



Consulting and Training | Reach New Heights

Course Name

MS PPT and Excel (Advanced)

Sector Name

Information Technology

Document Type

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MS PPT and Excel (Advanced)

Course Introduction

Microsoft Excel and Microsoft PowerPoint have become indispensable business productivity tools that enable professionals to analyze complex information, support data-driven decision-making, automate business processes, and deliver impactful presentations.

Professionals are expected not only to create spreadsheets and presentations but also to transform large volumes of data into meaningful insights, automate repetitive tasks, visualize business performance, and communicate strategic information effectively to decision-makers.

In Addition, Mastering advanced Excel and PowerPoint capabilities significantly improves productivity, enhances analytical thinking, and supports more effective communication across all organizational levels.

This comprehensive training program equips participants with advanced techniques, practical applications, and internationally recognized best practices for maximizing the capabilities of Microsoft Excel and PowerPoint.

Participants will learn how to build advanced analytical models, create dynamic dashboards, automate business tasks, develop professional reports, and design executive-level presentations that communicate information with clarity, precision, and impact.

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Target Audience

- ✓ Managers and Supervisors
- ✓ Business Analysts
- ✓ Administrative Professionals
- ✓ Finance and Accounting Professionals
- ✓ Project Coordinators
- ✓ HR Professionals
- ✓ Operations and Planning Teams
- ✓ Anyone seeking advanced Microsoft Office skills

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Learning Objectives

- ✓ Utilize advanced Microsoft Excel functions for business analysis and reporting.
- ✓ Build interactive dashboards and automated reports.
- ✓ Analyze business data using advanced analytical tools and visualization techniques.
- ✓ Improve productivity through Excel automation and efficient workbook management.
- ✓ Design professional executive presentations using advanced PowerPoint features.
- ✓ Present business insights effectively through compelling data visualization.
- ✓ Apply Microsoft Office best practices to improve organizational performance and communication.

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Course Outline

✓ DAY 1

Advanced Excel Foundations

Advanced Excel Productivity

- ✓ Advanced workbook management techniques
- ✓ Working with structured tables and named ranges
- ✓ Advanced data formatting and conditional formatting
- ✓ Dynamic worksheets and data organization
- ✓ Data validation and error prevention
- ✓ Protecting workbooks and collaboration features
- ✓ Excel productivity best practices

Advanced Formulas and Functions

- ✓ Logical and conditional functions
- ✓ Lookup and reference functions
- ✓ Dynamic array functions
- ✓ Text manipulation functions
- ✓ Date and time calculations
- ✓ Financial and statistical functions
- ✓ Formula auditing and troubleshooting

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✓ DAY 2

Business Data Analysis

Data Management and Analysis

- ✓ Importing and cleaning business data
- ✓ Sorting, filtering, and advanced filtering
- ✓ Removing duplicates and validating datasets
- ✓ Data transformation techniques
- ✓ Working with large datasets
- ✓ Business data organization
- ✓ Data quality management

PivotTables and Business Dashboards

- ✓ Building advanced PivotTables
- ✓ Creating Pivot Charts
- ✓ Interactive slicers and timelines
- ✓ Dashboard design principles
- ✓ KPI visualization techniques
- ✓ Dynamic reporting dashboards
- ✓ Executive reporting best practices

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✓ DAY 3

Excel Automation and Business Intelligence Automation and Productivity

- Recording and managing macros
- Automating repetitive tasks
- Workbook linking techniques
- Advanced worksheet management
- Scenario Manager and Goal Seek
- What-If Analysis tools
- Productivity optimization techniques

Data Visualization and Reporting

- Advanced chart creation
- Interactive business visualizations
- Executive reporting layouts
- KPI scorecards
- Business performance reporting
- Data storytelling using Excel
- Report design best practices



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Course Outline

✓ DAY 4

Professional PowerPoint Design

Presentation Design Excellence

- ✓ Principles of executive presentations
- ✓ Slide structure and visual hierarchy
- ✓ Professional presentation themes
- ✓ Advanced SmartArt techniques
- ✓ Visual consistency and branding
- ✓ Working with multimedia content
- ✓ Presentation design best practices

Presenting Business Information

- ✓ Presenting business data effectively
- ✓ Data visualization techniques
- ✓ Creating impactful charts and infographics
- ✓ Storytelling for executive presentations
- ✓ Designing persuasive presentations
- ✓ Delivering business recommendations visually
- ✓ Audience engagement techniques

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Course Outline

✓ DAY 5

Business Reporting and Integrated Productivity

Integrated Business Reporting

- ✓ Combining Excel and PowerPoint workflows
- ✓ Creating automated executive reports
- ✓ Linking live Excel data to presentations
- ✓ Building management reporting packages
- ✓ Reporting accuracy and consistency
- ✓ Collaboration using Microsoft 365
- ✓ Business reporting best practices

Advanced Business Productivity

- ✓ Managing complex business projects with Microsoft Office
- ✓ Optimizing personal and team productivity
- ✓ Standardizing reporting processes
- ✓ Developing reusable reporting templates
- ✓ Improving decision-making through business analytics
- ✓ Digital workplace collaboration techniques

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Dec. 14, 2026	Dec. 18, 2026	5 days	4250.00 \$	UAE , Dubai

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