

## DASHBOARDING WITH EXCEL & POWER BI

*“Transform Data into Insightful Dashboards with Excel and Power BI for Real-Time Decision Making”*

### Schedule

Date	Venue	Fees (Face-to-Face)
03 – 07 Aug 2026	Dubai, UAE	USD 3495 per delegate

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

### Introduction

In today's data-driven world, organizations must translate raw data into actionable insights quickly and efficiently. This intensive 5-day training provides professionals with hands-on experience in developing dynamic dashboards using Microsoft Excel and Power BI—two of the most powerful tools in business analytics.

Participants will gain practical skills in data transformation, visualization, and dashboard creation to support real-time business decision-making. By the end of the course, they will be equipped to design, build, and maintain dashboards that clearly communicate performance metrics and drive business intelligence.

### Objectives

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

- Transform raw data into meaningful dashboards using Excel and Power BI
- Design interactive dashboards that support data-driven decision-making
- Apply data modeling and transformation techniques using Power Query
- Create visually compelling charts, KPIs, and reports
- Share and collaborate on dashboards through Power BI service

## Why Attend

- Master Excel and Power BI tools for professional dashboard development
- Translate business needs into data-driven visuals and performance indicators
- Gain hands-on experience with real-world data sets
- Learn how to automate and refresh reports for consistent insight delivery
- Improve your analytical and communication skills through visualization

## Target Audience

This program is designed for:

- Business analysts and data professionals
- Finance and operations managers
- Reporting specialists and Excel users
- Professionals involved in data analytics or performance reporting
- Anyone who needs to create and manage data visualizations and dashboards

## Individual Benefits

Key competencies that will be developed include:

- Proficiency in Excel's advanced charting and dashboard features
- Data modeling, cleansing, and transformation in Power BI
- Creating interactive reports and visualizations
- Designing dashboards that align with business goals
- Sharing and collaborating on dashboards across teams

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Faster and more accurate reporting through automation
- Improved decision-making using real-time dashboards
- Consistent and professional visualization standards
- Better data communication and cross-functional collaboration
- Enhanced data literacy within teams and departments

## Instructional Methodology

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

- Strategy Briefings - Deep dive into dashboarding concepts, visualization principles, and BI frameworks
- Case Studies - Real-world dashboarding examples from different industries
- Workshops - Hands-on dashboard creation using Excel and Power BI with actual datasets
- Peer Exchange - Group discussions on challenges and use cases of dashboarding in the workplace
- Tools - Templates and datasets for Excel dashboards, Power BI reports, and data models

## MAWA EVENTS

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

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

---



## 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: Dashboarding Fundamentals and Excel Basics

- Module 1: Principles of Effective Dashboarding (07:30 – 09:30)
  - Dashboard types and user requirements
  - Key components of impactful dashboards
  - Best practices in dashboard design and layout
- Module 2: Data Preparation and Cleaning in Excel (09:45 – 11:15)
  - Data formatting and structure for dashboards
  - Data validation and cleansing techniques
  - Introduction to Excel tables and dynamic ranges
- Module 3: Workshop – Build Your First Excel Dashboard (11:30 – 01:00)
  - Combining tables, charts, and slicers for a functional dashboard
- Module 4: Peer Exchange – Common Dashboard Challenges (02:00 – 03:30)
  - Sharing experiences in dashboard development

### Day 2: Advanced Excel Techniques for Dashboarding

- Module 1: Excel Formulas and Functions for Reporting (07:30 – 09:30)
  - Lookup functions (VLOOKUP, INDEX/MATCH, XLOOKUP)
  - Logical and conditional formatting functions
  - Aggregation and array functions
- Module 2: Advanced Charting and Visual Design (09:45 – 11:15)
  - Creating combo charts, sparklines, and gauges
  - Enhancing visuals with conditional formatting and color themes
  - Aligning visuals with KPI frameworks
- Module 3: Workshop – Interactive Excel Dashboards (11:30 – 01:00)
  - Use of slicers, form controls, and dynamic ranges
- Module 4: Case Study – Sales Dashboard with Excel (02:00 – 03:30)
  - Design, build, and analyze a live case

### Day 3: Introduction to Power BI and Data Transformation

- Module 1: Power BI Overview and Interface (07:30 – 09:30)
  - Navigating the Power BI desktop environment
  - Connecting to data sources
  - Introduction to Power BI service
- Module 2: Power Query and Data Transformation (09:45 – 11:15)
  - Merging, appending, and shaping data
  - Cleaning and preparing data in Power Query Editor
  - Creating relationships between tables
- Module 3: Workshop – Data Model Creation (11:30 – 01:00)
  - Build a basic Power BI data model with multiple tables
- Module 4: Peer Exchange – Challenges in Real-time Reporting (02:00 – 03:30)
  - Discuss refresh schedules, automation, and data quality

#### Day 4: Building Reports and Dashboards in Power BI

- Module 1: Visualizations and Report Design (07:30 – 09:30)
  - Use of charts, cards, slicers, and filters
  - Custom visuals and themes
  - Visual interaction and drill-through
- Module 2: DAX Fundamentals (09:45 – 11:15)
  - Introduction to DAX formulas
  - Calculated columns and measures
  - Time intelligence functions
- Module 3: Workshop – Build a Power BI Dashboard (11:30 – 01:00)
  - End-to-end report development
- Module 4: Case Study – Performance Management Dashboard (02:00 – 03:30)
  - Apply learned concepts to a business scenario

#### Day 5: Sharing, Collaboration, and Final Project

- Module 1: Publishing and Sharing Dashboards (07:30 – 09:30)
  - Power BI service, workspace, and dashboards
  - Sharing and security settings
  - Embedding reports and creating apps
- Module 2: Dashboard Governance and Maintenance (09:45 – 11:15)
  - Version control, refresh schedules, and performance optimization
  - Access management and data security policies
- Module 3: Workshop – Final Project and Review (11:30 – 01:00)
  - Develop and present a final dashboard project
- Module 4: Feedback and Action Planning (02:00 – 03:30)
  - Participant presentations and trainer feedback
  - Individual improvement plans

#### Certification

Participants will receive a Certificate of Completion in Dashboarding with Excel & Power BI, validating their expertise in designing, building, and managing professional dashboards that drive data-informed decision-making

#### 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**