



Consulting and Training | Reach New Heights

Course Name

Excel & Powerpoint Advanced for Data Analysis

Sector Name

Information Technology

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

Excel & Powerpoint Advanced for Data Analysis

Course Introduction

Many organizations struggle with the vast amount of data they are accumulating over the years, finding that the structure of the reports to present this data limits their use. This is why data analysis and presentation have become an emerging requirement for many businesses today. Employees are frequently asked to prepare management reports, scorecards, and dashboard charts in order to help the management in their decision-making process.

This course is designed to provide participants with advanced levels of analysis, reporting, and creating custom reports. The course will focus on topics such as tools and techniques used to perform data reporting, analysis, and visualization.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Excel & Powerpoint Advanced for Data Analysis

Target Audience

- ✓ Data Analyst
- ✓ Business Intelligence Analyst
- ✓ Financial Analyst
- ✓ Business Analyst
- ✓ Marketing Analyst
- ✓ Sales Analyst
- ✓ Operations Manager
- ✓ Reporting Specialist
- ✓ Project Manager
- ✓ HR Analyst

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Excel & Powerpoint Advanced for Data Analysis

Learning Objectives

- ✓ Gain a comprehensive understanding of the principles behind data mining, Power Query, importing data, and organizing data.
- ✓ Use visualization techniques to improve the presentation of information
- ✓ Design exceptional visualization charts, dashboards, scorecards, and flash reports
- ✓ Leverage sampling techniques from data sets using the Data Analysis command
- ✓ Learn and use techniques such as building charts, performing What-If scenarios, and using functions.
- ✓ Understand how to apply Business Intelligence tools to transform data into useful information.
- ✓ Implement multiple data parameters, particularly within Power BI
- ✓ Ensure the validity of data while locating errors or duplicates using rules and formula auditing.

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Excel & Powerpoint Advanced for Data Analysis

Course Outline

✓ Day 01

Data Mining

- ✓ What is Data Mining?
- ✓ Understand Your Data
- ✓ Sources of Data
- ✓ Import External Data into a Worksheet Using the Text Import Wizard
- ✓ Organizing Data
- ✓ Data Extraction using LOOKUP Functions
- ✓ Power Query

Business Intelligence (BI) Tools

- ✓ An Overview of BI & BI Tools
- ✓ BI Tools used by Organizations
- ✓ Using Power BI

Data Parameter

- ✓ What is a parameter?
- ✓ Setting parameter

Data Quality Standards

- ✓ Data Validation Tool
- ✓ Validate Formulas
- ✓ Removing Duplicate Data

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Excel & Powerpoint Advanced for Data Analysis

Course Outline

✓ Day 02

Sampling Techniques

- ✓ What is Sampling?
- ✓ Loading Analysis Toolpak in Excel
- ✓ Using Analysis Toolpak to Perform Sampling

Advanced Listing Techniques

- ✓ Tricks in creating dependent lists
- ✓ Dynamic selection tips
- ✓ Dynamic extraction of unique values

Facilitating Calculations

- ✓ Dynamic and expandable named ranges
- ✓ Multi-nested functions / expandable referencing
- ✓ Structured table references/table nomenclature
- ✓ Aggregate calculation using the 'wildcard' technique

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

ROOST

Excel & Powerpoint Advanced for Data Analysis

Course Outline

✓ Day 03

Key Functions & Analysis Techniques

- ✓ Math Functions SUMIFS, COUNTIFS, AVERAGEIFS
- ✓ Financial Functions using NPV, IRR, PMT, IPMT & PPMT
- ✓ What-If Analysis using Goal Seek
- ✓ What-If Analysis using Scenario Manager
- ✓ DSUM / SUMPRODUCT / SUMIFS (and building conditions)
- ✓ Advanced uses of: OFFSET / CHOOSE / INDEX / MATCH
- ✓ ROWS
- ✓ INDIRECT

Further Advanced Techniques For Summarising And Presenting Data

- ✓ Mini pivot table reports
- ✓ Fast calculations with data tables
- ✓ Data modelling with scenario manager
- ✓ Histogram and Pareto Charts



Excel Dashboards (Extracts)

- ✓ Creative charting techniques
- ✓ Building a visual analysis

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Excel & Powerpoint Advanced for Data Analysis

Course Outline

✓ Day 04

Effective Charts And Visualization

- ✓ Choosing the right chart for your message
- ✓ Customizing chart properties [a look at column charts]
- ✓ Visualize trends with line and area charts
- ✓ Show % contribution with doughnut charts
- ✓ Creating and customizing a bar chart
- ✓ Highlight the lowest and highest sales months in a column chart, dynamically
- ✓ Multi-category axis (Two-Level Axis Labels)

Adding Interactivity To Charts

- ✓ Using drop-down lists for dynamic charts
- ✓ Interactive charts using combo box form controls
- ✓ Dynamic charts using option buttons

Excel & Powerpoint Advanced for Data Analysis

Course Outline

✓ Day 05

Visually-rich Tables Using Custom Number Formats And Special Fonts

- ✓ The basics of Custom Number Formatting: The logic
- ✓ YoY growth rates using custom number formats and symbols
- ✓ Scaling numbers with CNFs, e.g., 3,724,271 to 3.72M
- ✓ In-cell charts using the REPT function
- ✓ Up/Down arrows using "Wingdings 3" font

Charting And Visualisation Techniques

- ✓ Creating dynamic labels
- ✓ Using the camera tool
- ✓ Working with formula-driven visualizations
- ✓ Using fancy fonts
- ✓ Leveraging symbols in formulas
- ✓ Working with sparklines
- ✓ Creating unconventional style charts
- ✓ Fancy thermometer charts
- ✓ Colored chart bars



ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

ROOST

Excel & Powerpoint Advanced for Data Analysis

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 16, 2027	Aug. 20, 2027	5 days	5950.00 \$	Switzerland , Zurich
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai
Jan. 11, 2027	Jan. 15, 2027	5 days	4250.00 \$	UAE , Dubai
June 14, 2027	June 18, 2027	5 days	4250.00 \$	UAE , Dubai

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

