



Consulting and Training | Reach New Heights

Course Name

Power Tools for Professional Excel & PowerPoint Mastery

Sector Name

Information Technology

Document Type

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Power Tools for Professional Excel & PowerPoint Mastery

Course Introduction

In today's fast-paced business environment, professionals must master Excel and PowerPoint to remain competitive and deliver exceptional results.

This intensive **5-day** course is designed to transform intermediate users into Excel and PowerPoint power users by teaching advanced techniques, automation tools, and professional best practices.

Participants will learn how to leverage the full potential of the Microsoft Office suite to create sophisticated data analyses, compelling presentations, and automated reporting systems that drive business decisions and impress stakeholders.

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Target Audience

- ✓ ✓ Business analysts and data analysts
- ✓ Financial professionals and accountants
- ✓ Marketing and sales professionals
- ✓ Project managers and consultants
- ✓ Administrative professionals and executive assistants
- ✓ Anyone who regularly uses Excel and PowerPoint for business purposes

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Learning Objectives

- ✓ Master advanced Excel functions, Power Query, and data analysis tools
- ✓ Create dynamic dashboards and professional data visualizations
- ✓ Design compelling PowerPoint presentations with advanced techniques
- ✓ Automate repetitive tasks using VBA and Power Automate
- ✓ Seamlessly integrate Excel and PowerPoint for dynamic content
- ✓ Transform raw data into actionable business insights
- ✓ Build automated reporting systems and professional templates
- ✓ Apply industry best practices for data visualization and storytelling
- ✓ Collaborate effectively using cloud-based integration tools
- ✓ Troubleshoot professional challenges and optimize performance
- ✓ Develop comprehensive business solutions that drive decisions
- ✓ Enhance career prospects through advanced productivity skills

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Course Outline

✓ DAY 01

Excel Power User Techniques

- ✓ Advanced navigation shortcuts and productivity hacks
- ✓ Customizing the Excel interface for maximum efficiency
- ✓ Workbook and worksheet management best practices
- ✓ Data validation and quality assurance techniques

Power Query for Data Transformation

- ✓ Connecting to diverse data sources (Excel, CSV, databases, web)
- ✓ Transforming messy data into usable formats
- ✓ Merging and combining multiple datasets
- ✓ Creating automated data refresh workflows

Advanced Formulas & Functions

- ✓ Dynamic array functions (XLOOKUP, FILTER, SORT, UNIQUE)
- ✓ Array formulas and complex nested functions
- ✓ Text manipulation and date/time functions
- ✓ Error handling and formula debugging

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Course Outline

✓ Day 02

PivotTables & Power Pivot Mastery

- ✓ Advanced PivotTable techniques and calculated fields
- ✓ Power Pivot data modeling and relationships
- ✓ Introduction to DAX (Data Analysis Expressions)
- ✓ Creating interactive analytical reports

Statistical Analysis & Forecasting

- ✓ Descriptive statistics and trend analysis
- ✓ Regression analysis and correlation studies
- ✓ Excel's forecasting tools and functions
- ✓ Scenario planning and sensitivity analysis

Advanced Charts & Dashboards

- ✓ Dynamic charts with named ranges and formulas
- ✓ Interactive dashboards with slicers and timelines
- ✓ Sparklines and advanced visualization techniques
- ✓ Professional dashboard design principles

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Course Outline

✓ Day 03

Professional Presentation Design

- ✓ Design principles for business presentations
- ✓ Color theory and typography best practices
- ✓ Layout composition and visual hierarchy
- ✓ Creating consistent brand-compliant presentations

Advanced PowerPoint Features

- ✓ Master slides and theme customization
- ✓ Animation mastery and timing techniques
- ✓ Advanced transition effects and navigation
- ✓ Presenter view and delivery tools

Data Visualization & Storytelling

- ✓ Transforming complex data into clear visuals
- ✓ Creating compelling infographics in PowerPoint
- ✓ Chart optimization and professional formatting
- ✓ Visual storytelling techniques for business impact

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✓ Day 04

Excel-PowerPoint Integration

- ✓ Linking live Excel data to PowerPoint presentations
- ✓ Creating dynamic charts and tables
- ✓ Automated report generation workflows
- ✓ Template-based presentation systems

Introduction to VBA Automation

- ✓ VBA basics and macro recording
- ✓ Simple automation scripts for Excel
- ✓ Basic PowerPoint automation techniques
- ✓ Error handling and debugging basics

Advanced Automation & Power Automate

- ✓ Power Automate workflows for Office applications
- ✓ Email automation and notification systems
- ✓ Cross-application integration techniques
- ✓ Time-saving automation projects

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Course Outline

✓ Day 05

Collaboration & Advanced Integration

- ✓ Cloud-based collaboration tools and best practices
- ✓ Version control and document management
- ✓ Security and data protection techniques
- ✓ Advanced integration with other Microsoft tools

Industry Applications & Best Practices

- ✓ Financial modeling and analysis techniques
- ✓ Marketing and sales reporting solutions
- ✓ Project management and tracking dashboards
- ✓ Executive reporting and presentation formats

Performance Optimization & Capstone Project

- ✓ Optimizing Excel workbooks for performance
- ✓ Troubleshooting common PowerPoint issues
- ✓ Professional workflow development
- ✓ Best practices and productivity tips
- ✓ Capstone project: Comprehensive business solution

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 13, 2026	July 17, 2026	5 days	4250.00 \$	UAE , Dubai
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
March 14, 2027	March 18, 2027	5 days	4250.00 \$	KSA , Jeddah
May 24, 2027	May 28, 2027	5 days	4950.00 \$	Spain , Madrid

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