

Professional Report Writing and Microsoft Skills Training

Audit & Quality Assurance
Istanbul (Turkey)
31 Aug - 04 Sep 2025

UK Traininig

PARTNER



Professional Report Writing and Microsoft Skills Training

Ref: 321578_127114 **Date:** 31 Aug - 04 Sep 2025 **Location:** Istanbul (Turkey) **Fees:** 3900 Euro

Course Description

This intensive 5-day course combines professional report writing techniques with essential Microsoft application skills. Participants will learn to create compelling, well-structured reports while mastering key features of Microsoft Word, Excel, and PowerPoint. The course is designed to enhance business communication and productivity skills for professionals across various industries.

Learning Objectives

- Develop proficiency in crafting clear, concise, and impactful business reports
- Master advanced features of Microsoft Word for professional document creation
- Learn data analysis and visualization techniques using Microsoft Excel
- Create engaging presentations using Microsoft PowerPoint
- Understand best practices for integrating data and visuals into reports

Course Modules

Day 1: Foundations of Professional Report Writing

- Understanding the purpose and types of business reports
- Report structure and organization
- Writing clear and concise content
- Effective use of data and evidence

Day 2: Advanced Microsoft Word for Report Writing

- Document formatting and styles
- Creating and managing templates
- Advanced table of contents and indexing
- Collaboration and review features

Day 3: Data Analysis and Visualization with Excel

- Advanced formulas and functions
- PivotTables and PivotCharts
- Data visualization techniques
- Integrating Excel data into reports

Day 4: Creating Impactful Presentations with PowerPoint

UK Training

PARTNER



- Designing effective slides
- Using SmartArt and other visual elements
- Creating and editing charts and graphs
- Animations and transitions for emphasis

Day 5: Integrating Skills and Best Practices

- Combining Word, Excel, and PowerPoint elements in reports
- Proofreading and editing techniques
- Presenting data-driven reports effectively
- Final project: Creating a comprehensive business report

Practical Wins for Participants

- Create professional, well-structured reports that effectively communicate complex information
- Significantly reduce time spent on report creation and formatting
- Enhance data analysis and visualization skills for more impactful business insights
- Improve overall productivity and efficiency in using Microsoft Office applications

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER

Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335