MAWA EVENTS

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

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

MICROSOFT EXCEL DASHBOARD MASTERCLASS

"Transform Data into Insightful Dashboards for Strategic Decision-Making"

Schedule

Date	Venue	Fees (Face-to-Face)
24 – 25 November 2026	Dubai, UAE	USD 1,995 per delegate

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

Introduction

In the fast-paced world of finance, accounting, and business management, the ability to visualize data and create actionable insights is crucial. Microsoft Excel dashboards provide a powerful tool for transforming raw data into interactive visual reports that support strategic decision-making.

This intensive 2-day masterclass equips participants with advanced Excel techniques to design, develop, and deploy professional dashboards. Through hands-on exercises and real-world case studies, participants will gain the skills to build dashboards that streamline reporting, highlight key metrics, and enhance business performance.

Objectives

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

- Design and create dynamic Excel dashboards using advanced features
- Apply formulas, functions, and pivot tables for data analysis
- Visualize data using charts, graphs, and conditional formatting
- Automate reporting processes to save time and improve accuracy
- Integrate data from multiple sources into cohesive dashboards
- Communicate insights effectively for business and financial decision-making

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Why Attend

- Gain expertise in building professional Excel dashboards
- Improve financial and operational reporting accuracy
- Enhance ability to monitor KPIs and business performance
- Save time with automated reporting techniques
- Strengthen data visualization and storytelling skills

Target Audience

This program is designed for:

- Accountants, auditors, and finance professionals
- Risk management and compliance officers
- Business analysts and data analysts
- Managers and decision-makers responsible for reporting
- Professionals seeking advanced Excel and dashboard skills

Individual Benefits

Key competencies that will be developed include:

- Advanced Excel formulas, functions, and pivot tables
- Dashboard design principles and best practices
- Data visualization and reporting skills
- Ability to analyze and interpret large datasets
- Automation of repetitive reporting tasks
- Enhanced efficiency in business decision-making

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved reporting accuracy and efficiency
- Better visibility into key performance metrics
- Faster, data-driven decision-making
- Enhanced team collaboration through shared dashboards
- Optimized use of data to drive organizational performance

Instructional Methodology

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

- Strategy Briefings – Overview of Excel dashboard principles and data visualization techniques
- Case Studies – Real-world examples of dashboard applications in finance and operations
- Workshops – Hands-on exercises to design, build, and optimize dashboards
- Peer Exchange – Group discussions on reporting challenges and best practices
- Tools – Excel templates, formula guides, and visualization checklists

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Course Outline

Detailed 2-Day Course Outline

Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Learning Modules Coffee Breaks: 09:30 & 11:15 Lunch Buffet: 01:00 – 02:00

Day 1: Fundamentals of Excel Dashboards

Module 1: Overview of Excel Dashboards (07:30 – 09:30)

- Dashboard types and purposes
- Key performance indicators and metrics

Module 2: Data Preparation and Analysis (09:45 – 11:15)

- Organizing and cleaning data for dashboards
- Using formulas and pivot tables effectively

Module 3: Data Visualization Techniques (11:30 – 01:00)

- Charts, conditional formatting, and interactive elements

Module 4: Workshop & Practical Exercises (02:00 – 03:30)

- Creating a basic dashboard from sample data

Day 2: Advanced Dashboard Design and Automation

Module 1: Advanced Excel Functions for Dashboards (07:30 – 09:30)

- Lookup functions, dynamic ranges, and complex formulas

Module 2: Interactive Dashboards (09:45 – 11:15)

- Slicers, drop-downs, and form controls
- Linking multiple data sources

Module 3: Automation and Reporting (11:30 – 01:00)

- Macro basics for dashboard updates
- Automating repetitive tasks

Module 4: Workshop & Final Review (02:00 – 03:30)

- Hands-on practice creating a fully functional dashboard
- Key takeaways and implementation in workplace scenarios

Certification

Participants will receive a Certificate of Completion in Microsoft Excel Dashboard Masterclass, validating their expertise in building professional dashboards and enhancing data-driven decision-making in finance, accounting, and business operations.

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**

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