MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

ADVANCED EXCEL SKILLS & CREATING DASHBOARD MASTERCLASS

"Transform Data into Dynamic Insights with Advanced Excel Tools and Interactive Dashboards"

Schedule

Date	Venue	Fees (Face-to-Face)
05 – 06 Feb 2026	Dubai, UAE	USD 1995 per delegate
04 – 05 Mar 2026	Doha, Qatar	USD 1995 per delegate
07 – 08 Oct 2026	Doha, Qatar	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Excel remains the most powerful and accessible tool for data analysis, yet most professionals only use a fraction of its capabilities. This advanced masterclass is designed for users who want to move beyond formulas and pivot tables and into dynamic analytics and dashboard creation that supports faster, smarter decisions.

This hands-on, fast-paced course enables professionals to master Excel tools for automation, reporting, and storytelling. Participants will create powerful dashboards, apply advanced functions, manipulate large data sets, and automate workflows—making Excel a true business intelligence asset.

Objectives

By the end of this course, participants will be able to:

- Use advanced formulas and dynamic functions for robust data analysis
- Build interactive dashboards using charts, slicers, and data models
- Apply Power Query to clean, merge, and transform large data sets
- Create KPIs and summary visuals for management reporting
- Use Excel automation tools like macros and conditional formatting effectively
- Translate raw data into compelling insights for decision-making

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Why Attend

- Upgrade from basic to advanced Excel functionality
- Learn practical Excel features used by financial analysts, planners, and BI professionals
- Save time by automating repetitive data preparation tasks
- Build dashboards that communicate key performance metrics clearly
- Gain templates and techniques that can be applied immediately at work

Target Audience

This program is designed for:

- Analysts, accountants, and planners
- Operations, HR, sales, and marketing professionals
- Financial professionals and data specialists
- Anyone who regularly uses Excel for reporting, tracking, or performance analysis

Individual Benefits

Key competencies that will be developed include:

- Mastery of advanced Excel formulas, functions, and lookups
- Skills in building and maintaining dynamic dashboards
- Use of data visualization principles to highlight trends and outliers
- Confidence in working with large data sets and integrating multiple sources
- Enhanced productivity through automation and design best practices

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved decision-making through clearer, data-driven reporting
- Reduced manual reporting errors and time spent on repetitive tasks
- More effective communication of KPIs and business trends
- Enhanced internal analytics capabilities without additional software investment
- Greater standardization and consistency in performance tracking

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Live Demonstrations – Step-by-step Excel walkthroughs
- Mini Projects – Realistic exercises in dashboard and report building
- Case-Based Scenarios – Business use cases across departments
- Peer Collaboration – Feedback and sharing of dashboard designs
- Tools – Reusable templates, Excel add-ins, and formatting checklists

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Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Advanced Excel Data Tools & Formula Mastery

- Module 1: Advanced Functions & Dynamic Arrays (07:30 – 09:30) • INDEX-MATCH, XLOOKUP, IF with AND/OR, nested formulas • UNIQUE, FILTER, SORT, and SEQUENCE functions
- Module 2: Data Cleaning and Preparation with Power Query (09:45 – 11:15) • Importing and transforming external data • Merging, appending, and shaping tables for analysis
- Module 3: Working with Pivot Tables and Data Models (11:30 – 01:00) • Calculated fields, grouping, and field settings • Using Power Pivot for relationships and advanced analysis
- Module 4: Workshop – Creating a Performance Analysis Model (02:00 – 03:30) • Participants create a model using advanced functions and Power Query

Day 2: Dashboard Design, Visuals & Automation

- Module 1: Dashboard Components and Best Practices (07:30 – 09:30) • Layout principles, use of color, and storyboarding • KPI display and user interactivity with slicers and timelines
- Module 2: Creating Charts and Visual Enhancements (09:45 – 11:15) • Combo charts, spark lines, conditional formatting • Dynamic charting with named ranges and dropdown filters
- Module 3: Automating with Macros and Named Ranges (11:30 – 01:00) • Recording and editing basic macros • Using names to simplify complex models
- Module 4: Final Project – Build an Executive Dashboard (02:00 – 03:30) • Participants create and present a fully functional dashboard

Certification

Participants will receive a Certificate of Completion in Advanced Excel Skills & Dashboard Mastery, validating their ability to use Excel as a powerful tool for data analysis, visualization, and decision support.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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