

Business Intelligence with Excel: Data Management,
Analysis, and Reporting

Geneva (Switzerland)

22 - 26 December 2025

UK Training

PARTNER

Business Intelligence with Excel: Data Management, Analysis, and Reporting

Code: PS28 From: 22 - 26 December 2025 City: Geneva (Switzerland) Fees: 4700 Pound

Introduction

This 5-day intensive course provides participants with a comprehensive understanding of modern Business Intelligence BI concepts, techniques, and tools for data analysis and report generation. Designed for professionals seeking to enhance their ability to make data-driven decisions, this course focuses on transforming raw data into actionable insights that drive business success. By the end of the program, participants will possess practical skills in using BI tools to analyze data, create visual reports, and implement data-driven strategies to improve business performance.

Course Objectives

By the end of this course, participants will be able to:

- Grasp the key concepts and components of Business Intelligence and Data Analysis.
- Develop advanced skills in data extraction, transformation, and visualization using BI tools.
- Generate and interpret actionable insights from data.
- Master effective reporting techniques and present business metrics professionally.

Course Outlines

Day 1: Excel Data Management - Functions, Tools, and Techniques

- Advanced Data Validation: Lists, dates, and custom validation.
- Table-Tools Technique for enhanced efficiency.
- Text Functions: LEFT, RIGHT, MID, TEXTSPLIT, TEXTJOIN.
- Naming, editing, and managing cells and ranges.
- Subtotal and Aggregate Functions.
- Data Lookup: XLOOKUP for locating text and values.
- Date Slicing: Extracting day names, weeks, months, years, and quarters.
- Error Handling Functions and Formula Auditing.

Day 2: Mastering Data Reporting with Pivot Tables

- Creating and designing Pivot Tables professionally.
- Customizing number formats and report layouts.
- Sorting and filtering data for better analysis.
- Analyzing dates, values, and percentages.
- Linking Pivot Tables to PowerPoint presentations.
- Using advanced tools like Slicers and Conditional Formatting.

UK Training

PARTNER



Day 3: Power Query - Essential Skills for Data Management

- Importing data from tables, files, and folders.
- Cleaning and transforming data using Power Query.
- Practical examples and real-world applications.
- Importing Excel files and extracting tables from PDFs.
- Fetching data from websites.
- Consolidating data from multiple sheets or files.
- Retrieving data from folders.

Day 4: Data Modeling with Excel Tools

- Spin Button and Check Box Data Modeling with IF Functions.
- Option Button Data Modeling with IF Functions.
- List Box Data Modeling with the CHOOSE Function.
- Scenario Analysis with Scenario Manager.

Day 5: Excel Tips and Tricks for Enhanced Productivity

- Visualizing data with Sparklines.
- Using creative fonts for professional reports.
- Protecting cells, sheets, and workbooks.
- Creating tables with Slicers for easy filtering.
- Focus Cell for improved data clarity.
- Handy shortcuts for faster work.
- Automating tasks with Flash Fill.

Why Attend This Course: Wins & Losses!

- Gain a comprehensive understanding of Business Intelligence concepts and tools like Power BI and Tableau.
- Learn how to transform raw data into actionable insights that drive business success.
- Create interactive visual reports to communicate complex data effectively.
- Enhance your decision-making skills with data-driven strategies for a competitive market advantage.

Conclusion

This course equips you with both the theoretical knowledge and practical skills to turn data into strategic insights that drive informed business decisions. By applying the tools and techniques of Business Intelligence, you'll be able to analyze data, create compelling reports, and deliver actionable recommendations that enhance business performance and support your professional growth.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)
(Indonesia)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



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

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com



UK Training
PARTNER

The image features a graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it. The text 'UK Training PARTNER' is overlaid on the board, with 'PARTNER' in a larger, bold font.