

MICROSOFT EXCEL DATA ANALYSIS & DASHBOARD REPORTING

“Mastering Analytical Techniques and Visualization Tools for Effective Business Reporting”

Schedule

Date	Venue	Fees (Face-to-Face)
08 - 12 Feb 2026	Manama, Bahrain	USD 3495 per delegate

Introduction

In today’s fast-paced business environment, the ability to analyze data and present it in a clear, compelling format is a key skill for professionals at all levels. Microsoft Excel remains one of the most powerful and accessible tools for transforming raw data into actionable insights and dynamic dashboards.

This practical five-day course is designed to develop participants’ skills in data analysis and dashboard reporting using Microsoft Excel. The course covers advanced Excel functions, pivot tables, data visualization techniques, interactive dashboards, and best practices for delivering reports that support business decisions.

Objectives

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

- Analyze and summarize data using advanced Excel functions and pivot tables
- Create professional, interactive dashboards using Excel tools
- Apply logical, statistical, and lookup formulas for deeper analysis
- Automate reporting through dynamic charts and slicers
- Design business reports that communicate insights effectively

Why Attend

- Improve efficiency and reduce time spent on manual data processing
- Learn how to present complex data through clear visual reports
- Gain practical Excel techniques that apply across industries
- Increase confidence in analyzing trends, KPIs, and performance metrics
- Build dashboards that support decision-making and strategic planning

Target Audience

This program is designed for:

- Business analysts, data analysts, and reporting professionals
- Finance, HR, marketing, and operations staff involved in reporting
- Department heads and managers seeking data visibility
- Excel users aiming to move from basic to advanced level
- Professionals who want to communicate data-driven insights visually

Individual Benefits

Key competencies that will be developed include:

- Mastery of Excel's data analysis and visualization tools
- Ability to build real-time, interactive dashboards
- Enhanced reporting and communication skills
- Proficiency in pivot tables, Power Query, and chart design
- Increased confidence in making data-driven decisions

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More accurate and efficient business reporting processes
- Enhanced communication of KPIs and performance data
- Increased analytical capabilities across departments
- Better decision support through self-service dashboards
- Reduced reliance on external reporting tools

Instructional Methodology

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

- Strategy Briefings - Step-by-step instruction on Excel's analytical and dashboard features
- Case Studies - Real-world scenarios showing Excel-based data solutions
- Workshops - Hands-on practice building analysis tools and dashboards
- Peer Exchange - Review and feedback of participant dashboards
- Tools - Excel templates, formulas reference guides, and dashboard blueprints

MAWA EVENTS

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 07:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Excel for Data Analysis – Foundations

- Module 1: Data Preparation and Formatting (07:30 – 09:30) • Best practices for clean and structured data • Using tables for dynamic data ranges • Sorting, filtering, and conditional formatting
- Module 2: Lookup and Logical Functions (09:45 – 11:15) • VLOOKUP, HLOOKUP, INDEX & MATCH • IF, IFS, AND, OR, and nested logic • Error handling with IFERROR and ISERROR
- Module 3: Text and Date Functions (11:30 – 01:00) • Extracting, combining, and transforming text • Date and time calculations • Using TEXT, LEFT, MID, RIGHT, TODAY, EOMONTH
- Module 4: Workshop – Data Cleaning & Preparation (02:00 – 03:30) • Clean and structure a raw dataset for reporting

Day 2: Summarizing & Analyzing with Pivot Tables

- Module 1: Introduction to Pivot Tables (07:30 – 09:30) • Creating pivot tables and pivot charts • Grouping, filtering, and sorting data • Using slicers and timelines
- Module 2: Calculated Fields and Value Settings (09:45 – 11:15) • Summarizing with counts, averages, and % • Creating calculated fields • Custom number formats and summaries
- Module 3: Pivot Table Dashboard Integration (11:30 – 01:00) • Linking pivot tables with charts and controls • Updating reports with minimal effort • Dashboard layout planning
- Module 4: Workshop – Sales Performance Pivot Dashboard (02:00 – 03:30) • Build an interactive sales summary dashboard

Day 3: Advanced Excel Functions for Analytics

- Module 1: Statistical and Financial Functions (07:30 – 09:30) • AVERAGEIFS, COUNTIFS, SUMIFS • RANK, PERCENTILE, MEDIAN, STDEV • Basic NPV and IRR examples
- Module 2: Scenario and What-If Analysis (09:45 – 11:15) • Data tables and scenario manager • Goal Seek and Solver • Building break-even models
- Module 3: Power Query for Data Transformation (11:30 – 01:00) • Introduction to Power Query • Merging, appending, and reshaping data • Refreshable data pipelines
- Module 4: Workshop – What-If Analysis & Forecasting (02:00 – 03:30) • Create forecasting models and compare scenarios

Day 4: Data Visualization and Charting

- Module 1: Excel Charting Techniques (07:30 – 09:30) • Column, bar, line, combo, waterfall, and sparkline charts • Customizing colors, labels, and chart layouts • Chart best practices for impact and clarity
- Module 2: Dynamic Charting and Interactivity (09:45 – 11:15) • Creating charts linked to dropdowns and slicers • Using formulas to drive chart series • Conditional formatting in charts
- Module 3: KPI and Scorecard Design (11:30 – 01:00) • Gauge charts, bullet graphs, and traffic light indicators • Showing variance, trend, and target achievement • Dashboard visual hierarchy
- Module 4: Workshop – Visual Dashboard Elements (02:00 – 03:30) • Build a visually rich dashboard using live Excel data

Day 5: Final Dashboard Project and Presentation

- Module 1: Dashboard Assembly and Review (07:30 – 09:30) • Pulling together visuals, slicers, and pivot tables • Dashboard interactivity and layout • Exporting to PDF and sharing
- Module 2: Performance Tips and Automation (09:45 – 11:15) • Speed and optimization tips • Workbook protection and dynamic ranges • Automating with macros (introductory level)
- Module 3: Final Project – Dashboard Build (11:30 – 01:00) • Participants build a complete dashboard from case data

- Module 4: Presentations and Certification (02:00 – 03:30) • Dashboard walk-through and peer feedback • Summary, Q&A, and certificate distribution

Certification

Participants will receive a Certificate of Completion in Microsoft Excel Data Analysis & Dashboard Reporting, validating their ability to analyze, interpret, and present business data using Excel’s advanced tools and techniques.

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