



EXCEL COURSE BROCHURE

Train to be an Expert on Excel



SELF-PACED LEARNING PROGRAM OVERVIEW

WHY LEARN EXCEL?


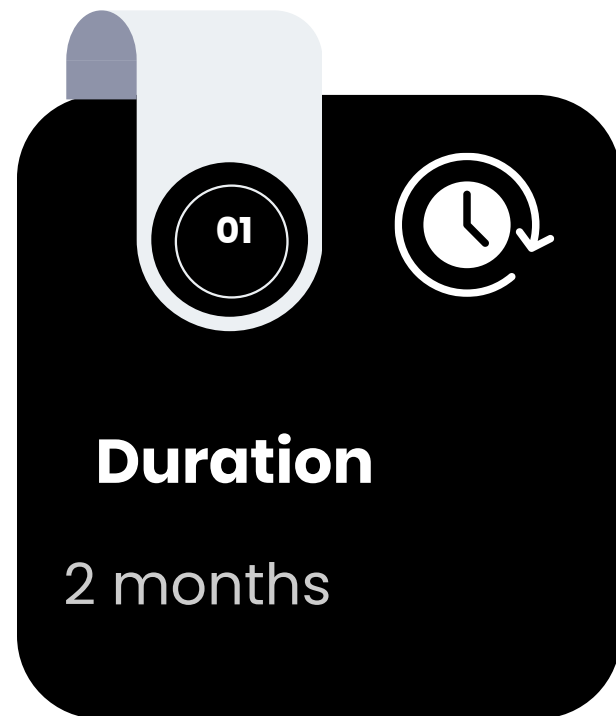


Excel gives you the ability to transform raw, fragmented data into structured insights that drive real, measurable results. In today's data-driven economy, organizations no longer rely on guesswork; they need precision to analyze, model, and forecast performance with accuracy. This shift has made Excel mastery one of the most critical and high-leverage capabilities in the modern workplace.

Learning Excel equips you with the analytical and computational power to organize, automate, and interpret complex datasets effectively. You move beyond basic data entry to mastering formulas, pivot tables, and advanced visualization with confidence. By bridging the gap between raw information and strategic clarity, you turn overwhelming numbers into well-structured dashboards that drive organizational success.

Beyond strong career opportunities, Excel empowers you to optimize workflows, mitigate errors, and deliver impact through data-backed storytelling. It is an essential discipline that keeps you at the forefront of business intelligence, giving you the power not just to track work, but to uncover trends and shape the direction of successful initiatives.

