

# MICROSOFT EXCEL DATA ANALYSIS & DASHBOARD REPORTING

*“Transform Data into Actionable Insights with Powerful Excel Dashboards”*

## Schedule

Venue	Fees
In-House	ASK FOR THE QUOTATION

## Introduction

In today’s data-driven environment, professionals must go beyond spreadsheets to deliver visual, interactive, and decision-ready reports. This hands-on course empowers participants to master Excel’s data analysis tools and build dynamic dashboards that clearly communicate trends, KPIs, and business insights. Whether you’re in finance, operations, marketing, or management, this course will help you use Excel not just for analysis—but for strategic storytelling.

## Objectives

Participants will:

- Learn best practices in cleaning, structuring, and managing raw data
- Perform advanced data analysis using formulas, pivot tables, and Power Query
- Create automated, interactive dashboards using charts, slicers, and KPIs
- Use conditional formatting, dynamic ranges, and scenario tools for data visualization
- Convert static reports into dynamic decision-making tools
- Link dashboards to external data sources and automate refresh

## Why Attend

- Enhance your Excel skills for practical, high-impact reporting
- Save time with automation and template-based reporting
- Become the go-to person for dashboard creation in your team
- Learn how to build data models and use Excel for decision support
- Apply advanced Excel techniques to real-world datasets

## Target Audience

- Business analysts, finance professionals, and accountants
- HR, operations, and sales professionals
- Project managers and administrative leads
- Anyone who builds reports, presents data, or supports management

## Individual Benefits

- Improved Excel proficiency and reporting speed
- Confidence in presenting data clearly and visually
- Ability to automate repetitive reporting tasks
- Increased visibility and strategic contribution within your role

## Organizational Benefits

- Better-informed decision-making through clear reporting
- Reduced manual effort and reporting errors
- Consistent, standardized dashboards across teams
- Higher productivity and real-time business insights

## Instructional Methodology

- Hands-on Excel exercises with real datasets
- Live demonstrations of techniques and dashboard builds
- Practical assignments and mini-projects
- Group problem-solving and peer review
- Q&A and interactive feedback from Excel experts

## Course Outline

DETAILED 5-DAY COURSE OUTLINE (Customizable) Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

### Day 1: Core Excel Skills for Data Analysis

- **Module 1 (07:30 – 09:30):** Data Cleaning and Preparation Techniques
- **Module 2 (09:45 – 11:15):** Lookup Functions (VLOOKUP, XLOOKUP, INDEX-MATCH)
- **Module 3 (11:30 – 01:00):** Dynamic Ranges, Named Ranges, and Tables

### Day 2: Advanced Data Analysis Tools

- **Module 4 (07:30 – 09:30):** PivotTables and PivotCharts Deep Dive
- **Module 5 (09:45 – 11:15):** Power Query for Data Transformation
- **Module 6 (11:30 – 01:00):** Data Validation, Drop-down Lists, and Forms

### Day 3: Dashboard Design Fundamentals

- **Module 7 (07:30 – 09:30):** Dashboard Planning and Layout Principles
- **Module 8 (09:45 – 11:15):** Using Charts, Sparklines, and KPI Indicators
- **Module 9 (11:30 – 01:00):** Conditional Formatting for Insightful Dashboards

### Day 4: Building Interactive Dashboards

- **Module 10 (07:30 – 09:30):** Slicers, Timelines, and Filtering Techniques
- **Module 11 (09:45 – 11:15):** Using Form Controls and Buttons for Interactivity
- **Module 12 (11:30 – 01:00):** Linking Multiple Sheets and Datasets into One Dashboard

### Day 5: Automation, Presentation & Dashboard Finalization

- **Module 13 (07:30 – 09:30):** Automating Dashboards with Macros & Refresh Controls
- **Module 14 (09:45 – 11:15):** Final Project: Build a Dashboard from Raw Data
- **Module 15 (11:30 – 01:00):** Presentation, Feedback, and Certification Ceremony

## Certification

Participants who successfully complete the training will be awarded a **Certificate of Completion** in **“Microsoft Excel Data Analysis & Dashboard Reporting.”**

## 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:

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