Excel - Part 3

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Ready to take your spreadsheet skills to the next level? This Advanced Excel Training course is designed for professionals who want to work smarter—not harder—with Microsoft Excel. You'll build upon the foundational and intermediate knowledge from Microsoft Excel – Part 1 and Microsoft Excel – Part 2, helping you get the most out of your Excel experience. Learn to collaborate more effectively with colleagues, automate complex or repetitive tasks, and use conditional logic to create powerful formulas and functions. The more you master Excel's advanced tools, the more you can shift your focus from manual work to extracting the insights your organization needs from its vast amounts of data. From building dynamic dashboards to forecasting trends, this course unlocks the full potential of Excel at your fingertips.

About This Course

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Who Should Attend

Advanced Excel Training is ideal for business professionals, analysts, project managers, accountants, and anyone who needs to perform high-level data analysis, reporting, or spreadsheet management tasks. If you already use Excel regularly and are ready to deepen your capabilities, this course is for you.

Prerequisites & Entry Requirements

General Prerequisites:

Students should have completed Microsoft Excel – Part 1 (Introduction) and Microsoft Excel – Part 2 (Intermediate), or have equivalent knowledge and experience. You should be comfortable entering and formatting data, creating basic formulas, using functions like SUM and IF, and working with simple PivotTables and charts.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In Advanced Excel Training, you'll build the expertise needed to perform sophisticated data analysis, collaborate seamlessly on workbooks, and automate tedious tasks—boosting your efficiency and impact. Upon successful completion of this course, you will be able to: Work with multiple worksheets and workbooks. Share and protect workbooks to ensure secure collaboration. Automate workbook functionality with macros and advanced tools. Use Lookup functions and perform formula auditing to troubleshoot and enhance spreadsheets. Forecast and analyze data trends. Create Sparklines and map data for dynamic, visual reporting.

Detailed Course Outline

Managing Multiple Worksheets and Workbooks

- Create links between workbooks and use external references
- Work with 3-D references across worksheets
- Combine and consolidate data from multiple sources

Collaborating and Securing Your Workbooks

- Co-author workbooks and manage collaboration features
- Protect worksheet content and control access permissions

Streamlining Tasks with Automation

- Set up data validation rules to control user input
- Find and fix invalid data and formula errors
- Automate repetitive actions with recorded macros

Mastering Lookup Functions and Formula Auditing

- Use advanced Lookup functions to retrieve data
- Trace cell relationships and troubleshoot formulas
- Monitor calculations with the Watch Window and Evaluate Formulas

Predicting and Forecasting Data Trends

- Explore scenarios for strategic decision-making
- Apply the Goal Seek tool to backtrack solutions
- Build simple forecasts based on historical data

Visualizing Data with Sparklines and Maps

- Summarize trends with Sparklines inside cells

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for Excel - Part 3:

Start Date	End Date	Location	Delivery	Price
18 Nov 2026	18 Nov 2026	Online	Virtual	€295.00
25 Nov 2026	25 Nov 2026	Online	Virtual	€295.00
04 Dec 2026	04 Dec 2026	Online	Virtual	€295.00
14 Dec 2026	14 Dec 2026	Online	Virtual	€295.00
22 Dec 2026	22 Dec 2026	Online	Virtual	€295.00
30 Dec 2026	30 Dec 2026	Online	Virtual	€295.00

Frequently Asked Questions

Q: What delivery options are available for Excel - Part 3?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Excel - Part 3 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Excel - Part 3 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Excel - Part 3?

Yes, we provide corporate training, dedicated training, and closed classes for Excel - Part 3. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Excel - Part 3?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Excel - Part 3 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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