

Excel for Business Reports and Dashboards Masterclass

Finance, Accounting, Budgeting
Vienna (Austria)
21 - 25 Jul 2025

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Excel for Business Reports and Dashboards Masterclass

Ref: 321722_144944 **Date:** 21 - 25 Jul 2025 **Location:** Vienna (Austria) **Fees:** 4400 **Euro**

Course Description

This intensive 5-day course equips professionals with advanced Excel skills for creating powerful business reports and interactive dashboards. Participants will learn to leverage Excel's full potential for data analysis, visualization, and presentation. The course covers advanced formulas, pivot tables, charts, and dashboard design principles to transform raw data into actionable insights.

Learning Objectives

- Master advanced Excel functions and formulas for complex data analysis
- Design visually appealing and interactive dashboards using Excel's built-in tools
- Develop efficient data management and cleaning techniques
- Create dynamic reports that update automatically with new data
- Learn best practices for data visualization and presentation in Excel
- Implement advanced charting techniques for effective data communication

Course Modules

Day 1: Advanced Excel Functions and Data Analysis

- Complex formulas and nested functions
- Advanced lookup and reference functions
- Data validation and error checking
- Statistical analysis tools in Excel

Day 2: Data Management and Pivot Tables

- Efficient data organization and cleaning techniques
- Advanced pivot table features and calculations
- Power Query for data transformation
- Creating dynamic named ranges

Day 3: Advanced Charting and Visualization

- Custom chart types and combinations
- Dynamic and interactive chart elements
- Sparklines and data bars for compact visualizations
- Best practices in data visualization

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) positioned on it. The board is white and black, and the pieces are gold and silver.

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Day 4: Dashboard Design Principles

- Dashboard planning and layout strategies
- Creating interactive elements slicers, form controls
- Conditional formatting for visual impact
- Integrating external data sources

Day 5: Building Complex Dashboards

- Constructing a comprehensive business dashboard
- Implementing dynamic updates and refreshable reports
- Advanced dashboard interactivity techniques
- Troubleshooting and optimizing dashboard performance

Practical Wins for Participants

- Create a fully functional, interactive business dashboard
- Develop a suite of reusable Excel templates for various reporting needs
- Master time-saving techniques to automate repetitive data tasks
- Gain the ability to transform complex data into clear, actionable insights

A graphic illustration of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a silver knight nearby. In the background, there are concentric circles emanating from a point, suggesting a strategic or analytical theme.

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