



Consulting and Training | Reach New Heights

Course Name

Data analysis and Visualization (Using Microsoft EXCEL and Power BI)

Sector Name

Digital Transformation and Innovation

Document Type

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Data analysis and Visualization (Using Microsoft EXCEL and Power BI)

Course Introduction

This comprehensive training program is designed to help participants harness the full potential of two of the most powerful tools for data analysis and reporting: Microsoft Excel and Power BI.

Through this training, participants will learn how to analyze data, create compelling visualizations, and tell stories that drive decision-making.

This program will provide you with the necessary skills to transform raw data into clear, actionable insights.

By the end of the training program, participants will be able to use Excel and Power BI effectively to analyze complex datasets, build interactive dashboards, and communicate findings to key stakeholders.

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Target Audience

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

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Learning Objectives

- ✓ Understand different types of data and their analysis methods.
- ✓ Learn how to clean, organize, and transform data using both Excel and Power BI.
- ✓ Apply basic statistical analysis techniques like calculating mean, median, standard deviation, and more.
- ✓ Explore the principles of Statistical Process Control (SPC) and create control charts to monitor and improve processes.
- ✓ Learn the fundamental principles of data visualization and how to design visuals that effectively communicate insights.
- ✓ Understand the differences between Excel and Power BI in terms of visualization tools and capabilities.
- ✓ Develop interactive and informative dashboards using both tools.
- ✓ Implement best practices in visualization design, including color theory, chart selection, and layout.
- ✓ Understand the importance of data storytelling and how it impacts business decisions.
- ✓ Use data visualization to drive decision-making processes at both tactical and strategic levels.
- ✓ Develop reports and dashboards that align with business objectives, and automate reporting for real-time insights.
- ✓ Tailor data presentations for both technical and non-technical audiences.

- ✓ Learn how to present complex data in an easily digestible format that supports effective decision-making.
- ✓ Practice presenting your findings through clear, engaging data stories that resonate with stakeholders.
- ✓ Create fully interactive reports and dashboards in Power BI, allowing stakeholders to drill down into data as needed.
- ✓ Add advanced features like slicers, filters, tooltips, and drill-throughs to your reports, making them dynamic and user-friendly.

Training Program Methodology

At "Boost," we believe in the importance of trainee participation in the training process. Therefore, we follow the **"30% - 70%"** methodology in this training program. This approach allocates 30% of the program time to a direct explanation of training material, while the remaining 70% is dedicated to a variety of practical activities aimed at achieving comprehensive competence in acquiring knowledge, skills, and required experience.

In this training program, we focus on designing a variety of activities, providing advice, and sharing diverse experiences. This transforms the trainee to an active participant in the training process. This positively impacts their ability to achieve the program's objectives quickly and within the specified timeframe.



Delivery Methods and Techniques

- ✓ **Facilitated Discussions:** The facilitator leads discussions and encourages participant input, ensuring that participants are actively engaged in connecting theory with practice.
- ✓ **Role-Playing and Simulation:** Hands-on activities designed to reinforce training concepts in real-time scenarios.
- ✓ **Storytelling:** The use of impactful stories to illustrate training concepts in real-world contexts.
- ✓ **Group Exercises and Problem Solving:** Activities that foster teamwork and encourage problem-solving.
- ✓ **Peer Feedback:** Participants provide and receive feedback throughout the program.

Outcomes and Evaluation

- ✓ **Evaluation:** Participants will complete pre- and post-assessments to gauge improvements in their skills.
- ✓ **A detailed report is submitted to each participant and the training department in your organization on the results of the participant's performance and the return on training.**

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Course Outline

✓ Day 01

Introduction to Data Analysis and Visualization:

- ✓ Definition and importance of storytelling in data analysis
- ✓ The role of data storytelling in driving decisions
- ✓ Key components of a compelling data story
- ✓ The Role of Data in Decision-Making
- ✓ Data-driven decision-making (DDDM): How data informs business decisions
- ✓ Introduction to Power BI and Excel as primary analysis tools
- ✓ Key features and capabilities of Power BI vs. Excel
- ✓ Strengths and weaknesses of different analysis and visualization tools
- ✓ Identifying stakeholders and understanding their needs
- ✓ Interactive Activity: Hands-on exercise: Importing and exploring sample datasets

Data Analysis Fundamentals:

- ✓ Data types.
- ✓ Data cleaning: Removing errors, handling missing values
- ✓ Descriptive statistics: Mean, median, mode, standard deviation
- ✓ Exploring Data Analysis Tools (Excel & Power BI)
- ✓ Overview of basic Excel functions (SUM, AVERAGE, COUNT, etc.)
- ✓ Using Power BI to import and manipulate data
- ✓ Introduction to Power Query for data transformation

- ✓ Statistical Process Control (SPC)
- ✓ Introduction to SPC and its relevance to data analysis
- ✓ Control charts: How to monitor process variation
- ✓ Identifying and removing process variation
- ✓ Practical Application.

