

BUSINESS REPORTS AND DASHBOARDS USING EXCEL

"Transform Data into Insightful Business Reports and Interactive Dashboards with Microsoft Excel."

Schedule

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

► **Available delivery methods:** In-House Training

Introduction

In today's data-driven business world, decision-makers rely heavily on accurate reports and dynamic dashboards to monitor performance, identify trends, and make informed choices. Microsoft Excel remains one of the most powerful tools for designing business reports and dashboards that communicate complex information in a clear and visual way.

The Business Reports and Dashboards Using Excel training course provides participants with the knowledge and hands-on skills needed to convert raw data into professional, interactive dashboards. Participants will learn advanced Excel functions, data visualization techniques, and design principles to present financial and operational data effectively for management and business analysis.

Objectives

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

- Understand the principles of effective business reporting and dashboard design.
- Utilize Excel tools such as PivotTables, Power Query, and Power Pivot for data analysis.
- Create interactive dashboards with slicers, charts, and visual indicators.
- Transform large datasets into meaningful visual reports.
- Apply best practices in data modeling, layout design, and performance reporting.
- Automate repetitive reporting tasks using Excel formulas and macros.

Why Attend

Business professionals are increasingly expected to communicate insights through clear, visual, and actionable reports. This course equips participants with practical Excel-based techniques for creating powerful dashboards that simplify complex data. Whether you are in finance, operations, or management, mastering Excel reporting and dashboard tools will enhance your ability to present data-driven insights and improve decision-making within your organization.

Target Audience

This course is suitable for:

- Finance and Accounting Professionals
- Business and Data Analysts
- Project Managers and Operations Officers
- Management and Performance Reporting Staff
- Administrative and Planning Personnel
- Anyone involved in data analysis, reporting, or management presentations

Individual Benefits

- Develop hands-on skills in Excel data analysis and visualization.
- Learn to design interactive dashboards for management reporting.
- Improve efficiency in preparing periodic reports.
- Strengthen analytical and presentation skills.
- Gain confidence in using Excel's advanced reporting tools.

Organizational Benefits

- Improve accuracy and efficiency in business reporting.
- Enhance data-driven decision-making through visual analytics.
- Reduce manual effort with automated, reusable reporting templates.
- Increase transparency and consistency in performance reporting.
- Build internal capability in Excel-based business intelligence.

Instructional Methodology

This training adopts a practical, hands-on learning approach through:

- Live demonstrations and step-by-step Excel exercises
- Case studies based on real-world business reporting needs
- Interactive dashboard design workshops
- Group problem-solving and report-building activities
- Continuous instructor support and Q&A sessions

Course Outline

- Module 1: Introduction to Business Reporting and Dashboards
- Module 2: Preparing and Cleaning Data Using Power Query
- Module 3: Data Analysis with PivotTables and Power Pivot
- Module 4: Creating Dynamic Charts and Visual Indicators
- Module 5: Designing Interactive Dashboards with Slicers and Timelines
- Module 6: Applying Design Principles for Effective Visualization
- Module 7: Automating Reports Using Excel Functions and Macros
- Module 8: Linking Dashboards with External Data Sources
- Module 9: Best Practices for Reporting, Presentation, and Distribution
- Module 10: Practical Workshop - Building a Complete Business Dashboard

Certification

Upon successful completion, participants will receive a Certificate in Business Reports and Dashboards Using Excel, recognizing their capability to design professional, interactive, and insightful Excel-based reports and dashboards for data-driven business performance management.

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

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.