

aractech

Global Learning for Operational Leaders

ADMINISTRATION AND SECRETARIAL | AS-029

Advanced Excel for Administrative Professionals

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Course content

Why Attend

Administrative professionals use spreadsheets every day to track budgets, schedules, inventories, contacts, requests and performance data. Many still rely on manual copying, repeated typing and basic formulas, which takes time and creates errors.

This Advanced Excel for Administrative Professionals training course builds the practical spreadsheet skills that make office work faster and more reliable. Participants learn to structure data properly, use lookup, logical, text and date functions, create pivot tables and charts, apply data validation and conditional formatting, and build simple dashboards and tracking tools.

Course Methodology

• The course is fully hands-on. Participants work on their own laptops through guided exercises based on realistic administrative tasks such as leave tracking, budget monitoring, event registration and supplier lists. Each technique is demonstrated, practised and then applied in a short challenge.

Course Objectives

• Structure data in tables that are easy to sort, filter and analyse

• Use lookup, logical, text and date functions to automate calculations

• Clean and combine data from different sources

• Summarise information using pivot tables and pivot charts

• Apply data validation and conditional formatting to reduce errors

• Build trackers and simple dashboards for administrative reporting

Target Audience

• Administrative assistants and officers

• Executive assistants and secretaries

• Office managers and coordinators



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- HR, procurement and finance administrators

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Course outline

Detailed course outline

Day-by-day outline for Advanced Excel for Administrative Professionals.

Day 1 - Working Efficiently with Data

- 09:00-10:00 | Spreadsheet Good Practice: Layout, naming and consistency
- 10:00-10:30 | Excel Tables: Structured data, automatic expansion and formatting
- 10:30-11:00 | Sorting and Advanced Filtering Techniques
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Keyboard Shortcuts and Productivity Features
- 12:00-12:30 | Data Validation: Drop-down lists and input rules
- 12:30-13:00 | Conditional Formatting: Highlighting deadlines and exceptions
- 13:00-14:00 | Practical Exercise: Building a structured request tracker

Day 2 - Essential Functions

- 09:00-09:34 | Logical Functions: IF, IFS, AND and OR
- 09:34-10:08 | Lookup Functions: XLOOKUP, INDEX and MATCH
- 10:08-10:42 | Counting and Summing with Conditions: COUNTIFS and SUMIFS
- 10:42-11:00 | Text Functions: Cleaning names, codes and addresses
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Text Functions: Cleaning names, codes and addresses (continued)
- 11:46-12:20 | Date and Time Functions: Deadlines, working days and durations
- 12:20-12:53 | Error Handling: Finding and preventing formula errors
- 12:53-14:00 | Practical Exercise: Automating a leave and absence tracker



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Day 3 - Analysing and Presenting Information

- 09:00-09:30 | Pivot Tables: Summarising large lists quickly
- 09:30-10:00 | Grouping, Filtering and Slicers in Pivot Tables
- 10:00-10:30 | Pivot Charts and Standard Charts: Choosing the right visual
- 10:30-11:00 | Formatting Reports for Managers
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Printing and Page Layout for Professional Documents
- 12:00-13:00 | Building a One-Page Dashboard
- 13:00-14:00 | Workshop: Creating an office budget monitoring dashboard

Day 4 - Cleaning and Combining Data

- 09:00-09:34 | Removing Duplicates and Correcting Inconsistent Entries
- 09:34-10:08 | Splitting and Combining Columns
- 10:08-10:42 | Introduction to Power Query: Importing and transforming data
- 10:42-11:00 | Combining Data from Multiple Files or Sheets
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Combining Data from Multiple Files or Sheets (continued)
- 11:46-12:20 | Refreshing Reports Automatically When Source Data Changes
- 12:20-12:53 | Checking Data Accuracy: Reconciliations and controls
- 12:53-14:00 | Practical Exercise: Consolidating supplier lists from several departments



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Day 5 - Automation, Sharing and Protection

