Data analysis & reporting using PowerPoint

Dubai (UAE)

28 December 2025 - 1 January 2026

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Data analysis & reporting using PowerPoint

Introduction

This course is designed to equip participants with the essential skills to perform data analysis and present findings effectively using PowerPoint. By combining analytical thinking with impactful visual storytelling, professionals will be able to create compelling presentations that drive informed decision-making. The course will provide participants with the tools needed to transform complex data into clear, engaging, and actionable insights for business success.

Course Objectives

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

- Understand the Fundamentals of Data Analysis: Learn how to analyze data for business reporting effectively.
- Organize and Structure Data-Driven Presentations: Gain skills in organizing data and structuring presentations to communicate key insights.
- Create Engaging Visuals: Develop the ability to create clear, attractive charts and visuals that effectively convey data.
- Master Storytelling Techniques: Learn how to frame data insights into powerful stories that resonate with your audience.
- Apply Best Practices for Presenting Complex Information: Use effective techniques to simplify complex data and present it clearly.

Course Outlines

Day 1: Fundamentals of Data Analysis and Presentation

- Introduction to data analysis concepts.
- Understanding types of data qualitative vs quantitative.
- Basics of effective business communication.
- Principles of data storytelling.
- Overview of PowerPoint as a data presentation tool.

Day 2: Preparing Data for Reporting

- Gathering and cleaning data for analysis.
- Using basic Excel for data preparation brief review.
- Structuring data insights for various audiences.
- Choosing the right visuals for different data types.
- Avoiding common mistakes in data interpretation.

Day 3: Creating Visuals in PowerPoint

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- Inserting and formatting charts bar, pie, line, etc..
- Customizing charts for clarity and impact.
- Working with SmartArt and infographics.
- Designing dashboards inside PowerPoint.
- Enhancing presentations with animations only when needed.

Day 4: Data Storytelling and Report Structuring

- Storyboarding your report.
- Framing data narratives for executives and teams.
- Using color, fonts, and design principles to support data.
- Creating executive summaries and key message slides.
- Handling questions and adapting reports live.

Day 5: Practical Application and Final Presentations

- Hands-on case study: Analyzing provided data.
- Creating a complete PowerPoint report.
- Group presentations and peer feedback.
- Instructor critique and improvement tips.
- Final review: Best practices checklist for future use.

Why Attend this Course? Wins & Losses!

- Master Data Analysis and Effective Presentation: Gain the essential skills to analyze and present data effectively, making your presentations more impactful.
- Enhanced Visual Communication: Learn how to use PowerPoint to create visually engaging presentations that make data easier to understand and more memorable.
- Improved Decision-Making: By mastering data storytelling techniques, you'll be able to communicate insights clearly and influence decision-making in your organization.
- Professional Development: Equip yourself with practical skills that enhance your ability to present complex data in a clear, concise, and compelling manner.

Conclusion

This course provides a unique opportunity to master the art of data analysis and presentation using PowerPoint. Whether you're a business professional looking to improve your presentation skills or someone who wants to create clear, compelling reports, this course will help you achieve your goals. By learning the right tools and techniques, you'll be able to enhance your presentations, influence decision-making, and communicate data more effectively.

Enroll today and start transforming your data into powerful stories!

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