REQUIREMENTS



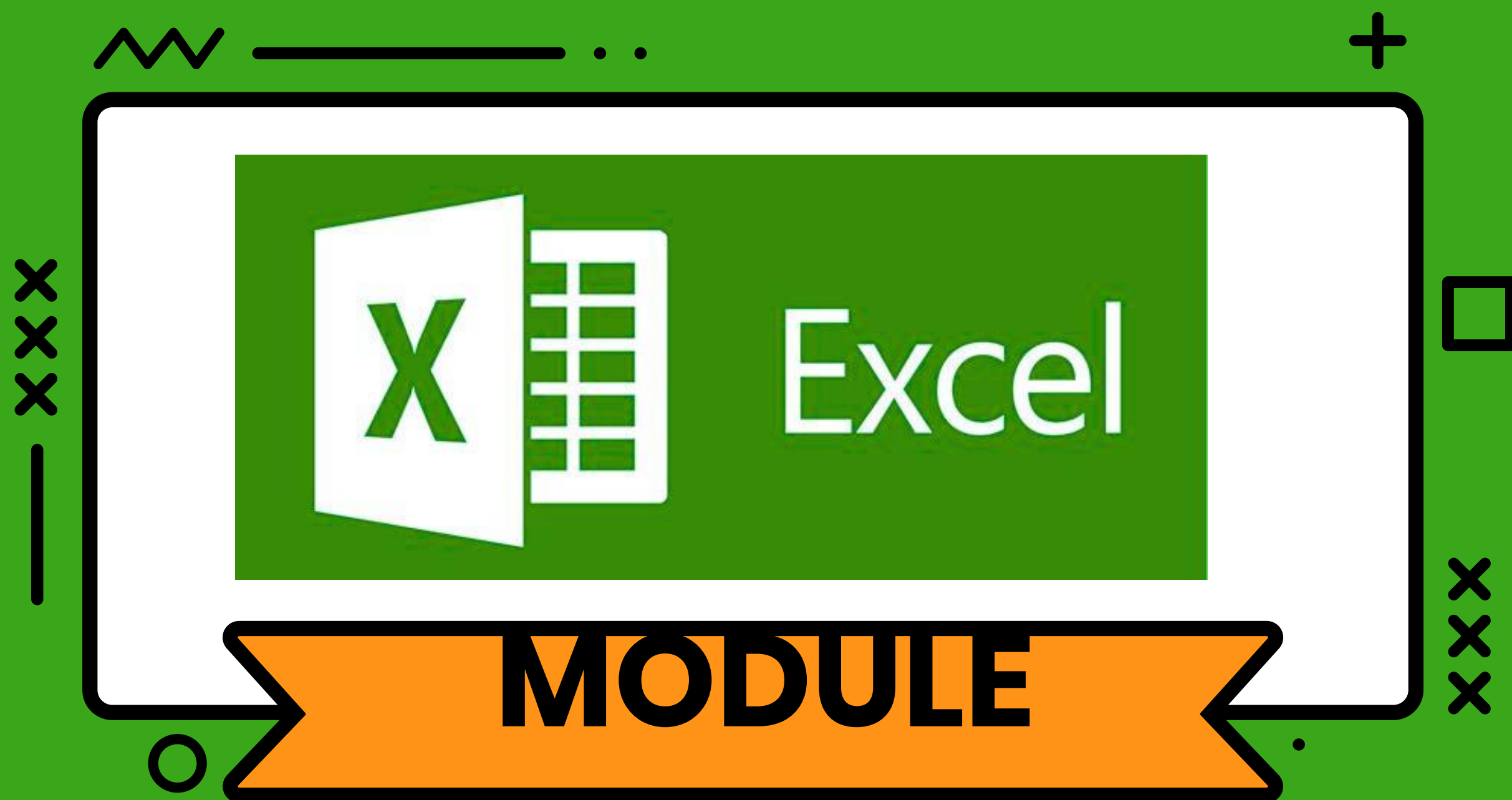
***Build skills that solve
problems, and your
career will always be
in demand.***

A green trapezoidal shape with a white circle containing a checklist icon (a document with a pencil and a checkmark) is positioned above the text. The text is in a bold, italicized, black serif font.



OUR CURRICULUM





Module 1

Basic Excel Fundamentals

1. Introduction to Microsoft Excel and Ribbon Interface
2. Understanding Workbooks, Worksheets, and Cells
3. Data Entry, Editing, and Formatting (Text, Numbers, Dates)
4. Using AutoFill, Flash Fill, and Basic Data Validation
5. Basic Formulas and Functions:
 - SUM, AVERAGE, COUNT, MAX, MIN
6. Paste special
7. Sorting and Filtering Data
8. Charts and Graphs
9. Data Validation
10. Conditional Formatting



Module 2

Intermediate Excel Skills

1. Logical Functions: IF, AND, OR, NESTED IF, IFERROR
2. Cell Referencing (Relative, Absolute, and Mixed)
3. Advanced Conditional Formulas (IFS, COUNTIF, COUNTIFS, SUMPRODUCT, SUMIF, SUMIFS, AVERAGEIF, AVERAGEIFS, MAXIFS, MINIFS, IFERROR)
4. Text Functions: CONCAT, LEFT, RIGHT, MID, TRIM, LEN
5. Textsplit
6. Date & Time Functions: TODAY, NOW, DATEDIF
7. Data Cleaning Techniques (Remove Duplicates, Text-to-Columns, Find & Replace)
8. Introduction to Pivot Table
9. Lookup & Reference Functions: VLOOKUP, HLOOKUP, INDEX, MATCH, XLOOKUP
10. Tables and Structured References
11. Working with Multiple Worksheets and Linking Workbook