- 09:00-09:34 | Recording Simple Macros for Repetitive Tasks
- 09:34-10:08 | Running and Editing Recorded Macros Safely
- 10:08-10:42 | Protecting Sheets and Workbooks: Locking cells and permissions
- 10:42-11:00 | Collaboration: Shared workbooks, comments and version control
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Collaboration: Shared workbooks, comments and version control (continued)
- 11:46-12:20 | Documenting Workbooks for Other Users
- 12:20-12:53 | Personal Productivity Plan: Applying skills at work
- 12:53-14:00 | Final Challenge: Building a complete administrative tracking tool



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Seminar dates

Available seminar dates

Live dates and pricing for Advanced Excel for Administrative Professionals generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	London	Classroom	**€2,915**
7 - 11 December 2026	Barcelona	Classroom	**€2,275**
14 - 18 December 2026	Frankfurt	Classroom	**€2,175**
11 - 15 January 2027	London	Classroom	**€2,915**
18 - 22 January 2027	Barcelona	Classroom	**€2,275**
25 - 29 January 2027	Frankfurt	Classroom	**€2,175**
4 - 8 January 2027	Amsterdam	Classroom	**€3,215**
15 - 19 February 2027	London	Classroom	**€2,915**
22 - 26 February 2027	Barcelona	Classroom	**€2,275**
1 - 5 February 2027	Frankfurt	Classroom	**€2,175**



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Date	Location	Format	Fee
8 - 12 February 2027	Cape Town	Classroom	**€1,825**
22 - 26 March 2027	London	Classroom	**€2,915**
1 - 5 March 2027	Barcelona	Classroom	**€2,275**
8 - 12 March 2027	Frankfurt	Classroom	**€2,175**
15 - 19 March 2027	Dubai	Classroom	**€2,845**
5 - 9 April 2027	London	Classroom	**€2,915**
12 - 16 April 2027	Barcelona	Classroom	**€2,275**
19 - 23 April 2027	Frankfurt	Classroom	**€2,175**
26 - 30 April 2027	Geneva	Classroom	**€3,315**
10 - 14 May 2027	London	Classroom	**€2,915**



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Date	Location	Format	Fee
17 - 21 May 2027	Barcelona	Classroom	**€2,275**
24 - 28 May 2027	Frankfurt	Classroom	**€2,175**
3 - 7 May 2027	Istanbul	Classroom	**€2,825**
21 - 25 June 2027	London	Classroom	**€2,915**
7 - 11 June 2027	Barcelona	Classroom	**€2,275**
14 - 18 June 2027	Frankfurt	Classroom	**€2,175**
26 - 30 July 2027	London	Classroom	**€2,915**
5 - 9 July 2027	Barcelona	Classroom	**€2,275**
12 - 16 July 2027	Frankfurt	Classroom	**€2,175**
19 - 23 July 2027	Madrid	Classroom	**€3,400**



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Date	Location	Format	Fee
2 - 6 August 2027	London	Classroom	**€2,915**
9 - 13 August 2027	Barcelona	Classroom	**€2,275**
16 - 20 August 2027	Frankfurt	Classroom	**€2,175**
23 - 27 August 2027	Munich	Classroom	**€2,425**
20 - 24 September 2027	London	Classroom	**€2,915**
6 - 10 September 2027	Barcelona	Classroom	**€2,275**
13 - 17 September 2027	Frankfurt	Classroom	**€2,175**
18 - 22 October 2027	London	Classroom	**€2,915**
25 - 29 October 2027	Barcelona	Classroom	**€2,275**
4 - 8 October 2027	Frankfurt	Classroom	**€2,175**



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Date	Location	Format	Fee
11 - 15 October 2027	Rome	Classroom	**€2,830**
22 - 26 November 2027	London	Classroom	**€2,915**
1 - 5 November 2027	Barcelona	Classroom	**€2,275**
8 - 12 November 2027	Frankfurt	Classroom	**€2,175**
15 - 19 November 2027	Vienna	Classroom	**€3,425**
6 - 10 December 2027	London	Classroom	**€2,915**
13 - 17 December 2027	Barcelona	Classroom	**€2,275**
20 - 24 December 2027	Frankfurt	Classroom	**€2,175**
27 - 31 December 2027	Amsterdam	Classroom	**€3,215**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**



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Date	Location	Format	Fee
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**



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Date	Location	Format	Fee
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**



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24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**



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9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**



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22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**