

Excel for Business Reports and Dashboards Masterclass

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Amsterdam (Netherlands)

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2022-2023 **1722-18958** **Location:** Amsterdam (Netherlands) **Fees:** 5200 GBP

Why This Course

In today's data-driven business environment, the ability to analyze, visualize, and present data efficiently is essential. This intensive 5-day program equips professionals with advanced Excel skills to create powerful reports and interactive dashboards. Through a combination of hands-on exercises, real-world case studies, and expert guidance, participants will learn to transform raw data into actionable insights that drive informed decision-making.

What You'll Learn and Practice

By attending this course, you will be able to:

- Master advanced Excel formulas and functions for complex data analysis.
- Design interactive and visually compelling dashboards for business reporting.
- Implement efficient data management, cleaning, and transformation techniques.
- Create dynamic reports that update automatically as new data is added.
- Apply best practices in data visualization to communicate insights effectively.
- Utilize advanced charting and interactive elements to enhance reporting impact.

The Program Flow

Day 1: Advanced Excel Functions and Data Analysis

- Complex formulas and nested functions for sophisticated calculations
- Advanced lookup, reference, and conditional functions
- Data validation and error-checking techniques
- Statistical analysis tools within Excel

Day 2: Data Management and Pivot Tables

- Efficient techniques for organizing and cleaning large datasets
- Advanced pivot table functionalities and calculated fields
- Power Query for transforming and combining data sources
- Creating dynamic named ranges for flexible data models

A graphic of a chessboard with several pawns and a king piece. The text 'UK Training PARTNER' is overlaid on the image.

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Day 3: Advanced Charting and Visualization

- Custom chart types and combination charts for unique data displays
- Dynamic and interactive chart elements for real-time insights
- Sparklines, data bars, and mini-visualizations
- Best practices in effective data visualization and storytelling

Day 4: Dashboard Design Principles

- Planning dashboard layouts and user-friendly interfaces
- Creating interactive components using slicers and form controls
- Applying conditional formatting to highlight key metrics
- Integrating external data sources for comprehensive dashboards

Day 5: Building Complex Dashboards

- Constructing fully functional business dashboards
- Implementing dynamic updates and refreshable reports
- Advanced interactivity techniques for user engagement
- Troubleshooting and optimizing dashboard performance

Individual Impact

Participants will leave this program with:

- The ability to build interactive, automated dashboards for real-time insights.
- A toolkit of advanced Excel templates for recurring reporting needs.
- Practical skills to streamline data processing and reduce manual tasks.
- Confidence in transforming complex datasets into actionable business intelligence.

Organizational Impact

Organizations will benefit from:

- Faster, more accurate reporting processes and data-driven decision-making.
- Enhanced visual communication of business performance metrics.
- Improved efficiency through automated data workflows and dashboards.
- Teams equipped to leverage Excel as a strategic tool for business insights.

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A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) positioned on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

Training Methodology

- Hands-on exercises with real-world datasets
- Scenario-based workshops to reinforce advanced techniques
- Step-by-step guidance on dashboard construction and automation
- Group discussions to enhance problem-solving and visualization strategies

Beyond the Course

By the end of this 5-day program, participants will be ready to:

- Develop dynamic, interactive dashboards tailored to business needs.
- Automate repetitive data tasks for improved efficiency.
- Present complex data insights clearly to stakeholders and decision-makers.
- Apply advanced Excel techniques to enhance organizational reporting and analytics.

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