

Training Guide

COMPACT

Microsoft Excel Advanced



CUSTOM-PRIVATE

Lecturer: Dr. Ing. Urwin W. Staphorst

Microsoft Certified Trainer

Classical Trainer: Ing. Prithvi Odit

Practical Assist: Shelsia Djojowitjono

Technical Assist: Ing. Johan Kalpoe BSc



1. MICROSOFT Excel Advanced (MSExA)

COURSE OVERVIEW

This hands-on (blended) training is designed for professionals who want to strengthen their advanced Excel skills for data analysis, reporting, and automation. Participants will learn to use advanced formulas, pivot tables, data visualization, and Power Query to transform and analyze data efficiently. The course also covers dashboard creation and best practices for building structured, reliable Excel models.

2. Entry level

PREREQUISITES/REQUIREMENTS

To get the most out of this course, participants should have: Intermediate Excel experience: Comfortable with basic formulas, formatting, and creating simple charts.

3. Study load

Duration: 12 weeks/ 30 contact hours (included examination) on average two 2.5 hours sessions per week.

4. Course Material

- Lesson plan: lectures, cases & practical assignments
- (Digital) Literature and Recordings
- Book: Microsoft Office Excel 365 (2026)
- Practical and Online Sessions
- Theoretical Exam
- Practical Demo Exam, Presentation

About the Lecturer

Dr. Ing. Urwin W. Staphorst MBA – Microsoft Certified Trainer Highly motivated and focused team player who can also work independent with strong skills in system design and development.

About the Classical-Trainer

Ing. Prithvi Odit, A dedicated IT Supervisor with 7 years of experience in managing and optimizing business-critical applications, data processes, and IT systems. Specialized in application management, data reporting, system integrations business process improvement and Microsoft Office 365 and Microsoft Office Excel.

About the Practical-Trainer

Shelsia Djojowitjono has 5 years' experience in managing and optimizing business-administration, in-depth knowledge of Microsoft Office 365 Share point, Office 365 Outlook and Microsoft Office Excel.

About the Technical-Trainer

Ing. Johan Kalpoe BSc has 7 years' experience as Microsoft 365 Administrator, in-depth knowledge of Office 365 Share point, Office 365 Outlook, Microsoft 365 Architecture and has worked with many different vendors.

Accreditation/ Certification/ Recognition

MSExA is an integral part of the IMIT education program accredited by the “National Orgaan voor Accreditatie” (NOVA). The successful completion of the course entitles participants an IMIT (sub) certificate. IMIT is recognized by The Ministry of Education, Science and Culture (MINOWC).

INVESTMENT: ALL-IN USD 950

Course schedule

WEEK	SUBJECT	LEARNING OBJECTIVES	CONTENT	TIME
1	Foundations & Efficiency	Participants will work faster, more structured, and with fewer errors.	<ul style="list-style-type: none"> Structuring an effective Excel model (Input → Processing → Output) 	5.30PM – 8.00PM
2	Advanced Formulas I (Logic & Lookup)	Build complex decision-making formulas.	<ul style="list-style-type: none"> IF/ IFS/ SWITCH statements XLOOKUP (multi-criteria, fallback options) 	5.30PM – 8.00PM
3	Advanced Formulas II (Dynamic Excel)	Create dynamic and flexible reports without pivot tables.	<ul style="list-style-type: none"> FILTER (multi-criteria) UNIQUE SORT/ SORTBY 	5.30PM – 8.00PM
4	Pivot Tables (Advanced)	Summarize and analyze data effectively.	<ul style="list-style-type: none"> Optimize pivot tables Calculated fields 	5.30PM – 8.00PM
5	Visualization & Storytelling	Present data clearly and convincingly.	<ul style="list-style-type: none"> Choosing the right chart type Combination charts 	5.30PM – 8.00PM
6	Data Analysis & Validation	Ensure accurate and reliable datasets.	<ul style="list-style-type: none"> Advanced data validation (dropdowns, dependent lists) 	5.30PM – 8.00PM
7	Data Transformation (Power Query)	Automate and clean data efficiently.	<ul style="list-style-type: none"> Import data (Excel, CSV) Transform (split, filter, merge) 	5.30PM – 8.00PM
8	Dashboards	Build interactive and professional dashboards.	<ul style="list-style-type: none"> Dashboard layout & structure Define KPIs 	5.30PM – 8.00PM
9	Automation	Save time by automating repetitive tasks.	<ul style="list-style-type: none"> Record macros Edit basic VBA scripts 	5.30PM – 8.00PM
10	Integration & Final Project	Combine all skills in a real-world scenario. Review/ Evaluation	<ul style="list-style-type: none"> Complete an end-to-end Excel project individually or in groups <p>EXAMINATION</p>	5.30PM – 8.00PM

Technical Requirements: Windows * Laptop i5+ / 8+ GB memory

Study load

The study load for the BLENDED course MSeXA is 224 hours:

Duration: 10 weeks/ 30 contact hours (included examination) on average two 2.5 hours sessions per week.

Please note: The study load mentioned here is only a rough indication! The number of hours actually to be spent per student depends on individual skills, experience, commitment, focus, participation during lectures and group assignments and the degree of being able to work independently.

Subject To Change 1.5.26