

EXCEL DASHBOARD MASTERCLASS

"Transform Raw Data into Interactive, Insightful Dashboards for Better Decision-Making"

Schedule

Date	Venue	Fees (Face-to-Face)
27 - 28 Oct 2026	Doha, Qatar	USD 1995 per delegate
24 - 25 Nov 2026	Dubai, UAE	USD 1995 per delegate

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

Introduction

In today's data-driven environment, the ability to visualize and interpret information effectively is essential for timely and accurate decision-making. Excel dashboards provide powerful ways to track key metrics, trends, and performance using built-in tools that are accessible and easy to maintain.

This hands-on 2-day masterclass equips participants with the skills to create interactive, dynamic, and visually appealing dashboards using Microsoft Excel. Whether for finance, operations, HR, or sales, attendees will learn to design dashboards that tell compelling stories, support analysis, and drive action.

Objectives

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

- Design professional, purpose-driven dashboards using Microsoft Excel
- Create dynamic charts, KPIs, and data visualizations using formulas and PivotTables
- Automate updates with named ranges, drop-down lists, and slicers
- Use Excel functions (e.g., INDEX, MATCH, IF, SUMIFS) to extract and manipulate data
- Deliver clean, user-friendly dashboards that enhance reporting and decision-making

Why Attend

- Master Excel's most powerful dashboard features without needing VBA or external tools
- Learn practical visualization techniques for clearer data storytelling
- Improve productivity with automation and dynamic report structures
- Enhance your business reporting and executive presentation capabilities
- Gain skills you can apply immediately across functions and industries

Target Audience

This program is designed for:

- Financial analysts, accountants, and business controllers
- Project managers, operations analysts, and HR professionals
- Sales, marketing, and supply chain professionals
- Data entry and reporting staff
- Anyone responsible for compiling and presenting business data using Excel

Individual Benefits

Key competencies that will be developed include:

- Data structuring, transformation, and summarization
- Advanced charting and conditional formatting
- Dashboard layout design and interactivity
- Analytical thinking and visual communication
- Productivity and reporting automation

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Faster and more reliable reporting processes
- Enhanced visibility of business KPIs and performance drivers
- Reduced reliance on external tools and consultants
- Increased internal capacity for data analysis and decision support
- Improved communication of performance insights to leadership

Instructional Methodology

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

- Strategy Briefings - Excel dashboard principles, user needs, and design logic
- Case Studies - Review and critique of real business dashboards
- Workshops - Step-by-step dashboard builds and formula exercises
- Peer Exchange - Group reviews and improvement suggestions
- Tools - Templates, worksheet models, and interactive design guides

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: Building the Foundations of Excel Dashboards

- Module 1: Dashboard Design Principles (07:30 – 09:30) • Understanding dashboard types, user needs, and layout strategies • Defining KPIs and data sources
- Module 2: Preparing and Structuring Your Data (09:45 – 11:15) • Cleaning, transforming, and validating raw data • Using named ranges and dynamic formulas
- Module 3: Creating Interactive Components (11:30 – 01:00) • Drop-downs, slicers, checkboxes, and form controls
- Module 4: Workshop – Dashboard Wireframe Build (02:00 – 03:30) • Sketch and structure a dashboard based on real scenarios

Day 2: Building Dynamic, Interactive Dashboards

- Module 1: Advanced Formulas for Dashboards (07:30 – 09:30) • INDEX-MATCH, SUMIFS, IFERROR, TEXT functions for KPI logic
- Module 2: Data Visualization Best Practices (09:45 – 11:15) • Custom charts, dynamic visuals, and conditional formatting
- Module 3: Workshop – Dashboard Construction (11:30 – 01:00) • Build a complete dashboard using provided datasets
- Module 4: Final Review – Dashboard Refinement & Presentation (02:00 – 03:30) • Peer review, enhancements, and executive-level presentation tips

Certification

Participants will receive a **Certificate of Completion in Excel Dashboard Masterclass**, validating their ability to design, build, and maintain high-impact dashboards that support better business decisions across departments.

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