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Course Name

Power Tools for Professionals: Excel & PowerPoint Mastery (Intermediate-Advanced)

Sector Name

Information Technology

Document Type

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Course Introduction

In today's data-driven and presentation-heavy work environment, professionals are expected not only to analyse information efficiently but also to communicate it clearly and persuasively.

BOOST's Power Tools for Professionals is a high-impact, hands-on course designed to elevate your skills in two of the most essential business applications, Microsoft Excel and PowerPoint, at the intermediate to advanced level.

Over **five days**, participants will learn how to unlock the full potential of Excel for data analysis, automation, and decision-making, and master PowerPoint's visual storytelling tools to deliver compelling, audience-ready presentations.

The program combines technical functionality with strategic thinking, transforming how professionals build dashboards, reports, and business narratives.

Through real-world case exercises, guided walkthroughs, and live project development, participants will move beyond basic usage into strategic application, empowering them to save time, enhance productivity, and present data with clarity and confidence.

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Target Audience

- ✓ Mid-level professionals, coordinators, and team leads
- ✓ Analysts, administrative professionals, and project officers
- ✓ Sales and marketing staff preparing reports and client decks
- ✓ Managers who need to interpret data and present findings clearly
- ✓ Any professional seeking to level up their Excel and PowerPoint usage for real impact

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Learning Objectives

- ✓ Utilize intermediate to advanced Excel functions for organizing, analyzing, and visualizing data
- ✓ Create dynamic dashboards using PivotTables, Power Query, and What-If analysis tools
- ✓ Automate and streamline data tasks using formulas, data validation, and dynamic references
- ✓ Design visually impactful PowerPoint presentations using themes, infographics, and multimedia
- ✓ Link live Excel data into PowerPoint for real-time reporting
- ✓ Transform technical or data-heavy reports into persuasive visual stories
- ✓ Apply advanced PowerPoint features such as transitions, audio/video, and presenter tools
- ✓ Integrate Excel and PowerPoint to build professional-quality, interactive presentations
- ✓ Enhance personal efficiency with smart shortcuts and productivity techniques

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Course Outline

✓ DAY 01

Excel Productivity - Intermediate Tools

- ✓ Using structured tables and named ranges for clean data management
- ✓ Advanced sorting and filtering techniques
- ✓ Conditional formatting for instant insights
- ✓ Lookup functions: VLOOKUP, HLOOKUP, INDEX + MATCH
- ✓ Data validation techniques (e.g., dropdown lists)
- ✓ Hands-on practice: formatting and cleaning data sets

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Course Outline

✓ Day 02

Excel - Analytical Tools

- ✓ Creating and customizing PivotTables and PivotCharts
- ✓ Introduction to Power Query for data transformation
- ✓ Scenario Manager, Goal Seek, and Data Tables for “What-If” analysis
- ✓ Building interactive dashboards for decision support
- ✓ Case study: automating monthly reports

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Course Outline

✓ Day 03

PowerPoint - Design & Visual Communication

- ✓ Working with the Slide Master and custom layouts
- ✓ Creating reusable templates and branded designs
- ✓ Integrating graphs, SmartArt, and infographics
- ✓ Embedding Excel content and linking dynamic charts
- ✓ Visual hierarchy, colour, and typography for clarity
- ✓ Practice: Redesigning existing slides for maximum impact

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Course Outline

✓ Day 04

PowerPoint - Advanced Delivery Tools

- ✓ Using animations and transitions effectively (clarity, not clutter)
- ✓ Adding multimedia: audio, video, hyperlinks, and live content
- ✓ Rehearsal features: Presenter View, slide timing, and narration
- ✓ Transforming technical data into an engaging narrative
- ✓ Practice: presenting a 3-minute summary with linked visuals

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Course Outline

✓ Day 05

Integration & Final Project

- ✓ Building a business presentation from scratch using live Excel dashboards
- ✓ Group projects: end-to-end report and presentation development
- ✓ Final delivery with peer critique and trainer evaluation
- ✓ Advanced productivity tips, time-saving shortcuts, and automation basics
- ✓ Wrap-up, certificate distribution, and Q&A

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 27, 2027	Oct. 1, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
May 10, 2027	May 14, 2027	5 days	4250.00 \$	UAE , Dubai
Oct. 18, 2026	Oct. 22, 2026	5 days	4250.00 \$	KSA , Riyadh
April 5, 2027	April 9, 2027	5 days	4950.00 \$	Netherlands , Amsterdam

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