

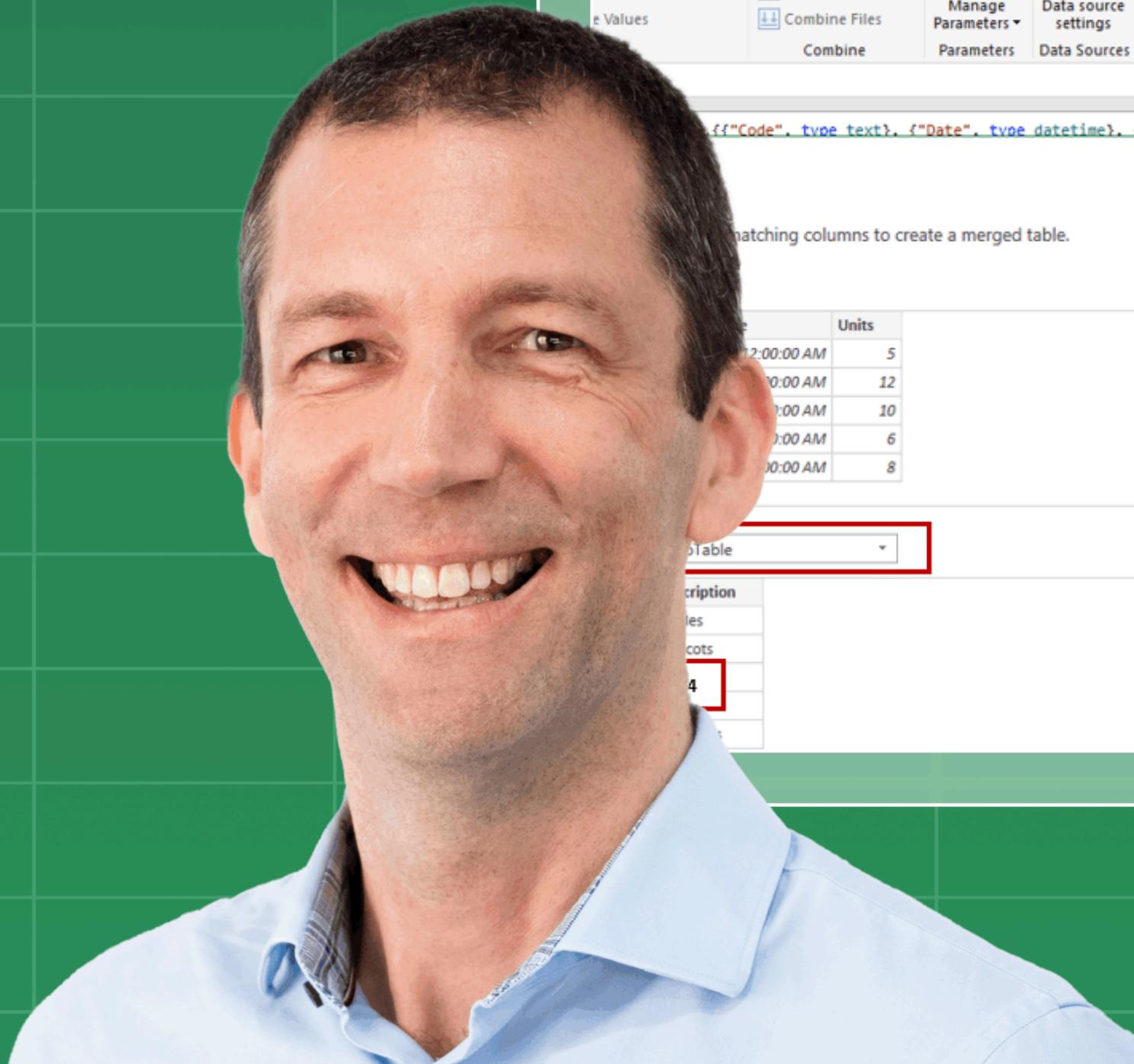


# Pro Level Excel Productivity

Date:  
21 May 2026

Instructor:  
Wyn Hopkins

Location:  
London, UK



2	A001	26/06/2020 12:00:00
3	A003	18/05/2020 12:00:00
4	B002	10/05/2020 12:00:00
5	B001	6/04/2020 12:00:00
6	C001	12/04/2020 12:00:00
7	C001	3/04/2020 12:00:00
8	A001	27/04/2020 12:00:00
9	A002	4/06/2020 12:00:00
10	C001	30/05/2020 12:00:00

Select a table and

tblFactTransaction

Code	Date
A001	17/05/2020
A001	3
A003	18/05/2020
B002	10/05/2020
B001	6/04/2020

tblDimLookupTable

Code	Description
A001	Apples
A002	Apricots
B001	4
C001	
C002	Cabbages

Join Kind  
Left Outer (all from  
 Use fuzzy matchi

1 Merge Queries

Append Queries

Combine Files

Combine

Manage Parameters

Parameters

Data source settings

Data Sources

```
={{"Code", type text}, {"Date", type datetime},
```

matching columns to create a merged table.

