

ADVANCED EXCEL DASHBOARDS & ANALYTICS

Start Date:	08/02/2026	End Date:	08/06/2026
Categories:	Digital Literacy	Venues:	Dubai
Formats:	In Person	Instructors:	

OVERVIEW

This course takes Excel users to the next level with advanced dashboard creation, interactive tools, and data visualization techniques. Participants will build dynamic reporting tools that turn data into insight and action.

OBJECTIVES

By the end of this course, participants will be able to: - Design interactive Excel dashboards with slicers, pivot charts, and form controls. - Automate reporting with dynamic ranges, formulas, and macros. - Visualize KPIs and trends clearly using charting best practices. - Use Power Query and advanced formulas to manipulate large data sets. - Build self-updating, user-friendly tools for business stakeholders.

COURSE OUTLINE

1- Dashboard Design Principles and Planning 2- Interactive Tools: Slicers, Charts, Formulas & Conditional Formatting 3- Power Query and Data Prep Automation 4- Visualization Mastery and KPI Communication 5- Case Study: Build and Deliver a Complete Dashboard

TARGET AUDIENCE

All Supervisory Levels, Advanced Excel users, analysts, finance professionals, and managers who want to build smarter, automated tools for analysis and reporting.

METHODOLOGY

Hands-on dashboard labs, advanced Excel formula projects, Power Query walkthroughs, visual design critiques, and peer demo day.

CONCLUSION

Participants will leave with a complete, professional Excel dashboard and the knowledge to replicate and scale their design for future use.

DAILY AGENDA

Day 1: Plan the Dashboard

Define your audience, goals, and data sources to design with purpose.

Day 2: Make It Interactive

Use Excel tools to build dashboards that users can explore and control.

Day 3: Clean the Data

Use Power Query and advanced functions to prepare data dynamically.

Day 4: Tell the Story Visually

Apply charting and layout techniques that highlight trends and KPIs.

Day 5: Build and Present

Deliver your dashboard and receive peer feedback for improvement.

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