

Professional Report Writing and Microsoft Skills Training

Audit & Quality Assurance
Prague (Czech)
18 - 22 Aug 2025

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Professional Report Writing and Microsoft Skills Training

Ref: 321578_130037 **Date:** 18 - 22 Aug 2025 **Location:** Prague (Czech) **Fees:** 4400 **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

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- 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

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