

MASTERING EXCEL FUNCTIONS

Start Date:	11/10/2026	End Date:	15/10/2026
Categories:	Digital Literacy	Venues:	Kuwait
Formats:	In Person	Instructors:	

OVERVIEW

This advanced course is designed for experienced Excel users looking to deepen their function mastery. It covers advanced lookup, nested formulas, dynamic arrays, and function combinations that enable automation and advanced analysis.

OBJECTIVES

By the end of this course, participants will be able to:

- Create nested and multi-layered formulas for complex tasks.
- Use dynamic array functions like FILTER, SORT, UNIQUE.
- Build dashboards using INDIRECT, INDEX-MATCH, and named ranges.
- Apply conditional logic for financial, HR, or sales data workflows.
- Troubleshoot and audit complex formulas using built-in tools.

COURSE OUTLINE

1- Nested Formulas and Function Layering
2- Advanced Lookup Tools and Data Matching
3- Dynamic Arrays: FILTER, SORT, SEQUENCE, UNIQUE
4- Dashboard-Oriented Functions (INDIRECT, OFFSET, MATCH)
5- Formula Debugging, Troubleshooting, and Optimization

TARGET AUDIENCE

All Supervisory Levels, Financial analysts, accountants, planners, report designers, and power users looking to automate tasks and deepen analysis.

METHODOLOGY

Complex case studies, workbook templates, formula breakdown sessions, and collaborative challenges.

CONCLUSION

Participants will master advanced Excel functions to analyze, automate, and present data more effectively, becoming high-value Excel users in their teams.

DAILY AGENDA

Day 1: Layering and Nesting Formulas

Build sophisticated logic chains with nested IFs, LOOKUPs, and logical rules.

Day 2: Advanced Data Matching

Use MATCH, INDEX, and INDIRECT to pull and position data dynamically.

Day 3: Dynamic Arrays in Action

Apply new Excel functions like FILTER and SEQUENCE to create live models.

Day 4: Functions for Dashboards

Design interactive reports using named ranges, OFFSET, and validation.

Day 5: Troubleshooting and Optimization

Audit and fix formulas, eliminate circular references, and speed up workbooks.

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