

DATA ANALYSIS & DASHBOARD REPORTING IN EXCEL

“Transform Raw Data into Dynamic Insights and Interactive Dashboards with Microsoft Excel.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

In today’s competitive business environment, data-driven decision-making is essential for success. Microsoft Excel remains one of the most powerful and accessible tools for data analysis and reporting, enabling professionals to manage, visualize, and communicate insights effectively.

The Data Analysis & Dashboard Reporting in Excel course provides participants with the practical knowledge and hands-on experience to convert raw data into meaningful business intelligence. Through guided exercises, participants will learn advanced Excel functions, data visualization techniques, and dynamic dashboard design — empowering them to present complex data in a simple, interactive, and professional format.

This course bridges analytical thinking with Excel proficiency, making it ideal for professionals seeking to improve productivity, decision-making, and reporting accuracy.

Objectives

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

- Understand key concepts of data analysis and visualization.
- Use advanced Excel formulas for data cleaning and transformation.
- Analyze large datasets efficiently using PivotTables and PivotCharts.
- Design interactive dashboards with slicers, timelines, and form controls.
- Apply conditional formatting and data validation for better insights.
- Create automated, dynamic reports using Power Query and Power Pivot.
- Present data in visually appealing, decision-focused layouts.
- Enhance business decision-making with real-time analytical dashboards.

Why Attend

Every organization relies on timely, accurate, and visually clear data reports. This course empowers professionals to turn Excel into a powerful analytical and reporting tool, eliminating the need for expensive BI software. Participants will gain confidence in managing data from various sources, identifying trends, and designing dashboards that communicate insights effectively to management and stakeholders. Whether you're a beginner or an advanced Excel user, this training will enhance your analytical and visualization capabilities.

Target Audience

This course is designed for:

- Business and Financial Analysts
- Managers and Department Heads
- Data Analysts and Reporting Professionals
- Accountants and Auditors
- Project Managers and Administrators
- Anyone responsible for business reporting and performance analysis

Individual Benefits

- Master advanced Excel tools for real-world data analysis.
- Learn to design professional dashboards and automated reports.
- Enhance data presentation and storytelling skills.
- Save time through efficient data management techniques.
- Improve analytical thinking and problem-solving skills.
- Increase employability and recognition as a data-driven professional.

Organizational Benefits

- Streamline reporting processes and improve decision-making efficiency.
- Reduce dependency on external analytics tools.
- Improve accuracy, consistency, and presentation of business reports.
- Promote data-driven culture across teams and departments.
- Enhance productivity through automation and dashboard analytics.
- Support strategic planning with insightful, real-time reporting.

Instructional Methodology

The course uses a practical, project-based learning approach, featuring:

- Instructor-led demonstrations and hands-on exercises
- Real-world business data case studies
- Guided practice on dashboard creation and data analysis
- Group problem-solving and peer discussions
- Templates, files, and post-training reference materials
- Continuous feedback and personalized learning support

Course Outline

- Module 1: Introduction to Data Analysis and Dashboard Concepts
- Module 2: Data Cleaning, Validation, and Preparation in Excel
- Module 3: Advanced Excel Functions (LOOKUPS, IFs, INDEX-MATCH, TEXT, DATE)
- Module 4: PivotTables and PivotCharts for Data Summarization
- Module 5: Power Query and Power Pivot for Data Automation
- Module 6: Visualizing Data - Charts, Sparklines, and Conditional Formatting
- Module 7: Creating Interactive Dashboards with Slicers and Timelines
- Module 8: Using Form Controls and Dynamic Ranges in Dashboards
- Module 9: Best Practices in Dashboard Design and Storytelling
- Module 10: Capstone Project - Building a Complete Interactive Business Dashboard

Certification

Upon successful completion, participants will receive a Certificate in Data Analysis & Dashboard Reporting in Excel, recognizing their ability to analyze, visualize, and report business data using advanced Excel tools and techniques.

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?

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