



PROGRAM OVERVIEW

EXCEL SKILLS PROFESSIONAL CERTIFICATE PROGRAM

WHAT YOUR JOURNEY WILL LOOK LIKE

Chapter 1	Class 1: Excel Foundations & Smart Navigation - Understand the Excel interface: ribbons, worksheets, cells, rows, and columns and how they all connect. - Learn essential keyboard shortcuts and navigation tricks to move around spreadsheets at speed. - Master data entry, cell formatting, basic number formats, and how to save and organise your files properly from day one.
	Class 2: Formulas & Functions Essentials - Understand the logic behind formulas and how Excel calculates: order of operations, cell references, and the equals sign. - Use core functions including SUM, AVERAGE, COUNT, MIN, MAX, and basic text functions for everyday calculations. - Learn the difference between relative, absolute, and mixed references and when to use each one correctly.
Chapter 2	Class 3: Data Management, Sorting & Filtering - Build clean, structured data tables using Excel's Table feature for automatic formatting and dynamic ranges. - Sort data by one or multiple columns and apply custom filters to isolate exactly the records you need. - Use tools like Remove Duplicates, Text-to-Columns, and Flash Fill to clean and prepare messy data fast.
	Class 4: Charts & Data Visualisation - Choose the right chart type for your data: bar, column, line, pie, and combo charts for different business needs. - Customise chart titles, axes, colours, and labels to produce visuals that are clear, professional, and presentation-ready. - Create dashboards by combining multiple charts and tables on a single sheet for a polished reporting view.
Chapter 3	Class 5: Logical Functions & Conditional Formatting - Write IF, nested IF, AND, OR, and IFS functions to make your spreadsheet respond intelligently to your data. - Apply conditional formatting with colour scales, data bars, and custom rules to make patterns and problems instantly visible. - Build practical real-world examples: automatic status flags, highlight overdue dates, and colour-coded performance trackers.
	Class 6: Lookup Functions: VLOOKUP, XLOOKUP & MATCH - Understand how lookup functions work and when to use them to pull data automatically from one table into another. - Master VLOOKUP for traditional lookups, then graduate to XLOOKUP for flexible, modern, error-free searches. - Combine INDEX and MATCH for advanced two-way lookups and learn how to handle errors gracefully with IFERROR.
Chapter 4	Class 7: PivotTables & Advanced Data Analysis - Create PivotTables from scratch to summarise, group, and analyse large datasets in seconds without any formulas. - Add slicers, timelines, and calculated fields to make your PivotTables interactive and dynamic for any audience. - Use Goal Seek, What-If Analysis, and Data Validation to model scenarios and control the data users can enter.
	Class 8: Final Excel Project — Real Business Simulation - Apply everything learned across all seven classes in a complete, end-to-end business spreadsheet project. - Build a full report including raw data, a cleaned dataset, lookup-driven summaries, a PivotTable, and a chart dashboard. - Students leave with a polished, job-ready Excel file and the confidence to handle real workplace data from day one.

PROFESSIONAL CERTIFICATION

Students receive certification after completing based on practical exercises, tasks, and project implementation.

Certification reflects real excel skill development and applied technical understanding.

ARE YOU READY TO PREPARE FOR THE PROFESSIONS OF THE FUTURE?

Microsoft Excel is one of the world's most essential business and data tools. This program develops practical spreadsheet, reporting, and analytical skills for future academic and professional success.



CONTACT US

Business hours

Monday to Sunday 9.00am – 5.00pm

Counselling hours for course enquiries

Monday to Friday 9.00am – 5.00pm

Closed on public holidays.

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