Module 3

Advanced Excel for Data Analysis

1. Advanced Lookup and Nested Functions
2. Data Analysis Tools:
 - Pivot Tables and Pivot Charts
 - Data Consolidation and Grouping
3. Scenario Analysis: Goal Seek, What-If Analysis, Data Tables, Descriptive Analysis, Regression
4. Charts & Visualizations:
 - Combo Charts, Sparklines, Dynamic Charts
5. Introduction to Power Query (Data Transformation)
6. Introduction to Power Pivot (Data Modeling)
7. Automating Reports with Macros and VBA Fundamentals

Module 4

Excel Automation and Business Reporting

1. Advanced Power Query – Merging & Appending Data
2. Power Pivot – Creating Relationships, DAX
3. Dashboard Design Best Practices
4. Advanced Charting and Dynamic Dashboards
5. Connecting Excel to External Data Sources (CSV, SQL, Web)
6. Collaboration and Sharing (Co-authoring, Comments, Version Control)



BUILD 3 SOLID PROJECTS



Industries That Employ Excel Expert

**Technology and
Software Companies**

**Finance and
Banking**

**Healthcare and
Pharmaceuticals**

**E-commerce
and Retail**

Telecommunications

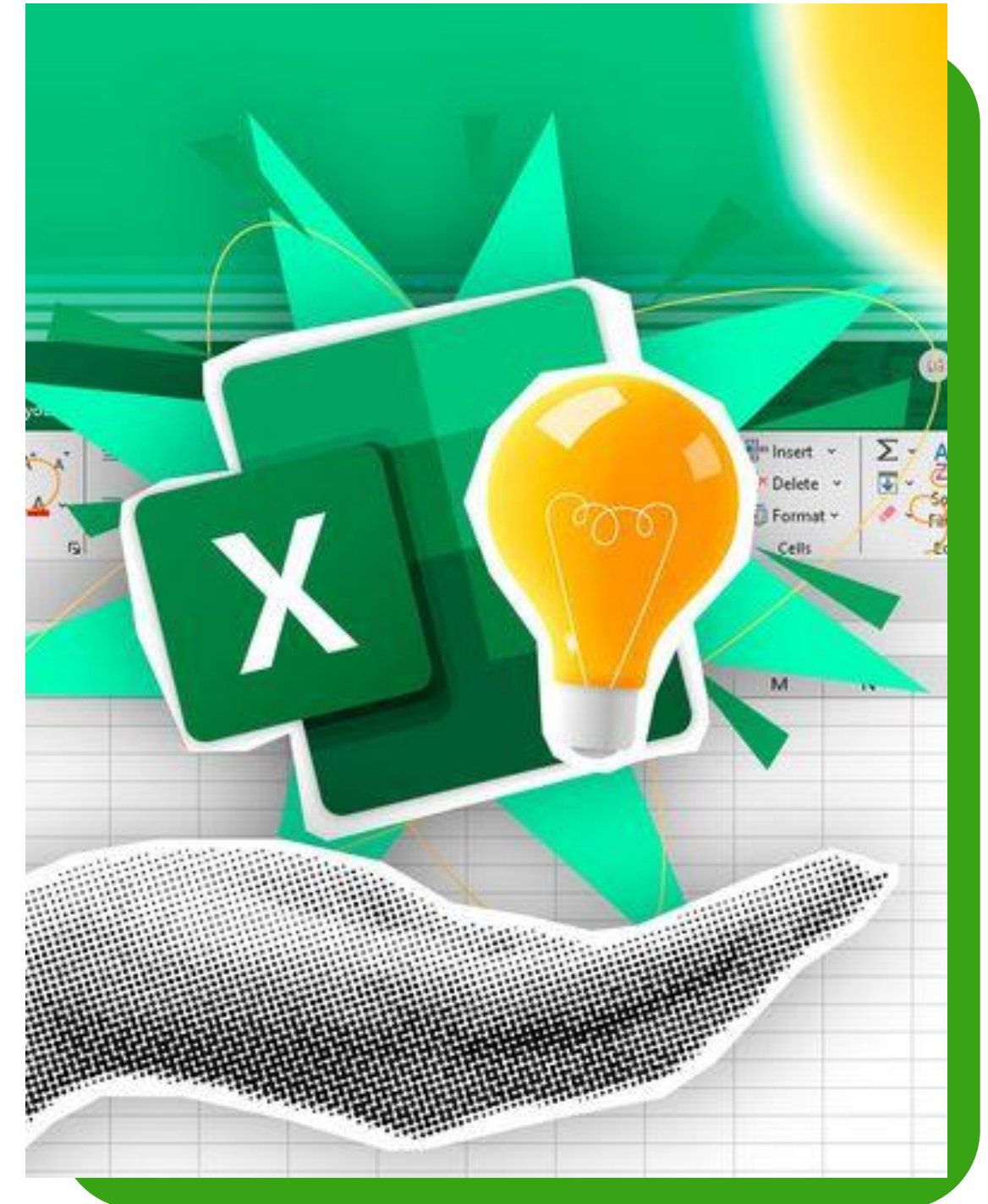
**Manufacturing and
Production**

**Energy and
Utilities**

**Government and
Public Sector**

**Education and
EdTech**

Media & Entertainment



WHY TRAIN WITH US?



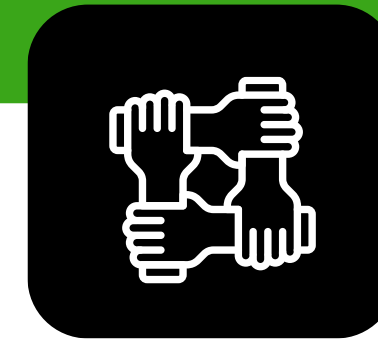
**Practical, Job
Ready Training**



**Industry-
Standard Tools
& Technologies**



**Expert
Instructors With
Real Experience**



**Personalized
Mentorship &
Support**



**Flexible and
Beginner-Friendly**



**Certification
That Boosts
Your CV**



**Career
Guidance &
Portfolio
Development**



**Supportive
Community**



