

Master Excel's most powerful — and most underused — feature in one focused course.

WHAT YOU GET

- ✓ **Teaching Presentation**
20 slides with visuals, diagrams, live charts, and keyboard shortcut cards
- ✓ **Hands-on Workbook**
10 sheets, 483-row European medication sales dataset, 10 guided exercises
- ✓ **Reference Handbook**
30-page Word document covering every topic with examples and a cheat sheet

COURSE OUTLINE

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|--|---|
| 1 What Is an Excel Table?
Named, self-extending ranges that auto-grow with your data | 2 Creating Tables
Ctrl+T workflow, naming conventions, the tbl prefix habit |
| 3 Structured References
The [<code>@Column</code>] and <code>tblName[Column]</code> syntax — no more A1:Z500 | 4 Totals Row & SUBTOTAL
The 101-range trick, filter-aware aggregations |
| 5 Conditional Formatting
5 rule types that auto-extend + formula-based highlighting | 6 Slicers
One-click visual filters, multi-select, timeline slicers |
| 7 Dynamic Charts
Charts built on summary tables that grow automatically | 8 Modern Functions
UNIQUE, FILTER, SORTBY, XLOOKUP, LET, GROUPBY with tables |
| 9 Best Practices & Pitfalls
11 rules that keep workbooks clean + 5 traps to avoid | 10 Hands-on Exercises
10 tasks from beginner (convert a range) to advanced (mini-dashboard) |

20

Slides

10

Sheets

483

Data rows

10

Exercises

30

Page handbook

WHO IS THIS COURSE FOR?

- ✓ Analysts and data professionals who still rely on plain ranges and VLOOKUPs
- ✓ Teachers and trainers looking for a ready-to-deliver Excel module
- ✓ Finance, HR, and ops teams that build reports in Excel every week
- ✓ Anyone who has heard of Ctrl+T but never explored what comes after

SKILLS STUDENTS WALK AWAY WITH

- ✓ Convert any range to a named table in seconds
- ✓ Write structured references ([@Col], tblName[Col])
- ✓ Use the Totals Row with the 101-range trick
- ✓ Apply conditional formatting that auto-extends
- ✓ Add slicers for dashboard-quality filtering

- ✓ Build charts that grow with the data
- ✓ Combine UNIQUE, FILTER, SORTBY with tables
- ✓ Apply 11 best practices for clean workbooks
- ✓ Avoid the 5 most common table pitfalls
- ✓ Build a mini-dashboard from scratch

KEY SHORTCUTS COVERED

Ctrl + T Convert to Excel Table

Ctrl + Shift + T Toggle totals row

Ctrl + A Select table (press again for header + totals)

Tab Move right / create new row at end

Alt + A + C Clear all filters

PREREQUISITES

- Excel 365 (desktop) — Windows or Mac
- Basic Excel skills: entering data, simple formulas (SUM, IF), sorting and filtering
- No VBA or programming knowledge required

Ready to Excelise your workflow?

Contact us for group bookings, on-site training, or self-paced access.