

ADVANCE EXCEL SKILLS & CREATING DASHBOARD MASTERCLASS

“Leverage Advanced Excel Techniques to Build Dynamic Dashboards & Make Data-Driven Decisions”

Schedule

Date	Venue	Fees (Face-to-Face)
07 - 08 Oct 2026	Doha, Qatar	USD 1995 per delegate

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

Introduction

Excel remains the world’s most used business tool for data analysis, yet most professionals only scratch the surface of its capabilities. This intensive masterclass bridges that gap by combining advanced Excel functions with dashboard-building skills to help you present complex data clearly and make faster, more informed decisions.

In this hands-on, step-by-step course, participants will learn how to apply formulas, PivotTables, and data visualizations to create high-impact, interactive dashboards. Ideal for professionals who manage reporting, performance tracking, or business analysis responsibilities.

Objectives

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

- Apply advanced Excel functions for data transformation and analysis
- Use PivotTables and PivotCharts to extract actionable insights
- Design dynamic dashboards using slicers, drop-downs, and conditional formatting
- Automate updates and link dashboards to real-time data sources
- Create visually appealing reports that improve decision-making and stakeholder communication

Why Attend

- Move beyond spreadsheets to professional-grade data visualizations
- Master powerful Excel formulas, tools, and dynamic components
- Save time with automated updates and interactive dashboards
- Strengthen your role in performance analysis and reporting
- Build Excel dashboards that executive stakeholders actually want to use

Target Audience

This program is designed for:

- Business analysts, data professionals, and performance managers
- Finance, HR, sales, and supply chain professionals
- Project managers and operational analysts
- Reporting and administrative staff responsible for Excel reports
- Anyone ready to take their Excel skills and dashboard design to the next level

Individual Benefits

Key competencies that will be developed include:

- Mastery of formulas like INDEX-MATCH, SUMIFS, IFERROR, TEXT
- Interactive dashboard design with slicers, form controls, and dynamic charts
- Logical structuring of data for advanced use
- Visual storytelling and KPI tracking
- Excel-based automation for regular reports

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Faster and more insightful business reporting
- Improved data consistency and interpretation across departments
- Enhanced visibility of performance metrics and KPIs
- Reduced manual errors through smart automation
- Stronger internal capabilities for data-driven decision-making

Instructional Methodology

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

- Strategy Briefings - Best practices in data visualization and Excel logic
- Case Studies - Real dashboard examples from finance, operations, and marketing
- Workshops - Step-by-step guided exercises and dashboard builds
- Peer Exchange - Feedback and enhancements in group settings
- Tools - Dashboard templates, formula libraries, and Excel tipsheets

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: Mastering Advanced Excel Functions & Data Structuring

- Module 1: Advanced Excel Formulas & Functions (07:30 – 09:30) • Lookup formulas, nested functions, logical formulas, and data cleaning
- Module 2: Structuring Data for Dashboards (09:45 – 11:15) • Named ranges, dynamic ranges, Excel tables, and data validation
- Module 3: PivotTables & PivotCharts (11:30 – 01:00) • Creating, customizing, and using for real-time data updates
- Module 4: Workshop – Creating Analytical Tables (02:00 – 03:30) • Hands-on data model building using raw datasets

Day 2: Building and Automating Interactive Dashboards

- Module 1: Designing Interactive Dashboards (07:30 – 09:30) • Slicers, drop-downs, scroll bars, and form controls
- Module 2: Visualization Techniques (09:45 – 11:15) • Conditional formatting, spark lines, KPIs, and chart best practices
- Module 3: Workshop – Building a Complete Dashboard (11:30 – 01:00) • Step-by-step creation of a live business dashboard
- Module 4: Final Review – Dashboard Automation & Presentation Tips (02:00 – 03:30) • Linking data sources, auto-refresh setup, and executive presentation tips

Certification

Participants will receive a Certificate of Completion in Advance Excel Skills & Creating Dashboard Masterclass, validating their ability to build, manage, and present interactive Excel dashboards for business reporting and decision-making.

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