**Proven Success
Stories**



**Affordable
Quality Training**

MEET OUR FACILITATORS



**Chinyere
Chukwuka**

Chinyere is a high-impact Data Analyst who specializes in turning complex datasets into clear, actionable business strategies. Renowned for her mastery of Advanced Excel and modern BI tools, she excels at building automated dashboards and interactive visualizations that streamline decision-making. Her "speed of light" work ethic and ability to solve intricate business problems make her an invaluable asset to any data-driven team.

JOIN OUR NEXT COHORT



2026 TRAINING CALENDER



January

10
Saturday

February

14
Saturday

March

14
Saturday

April

11
Saturday

May

09
Saturday

June

13
Saturday

July

11
Saturday

August

08
Saturday

September

12
Saturday

October

10
Saturday

November

14
Saturday

December

12
Saturday

Testimonial

The following are genuine testimonials that we have received from our past students who have proven the benefits of the services we have provided to them.



Sodiq



I've attended other online classes before, but Amdor Analytics stands out for me. The facilitator is engaging, the sessions are practical, and the support team is responsive. I feel like I'm part of a real community that wants me to succeed. I'm happy I made this choice



Chinasa Fabian-Ijeruh



Before joining Amdor Analytics, I had no prior tech background. Now, I can confidently analyze data and build reports. The facilitator is very supportive and always encourages us to practice. The training has made me believe that anyone can learn tech if they're in the right environment.



