Training Course on Microsoft Excel Skills for Business Analysis and Reporting

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Microsoft Excel is a cornerstone of business operations worldwide, offering unmatched capabilities for data organization, analysis, and reporting. The Training Course on Microsoft Excel Skills for Business Analysis and Reporting is designed to equip professionals with advanced Excel techniques to transform raw data into actionable insights. This course focuses on real-world applications, ensuring participants can leverage Excel's powerful tools to streamline decision-making and enhance business performance.

In an era where data-driven strategies are essential, mastering Excel empowers professionals to manage complex datasets, automate repetitive tasks, and create dynamic reports with ease. This course is ideal for anyone looking to advance their analytical and reporting capabilities, whether in finance, marketing, operations, or project management. From mastering pivot tables to creating sophisticated dashboards, participants will learn to turn data into impactful stories.

Programme Curriculum

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Excel's versatility as a business tool is unparalleled, supporting everything from budgeting and forecasting to performance tracking and strategic planning. This course goes beyond the basics, exploring advanced functions, macros, and visualization techniques to ensure professionals can tackle any data challenge with confidence. By integrating Excel skills into daily operations, organizations can boost productivity, reduce errors, and achieve strategic goals. Participants will benefit from a hands-on learning approach, working with real-world datasets to build practical expertise. With a focus on business analysis and reporting, this course offers tools and techniques to simplify complex workflows, enhance data accuracy, and deliver compelling insights to stakeholders.

Course Duration

5 Days

Course Objectives

1. Understand the fundamental and advanced features of Microsoft Excel.
2. Master data organization, cleaning, and validation techniques.
3. Develop skills to perform complex calculations using formulas and functions.
4. Create pivot tables and charts for dynamic data analysis.
5. Design and use Excel dashboards for interactive reporting.
6. Learn advanced data visualization techniques for impactful presentations.
7. Automate repetitive tasks with macros and VBA programming.
8. Understand financial modeling and forecasting with Excel.
9. Gain proficiency in working with large datasets using advanced tools.
10. Apply Excel tools to solve real-world business analysis challenges.

Organizational Benefits

1. Enhance productivity by equipping staff with advanced Excel skills.
2. Improve data accuracy and reduce errors in business analysis.
3. Enable faster and more informed decision-making processes.
4. Boost team efficiency with automated reporting and workflows.
5. Strengthen internal capabilities in financial modeling and forecasting.
6. Streamline operations with improved data organization and analysis.
7. Increase reporting quality and stakeholder communication.
8. Foster a culture of data-driven decision-making.

9. Optimize resource allocation and performance tracking.
10. Gain a competitive advantage through advanced business analytics.

Target Participants

- Business analysts and data professionals.
- Financial officers and accountants.
- Marketing and sales analysts.
- Operations and supply chain managers.
- Project managers and team leads.
- Human resource professionals.
- Entrepreneurs and small business owners.
- Students and recent graduates entering data-focused roles.
- Professionals transitioning to roles requiring advanced Excel expertise.
- Anyone looking to elevate their data analysis and reporting skills.

Course Outline

Module 1: Excel Foundations for Business Analysis

1. Overview of Excel interface and key features.
2. Essential shortcuts and productivity tips.
3. Data cleaning and preparation techniques.
4. Introduction to basic formulas and functions.
5. Case Study: Cleaning sales data for monthly analysis.

Module 2: Advanced Data Analysis with Functions

1. Logical functions (IF, AND, OR).
2. Lookup functions (VLOOKUP, HLOOKUP, INDEX, MATCH).
3. Statistical functions (SUMIF, COUNTIF, AVERAGEIF).
4. Date and time functions for time-series analysis.
5. Case Study: Creating a budget summary for quarterly reporting.

Module 3: Pivot Tables and Data Visualization

1. Creating and customizing pivot tables.
2. Using slicers and filters for dynamic reporting.
3. Designing pivot charts for visualization.
4. Advanced charting techniques (sparklines, combo charts).
5. Case Study: Analyzing customer trends with pivot tools.

Module 4: Building Dashboards for Interactive Reporting

1. Dashboard design principles.
2. Linking data sources for real-time updates.
3. Creating interactive elements (buttons, slicers).
4. Formatting and organizing dashboard layouts.

5. Case Study: Building a KPI dashboard for management review.

Module 5: Automating Tasks with Macros and VBA

1. Introduction to macros and recording tasks.
2. Basics of VBA programming for customization.
3. Writing and debugging simple VBA scripts.
4. Automating repetitive tasks and workflows.
5. Case Study: Automating payroll data processing.

Module 6: Applications in Business Analysis and Reporting

1. Financial modeling and forecasting.
2. Scenario analysis and what-if analysis tools.
3. Managing large datasets with Power Query.
4. Integration with other tools (Power BI, Google Sheets).
5. Case Study: Forecasting sales revenue for strategic planning.

Training Methodology

The instructor led trainings are delivered using a blended learning approach and comprises of presentations, guided sessions of practical exercise, web-based tutorials and group work. Our facilitators are seasoned industry experts with years of experience, working as professional and trainers in these fields.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com