	Units
12:00:00 AM	5
10:00:00 AM	12
11:00:00 AM	10
10:00:00 AM	6
10:00:00 AM	8

Table

Description
Apples
Apricots
4

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# Course outline

## Overview

**Excel has evolved significantly and so have the expectations placed on the professionals who use it.**

This 1-day Masterclass cuts through the noise to focus on the capabilities that define competent, contemporary Excel use: the tools and techniques that are now standard practice in high-performing teams.

Whether you're catching up on features you've not had time to explore or looking to close the gaps in your current skill set, this course equips you with a solid, practical foundation for the way Excel is used today.

## Learning outcomes

- ✓ Understand how Dynamic Arrays have fundamentally changed the way formulas work — and why this matters for every spreadsheet you build
- ✓ Replace outdated functions like VLOOKUP with modern alternatives such as XLOOKUP, and understand the reasoning behind the shift
- ✓ Use Power Query to consolidate, clean, and transform data reliably — reducing manual effort and the risk of errors
- ✓ Get up to speed with Pivot Tables and explore Power Pivot for handling more complex, data-intensive analysis
- ✓ Build confidence working with the Excel features now expected in professional and commercial environments

# Who is this course for?

This masterclass is ideal for professionals who already have a working knowledge of Excel and want to leap ahead in productivity by adopting newer features and smarter workflows. Typical attendees include:



**Business and Data Analysts**  
working with reports and  
dashboards



**Finance and Accounting  
Professionals (FP&A,  
auditors, controllers)**



**Project Managers and  
Operations Specialists**  
tracking KPIs



**Experienced Excel users**  
ready to replace old habits  
with faster, smarter tools

# Course contents

## Part 1: Hacks and Essential Tips

- Data Types
- Tables
- Date Conversion
- Conditional Formatting
- AGGREGATE & TEXTJOIN
- Best Practices & Time Saving Techniques

## Part 2: Power Query

- Automated data import and clean up with the world's greatest data washing machine
- Introduction to Power Query's capability, that will save hours of manual effort
- Replaces a lot of functionality previously only solvable with Macros

## Part 3: Dynamic Arrays in Excel and the amazing new functions

- "A complete Game Changer" - Writing formulas that now SPILL
- FILTER, UNIQUE, SORT, SEQUENCE
- VSTACK, DROP, CHOOSECOLS
- REGEX, GROUPBY, PIVOT BY
- LET and intro to LAMBDA
- XLOOKUP the VLOOKUP killer

## Part 4: Data Validation

- Safest Method for Drop Down List
- Single Dependency Drop Downs
- Multi Level Drop Downs

