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Certified Professional Training

Advanced Excel for Automation

Practical Training on Real World Industrial Projects

Target Learners: Undergraduates and Job Professionals

Pre-requisite: Basic computer technological skills

Duration: 2 Months (2 sessions each week = Total 16 sessions)

Credit Hours: 32 (4 Hours each week)

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Enrollment Form: https://forms.gle/wHUTGTGtAAba5AjN6

Key Takeaways

After completing this course, participants will be able to:

- Automate repetitive business tasks using advanced formulas, Power Query, Power Pivot, and macros.
- Build dynamic dashboards with auto-refresh capability for real-time decision-making.
- Clean, merge, and prepare complex datasets using Power Query with zero manual effort.
- Design business systems such as inventory, HR payroll, and sales reporting tools.
- Create one-click automated reports using macro recording and best practices for reliability.
- Consolidate data from multiple files, worksheets, and folders for enterprise-level reporting.
- Apply data security techniques including sheet protection, workbook security, and macro safety.
- Structure, validate, and organize business data for accuracy and error-free reporting.
- Develop and deploy Excel automation solutions for SMEs, corporate teams, and entrepreneurs.

Approved by

ViLabs Academy, Advisory Board Members (ABM) comprises senior educators, industry leaders, and global technology experts who provide strategic guidance across training design and curriculum development. The Board actively reviews course content, ensures alignment with current industry demands, and validates learning outcomes against global skill standards. Their involvement guarantees that all ViLabs Academy programs remain credible, practical, and workforce-ready, giving learners and partners confidence in the quality and relevance of our education.

Software/Tools to be learn

- Microsoft Excel

Course Outline

- Introduction to business automation
- Role of Excel in automating business tasks
- Excel productivity setup and best practices
- Organizing business data
- Using Excel Tables
- Data validation and structured data entry
- Formula-based automation
- Key functions: IF, XLOOKUP, SUMIFS, COUNTIFS
- Date, text, and logical functions
- Error handling using formulas
- Data cleaning and preparation
- Sorting and filtering
- Remove duplicates
- Text to Columns
- Find & Replace
- Conditional formatting for automated analysis
- Data consolidation
- Linking multiple worksheets
- Consolidating data from multiple sheets/files
- Dynamic named ranges
- PivotTables and PivotCharts
- Automated summaries and KPI reports
- Slicers and timelines
- Auto-updating reports
- Power Query (Get & Transform Data)
- Importing data from files and folders
- Cleaning, merging, and appending data

- One-click refresh automation
- Power Pivot & Data Model
- Creating table relationships
- Basic calculated measures
- Fast business analytics
- Macro Recording (No Coding)
- Enabling Developer Tab
- Recording macros for repetitive tasks
- Formatting, filtering, and report refresh macros
- Editing recorded macros (basic level)
- Assigning macros to buttons and shapes
- Automated reporting using macros
- One-click report update
- Auto-apply formatting
- Save and print reports automatically
- Data security and reliability
- Workbook and worksheet protection
- Macro security and trusted locations
- Documentation and deployment
- Instruction sheet inside workbook
- Best practices for business users

Projects

1. Real-world Excel automation projects
2. Automated Sales Dashboard & Performance Tracker
3. Inventory Management & Stock Reorder System
4. Automated HR Payroll & Attendance System
5. Financial Expense Monitoring & Budget Control Reports
6. Customer Order Management & Delivery Tracker
7. Automated Business Reporting System for SMEs