise in both education and corporate training. Holding a prestigious UK degree in IT and certification such as Microsoft Certified: Power BI Data Analyst Associate and Microsoft Office Specialist - Expert (Microsoft 365 Apps), he specializes in leveraging technology to enhance learning outcomes, making him highly effective in integrating tech-driven solutions into education and training.

Keith's career began at Sunway College (Bandar Sunway), where he delivered comprehensive courses on IT fundamentals and Microsoft Office applications (Excel, Word, and PowerPoint). He expanded his expertise as a part-time lecturer at institutions such as Asia Pacific University, Taylor's College, and Sunway College at Velocity, covering IT modules, Google Workspace tools (Docs, Sheets, Slides), and Artificial Intelligence courses. Known for his student-centered approach, he equips learners with practical skills that bridge theory and real-world application.

Beyond the classroom, Keith has led numerous workshops on data analysis and visualization for both academic and corporate professionals, helping them harness tools like Excel and Power BI to drive data-driven decisions. His experience in training sales and customer service teams enables him to tailor his current programs to meet the specific needs of different organizational roles, making his sessions more relevant and impactful.

Now focused solely on IT training, Keith specializes in courses that enhance skills in data analysis, visualization, and process optimization. His ability to simplify complex concepts into engaging learning experiences has earned him a reputation as a highly effective trainer, making him a valuable asset to any organization looking to improve its technological capabilities.

Participation Registration & Fee

Kindly email to marketing department at mytrain2@mytrainingmalaysia.com for latest participation fees.
The Course Fee is fully claimable under HRD Corp Claimable Courses

Course is conducted through the following method

- 1. Public Training Series**
- 2. Exclusive In House Training Series**

Registration via online can be done thru our website at www.eliteedge.com.my

ORGANISED BY

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