

Advanced Excel for Business Reporting and Practices

Cape Town (South Africa)

9 - 13 December 2024

UK Training

PARTNER



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Code: LM28 From: 9 - 13 December 2024 City: Cape Town (South Africa) Fees: 3300 Pound

Introduction

In today's competitive business environment, mastering Excel for business is not just a desirable skill but an essential one. Excel for business reporting goes beyond basic data entry and calculations; it empowers professionals to analyze, visualize, and report data effectively, driving informed business decisions. This intensive Excel business training course is specifically designed to help participants gain advanced Excel skills that are crucial for business reporting and day-to-day business practices. Through practical exercises and real-world scenarios, participants will acquire the knowledge to streamline workflows, enhance data analysis, and create professional reports that add significant value to their organizations.

Course Objectives

- Master advanced Excel functions and formulas for efficient business analysis.
- Apply data visualization techniques to create impactful reports.
- Automate repetitive tasks and enhance workflows with macros and VBA.
- Learn to clean, manipulate, and transform data for accurate reporting.
- Gain proficiency in creating and using PivotTables and PivotCharts for dynamic data analysis.
- Develop the skills to create interactive dashboards that communicate key business insights.
- Explore powerful tools like Power Query and Power Pivot to improve data processing and modeling.
- Enhance collaboration and reporting through Excel's cloud-based features.
- Implement best practices for error-checking, auditing, and documenting Excel workbooks.

Course Outlines

Day 1: Foundations of Advanced Excel

- Overview of advanced Excel features and their benefits for business reporting.
- Master advanced Excel functions and formulas for data manipulation and analysis.
- Learn about data validation, conditional formatting, and data visualization principles for better business decision-making.

Day 2: Advanced Data Analysis Techniques

- Dive into PivotTables and PivotCharts for dynamic and interactive reporting.
- Learn how to leverage Excel's What-If Analysis tools to conduct scenario planning.
- Apply advanced filtering and sorting techniques to manage large datasets.
- Introduction to Power Query for transforming and integrating data from multiple sources.

Day 3: Automating Workflows with Macros and VBA

The logo for UK Training Partner features the text 'UK Training' in a smaller, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The text is positioned on a white and grey checkered background that resembles a chessboard. In the foreground, several chess pieces are visible, including a gold king, a silver pawn, and a silver knight, set against a background of concentric white circles.

- Introduction to automating tasks with Excel macros and Visual Basic for Applications VBA.
- Record and edit macros to automate repetitive tasks and improve business productivity.
- Use VBA to enhance data processing and reporting capabilities for business management.

Day 4: Creating Interactive Dashboards

- Design principles for building effective, interactive dashboards in Excel.
- Create charts, graphs, and slicers that allow users to explore and interact with business data.
- Incorporate dynamic features and Excel controls to enhance dashboard usability.
- Master advanced formatting and layout techniques to create visually appealing reports.

Day 5: Advanced Data Modeling and Collaboration

- Introduction to Power Pivot for advanced data modeling and creating complex reports.
- Integrate external data sources into your Excel business solutions.
- Collaborate and share Excel workbooks through cloud-based features to improve business communication and decision-making.
- Implement best practices for error-checking, auditing, and documenting Excel business reports.

Conclusion

By the end of this course, participants will have the skills to create impactful business reports in Excel, automate tasks with macros and VBA, develop dynamic dashboards, and perform advanced data analysis to drive smarter business decisions. Whether working in business valuation, budgeting, or business planning, the advanced skills gained from this course will empower participants to excel in their roles and deliver high-quality business reporting solutions that align with organizational goals.

This course is an excellent choice for professionals looking to enhance their Excel reporting skills and Excel business functions, ensuring their proficiency in Excel reporting analysis and the creation of professional business reports in Excel.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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