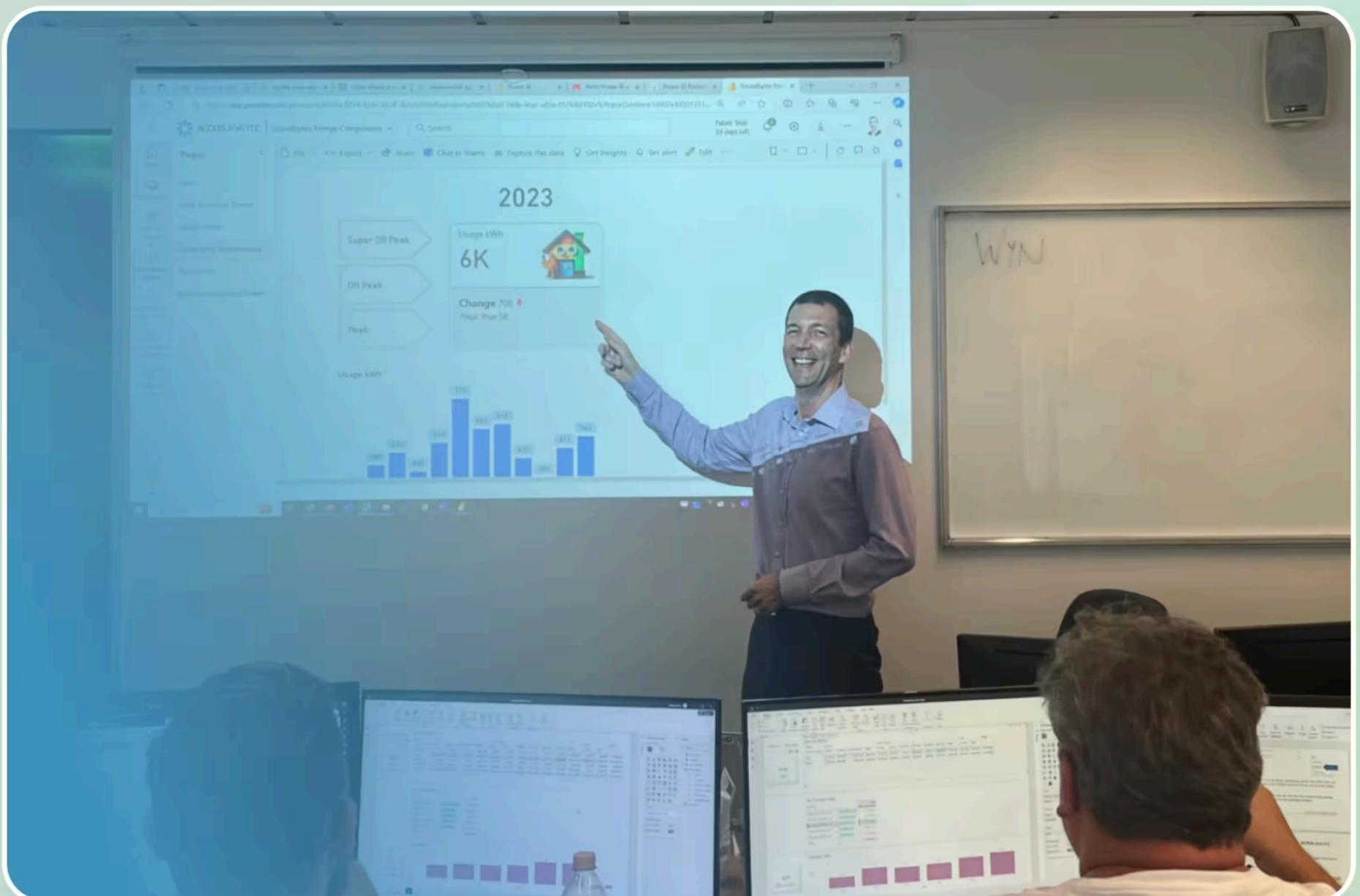
## Part 5: Pivot Tables and Refreshable Dashboards

- Replacing 70 Million VLOOKUPS with the Power Pivot Data Model!
- Create your own dashboard using Pivot Tables and Pivot Charts
- Data Summarisation
- Top 10 filters
- Traps to avoid
- Present your summarised data with interactive connected Slicers

# Why choose this course?

## What's included

- ✓ One-day in-person training with Wyn Hopkins, Microsoft MVP
- ✓ All working files
- ✓ Coffee, tea and biscuits throughout the day
- ✓ Claim up to 6 CPD hours
- ✓ Certificate of attendance
- ✓ 100% money-back guarantee



## About your trainer



### Wyn Hopkins

Microsoft MVP, Excel Expert,  
Book Author



Wyn has been awarded MVP status by Microsoft every year since 2017 and is the author of the book “Power BI for the Excel Analyst”. He is known worldwide for sharing his knowledge via the Access Analytic YouTube channel with over 5 million views and 90,000+ subscribers.



He gained his Chartered Accountant qualification at PwC in 2000 and has extensive Business Analyst experience with HBOS and Barclays in the UK plus multinational clients in Perth.



Wyn is skilled in Excel and Power BI development, Power Query automation, management reporting and is an experienced Excel and Power BI trainer.

## Course pricing

This course is available as a single Masterclass or as part of our Global Excel Summit Premium In-Person ticket.

N/A

**Early bird price**  
ends 20 March 2026

**£450**

**Regular price**  
21 March - 20 May 2026

**£225**

Save 50%

**Student discounts**

**£803**

Save additional 15%

**Team of 3 discounts**

up to  
**-40%**

**Bigger teams**  
Contact us today.

### Pay by invoice

To pay by invoice, please contact Tea Kuseva at [tea@globalexcelsummit.com](mailto:tea@globalexcelsummit.com). We will send you an invoice which you can submit to your accounts payable system."

# Global Excel Summit



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