

## Advanced Excel for Business Reporting and Practices

*Amsterdam (Netherlands)*

*28 April - 2025 May 2025*

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## Advanced Excel for Business Reporting and Practices

Code: LM28 From: 28 April - 2025 May 2025 City: Amsterdam (Netherlands) Fees: 4200 Pound

### Introduction

In today's competitive business landscape, proficiency in Excel is no longer just a desirable skill but an essential one. Excel is not merely a tool for data entry and basic calculations; it's a powerful platform for analyzing, visualizing, and reporting data to drive informed business decisions. This intensive course is designed to equip participants with advanced Excel skills specifically tailored for business reporting and practices. Through hands-on exercises and real-world scenarios, participants will master techniques to streamline workflows, enhance data analysis capabilities, and produce professional reports that add value to their organizations.

### Objectives

- Master advanced Excel functions and formulas for business analysis.
- Understand and apply data visualization techniques for effective reporting.
- Learn to automate tasks and streamline workflows using macros and VBA.
- Develop skills for data cleansing, manipulation, and transformation.
- Gain proficiency in PivotTables and PivotCharts for dynamic data analysis.
- Create interactive dashboards to summarize and communicate insights.
- Explore advanced data analysis tools such as Power Query and Power Pivot.
- Enhance collaboration and sharing through Excel's cloud-based features.
- Apply best practices for error-checking, auditing, and documenting Excel workbooks.

### Course Outline

#### Day 1

##### Foundations of Advanced Excel

- Overview of advanced Excel features and benefits for business reporting.
- Advanced functions and formulas for data analysis and manipulation.
- Data validation and conditional formatting techniques.
- Introduction to data visualization principles.

#### Day 2

##### Advanced-Data Analysis Techniques

- Mastering PivotTables and PivotCharts for dynamic reporting.
- Leveraging Excel's What-If Analysis tools for scenario planning.

A graphic of a chessboard with several pawns. In the foreground, a gold king piece stands prominently. Behind it, several silver and gold pawns are positioned on different squares. The background features concentric circles, suggesting a focus or target.

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- Advanced filtering and sorting techniques.
- Introduction to Power Query for data transformation and integration.

### Day 3

#### Automating Workflows with Macros and VBA

- Introduction to Excel macros and Visual Basic for Applications VBA.
- Recording and editing macros to automate repetitive tasks.
- Using VBA to enhance data processing and reporting capabilities.

### Day 4

#### Creating Interactive Dashboards

- Design principles for creating effective dashboards.
- Building interactive charts, graphs, and slicers.
- Incorporating dynamic features using Excel controls.
- Advanced dashboard formatting and layout techniques.

### Day 5

#### Advanced-Data Modeling and Collaboration

- Introduction to Power Pivot for advanced data modeling.
- Integrating external data sources into Excel workbooks.
- Collaborating and sharing workbooks using Excel's cloud-based features.
- Best practices for error-checking, auditing, and documenting Excel workbooks.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles and the text 'UK Training PARTNER'.



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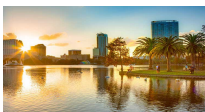


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International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom



+44 7401 1773 35  
+44 7480 775526



[training@blackbird-training.com](mailto:training@blackbird-training.com)



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