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Course Outline

✓ Day 02

Principles of Data Visualization

- ✓ Types of Visualizations in Power BI & Excel
- ✓ Bar charts, line charts, scatter plots, pie charts, and more
- ✓ How to use PivotTables and PivotCharts in Excel
- ✓ Custom visualizations in Power BI (heatmaps, treemaps, etc.)
- ✓ What is Data Visualization?
- ✓ The purpose and importance of data visualization in business intelligence
- ✓ Best practices for creating effective visualizations
- ✓ Design Principles for Data Visualization
- ✓ Color theory, chart types, and choosing the right visual for the data
- ✓ Layout, text, and consistency in visualizations
- ✓ Avoiding common mistakes in visualization (e.g., misleading charts, overuse of colors)

Creating Effective Dashboards:

- ✓ Overview of dashboards and their purpose in decision-making
- ✓ The anatomy of a dashboard: Key performance indicators (KPIs), data sources, and interactivity
- ✓ Creating Dashboards in Excel & Power BI
- ✓ Step-by-step guide to building dashboards in Power BI

- ✓ Using Excel for basic dashboard creation (charts, tables, slicers)
- ✓ How to design dashboards for different audiences (executives, analysts, etc.)
- ✓ Using slicers, filters, and drill-downs in Excel
- ✓ Interactive visuals in Power BI (buttons, dropdowns, dynamic visuals)
- ✓ Practical Application.

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✓ Day 03

Advanced Data Visualization Techniques:

- ✓ Advanced Visualization Tools in Power BI & Excel.
- ✓ Structuring a compelling data narrative
- ✓ Using visuals to guide the audience through the story
- ✓ Creating Compelling Visual Stories
- ✓ Combining multiple visualizations into a coherent, persuasive story
- ✓ Effective use of annotations and call-outs
- ✓ Interactive Activity: Create an advanced, multi-component dashboard or visualization that tells a data-driven story

Understanding and Applying Statistical Process Control (SPC)

- ✓ Types of control charts (X-bar, R charts, p-charts)
- ✓ How to use SPC to monitor processes and detect variation?
- ✓ Process Monitoring in Power BI & Excel
- ✓ How to create control charts in Power BI and Excel
- ✓ Analyzing trends and identifying outliers
- ✓ Advanced SPC Techniques
- ✓ Setting control limits, interpreting data signals, and taking corrective actions
- ✓ Interactive Activity: Create SPC control charts in Power BI or Excel and analyze the results

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Course Outline

✓ Day 04

Data Visualization for Presentation and Stakeholder Communication:

- ✓ Best practices for presenting data visualizations to executives and other stakeholders
- ✓ Tailoring your presentation to different audiences: technical vs. non-technical
- ✓ Incorporating Data Visualizations in Presentations
- ✓ How to embed and enhance Power BI or Excel visualizations in PowerPoint
- ✓ Creating a compelling narrative around data for presentations
- ✓ Polishing Your Visualizations for Production
- ✓ Formatting, layout, and design tips for final reports and dashboards
- ✓ Interactive Activity: Present a data visualization to a mock audience and receive feedback

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✓ Day 05

Building Interactive Reports:

- ✓ What Makes a Report Interactive?
- ✓ How to make reports user-friendly and intuitive
- ✓ Interactive Reports in Power BI
- ✓ Creating drill-throughs, slicers, and dynamic visuals in Power BI
- ✓ Adding advanced features like tooltips, bookmarks, and buttons
- ✓ Using slicers, PivotTables, and Power Query to build interactive reports
- ✓ Interactive Activity: Create a fully interactive report using Power BI or Excel with filters and drill-down capabilities

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 26, 2027	April 30, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 28, 2026	Oct. 2, 2026	5 days	5950.00 \$	switzerland , Geneva
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai
Jan. 11, 2027	Jan. 15, 2027	5 days	4250.00 \$	UAE , Dubai

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