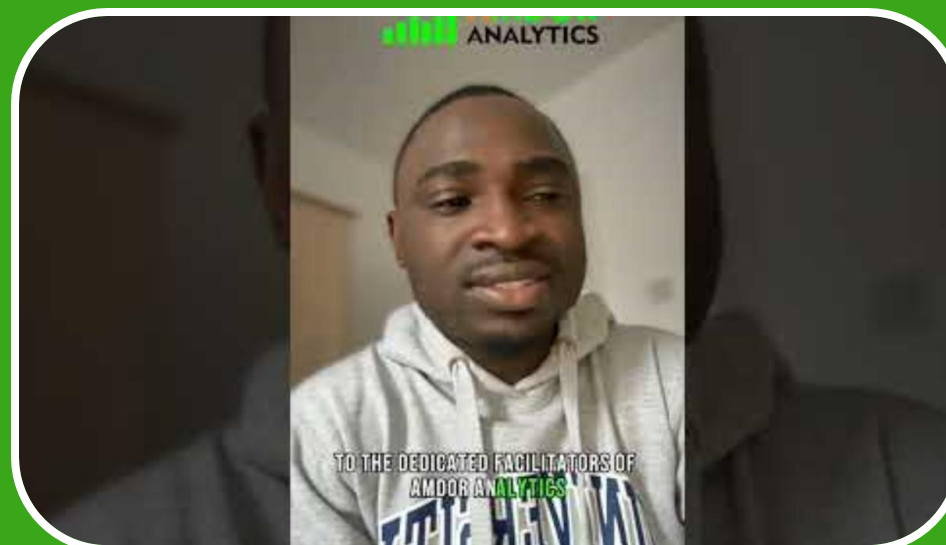
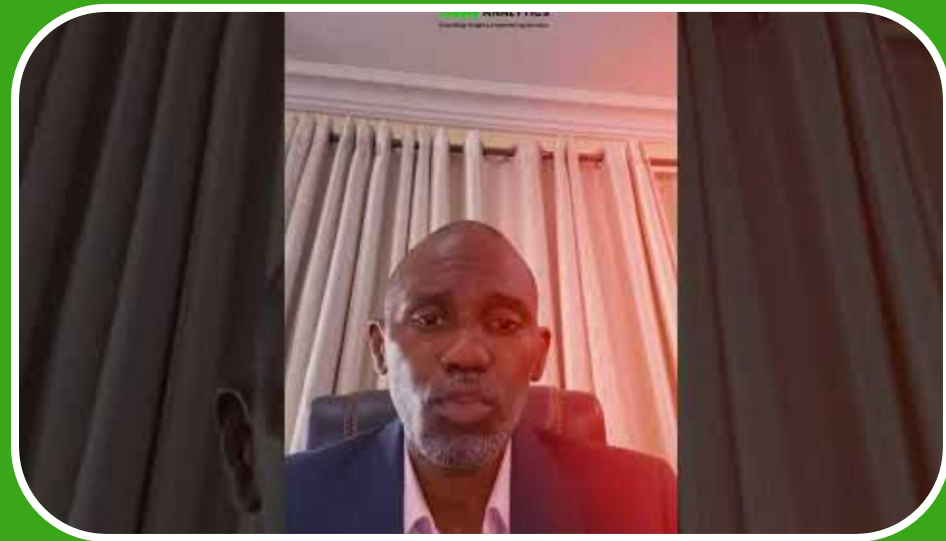
Chidimma Uzochukwu



It's been an eye-opening experience learning at Amdor Analytics. The way the facilitator breaks down each lesson into relatable examples makes learning easy. Even though the pace is fast sometimes, the explanations are clear, and the resources provided are excellent. I'm really grateful for this opportunity.

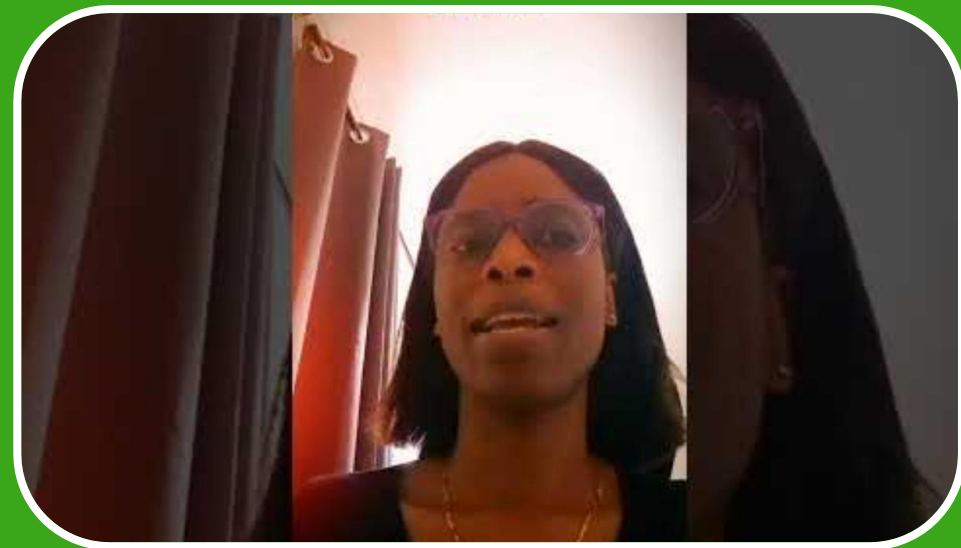
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CONTACT US



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