

## Data analysis & reporting using PowerPoint

*Online*

*12 - 16 April 2026*

UK Training

# PARTNER



## Data analysis & reporting using PowerPoint

Code: PS28 From: 12 - 16 April 2026 City: Online Fees: 1700 Pound

### Introduction

Mastering data analysis techniques and presenting findings effectively is a critical skill in today's data-driven business environment. This Data Analysis and Presentation Skills course is designed to equip participants with the essential skills to analyze business data and transform it into compelling, actionable insights using PowerPoint. By combining data analysis methods with visual storytelling, participants will learn to create impactful PowerPoint presentations that drive informed decision-making and enhance business communication.

Whether you are preparing data analysis reports, conducting business reviews, or delivering executive briefings, this data analysis training course will give you the confidence and expertise to present data with clarity and purpose.

### Course Objectives

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

- Understand the Fundamentals of Data Analysis: Learn key data analysis techniques and how to interpret different types of data analysis for business insights.
- Organize and Structure Data-Driven Presentations: Develop skills to effectively structure data analysis reports and PowerPoint presentations to highlight key insights.
- Create Engaging Visuals: Master the use of PowerPoint to create clear, attractive charts and visuals that communicate data effectively.
- Master Storytelling Techniques: Learn how to turn data analysis projects 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.
- Optimize PowerPoint for Reporting: Understand the best practices of using PowerPoint for reports and executive presentations.

### Course Outlines

#### Day 1: Fundamentals of Data Analysis and Presentation

- Introduction to data analysis concepts and their business applications.
- Understanding types of data qualitative vs. quantitative and their impact on decision-making.
- Basics of effective business communication through data.
- Principles of data storytelling and its importance in business reporting.
- Overview of PowerPoint as a powerful data analysis presentation tool.

#### Day 2: Preparing Data for Reporting

- Gathering and cleaning data for analysis.

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The background of the logo is a stylized chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver, set against a backdrop of concentric circles.

- Reviewing basic Excel skills for data preparation filtering, sorting, pivot tables.
- Structuring data analysis reports for different audiences.
- Choosing the right visuals for various data analysis methods.
- Avoiding common mistakes in data interpretation and presentation.

### Day 3: Creating Visuals in PowerPoint

- Inserting and formatting charts bar, pie, line, scatter plots effectively.
- Customizing charts for clarity, impact, and data analysis visualization.
- Working with SmartArt and infographics to represent processes and hierarchies.
- Designing dashboards inside PowerPoint to display data dynamically.
- Enhancing presentations with animations when necessary for better storytelling.

### Day 4: Data Storytelling and Report Structuring

- Storyboarding your report for logical flow and clarity.
- Framing data narratives for executive teams and stakeholders.
- Using color theory, fonts, and design principles to support data clarity.
- Creating executive summaries and key message slides that highlight findings.
- Handling live questions and adapting presentations in real-time.

### Day 5: Practical Application and Final Presentations

- Hands-on case study: Analyzing provided data and extracting key insights.
- Creating a complete PowerPoint report that showcases analysis and findings.
- Group presentations and peer feedback to refine presentation skills.
- Instructor critique with professional tips for improvement.
- Final review: A best practices checklist for future presentations.

### Why Attend this Course? Wins & Losses!

- Master Data Analysis and Presentation Skills: Gain the essential skills to analyze data effectively and present it with clarity and impact.
- Enhanced Visual Communication: Learn how to use PowerPoint to create visually engaging presentations that make data analysis projects clear and memorable.
- Improved Decision-Making: Communicate insights effectively to influence decision-making and drive business success.
- Professional Development: Equip yourself with practical skills that enhance your ability to present complex data in a clear, concise, and compelling manner.
- Career Growth: Enhance your profile with expertise in data analysis methodology and PowerPoint training for business reporting.

### Conclusion

This Data Analysis and Effective Presentation Skills course provides a unique opportunity to master the art of data analysis methods and PowerPoint presentations. By integrating data storytelling with visual design principles, participants will be able to communicate complex data with clarity and impact.

Whether you are a business professional looking to improve your PowerPoint skills, or someone who wants to

UK Training  
**PARTNER**





create clear and engaging data analysis reports, this course will help you achieve your goals. Learn the right tools and techniques to enhance your presentations, influence decision-making, and communicate data more effectively.

Enroll today and transform your data into powerful stories that drive business success!

UK Training  
**PARTNER**

Head Office: +44 7480 775 526  
Email: [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)  
Website: [www.blackbird-training.com](http://www.blackbird-training.com)



## 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)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



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)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
Korea



Phuket (Thailand)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Seoul (South)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**

## Blackbird Training Cities

### AFRICA



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

 <b>MANNAI CORPORATION</b> MANNAI Trading Company WLL, Qatar	 <b>GAC</b> UNE FILIALE D' EGA Alumina Corporation Guinea	 <b>Booking.com</b> Booking.com Netherlands	 <b>OXFAM</b> Oxfam GB International Organization, Yemen	 <b>Capital Markets Authority</b> Kuwait
 <b>Waltersmith</b> Waltersmith Petroman Oil Limited Nigeria	 <b>QNB</b> Qatar National Bank (QNB), Qatar	 <b>Qatar Foundation</b> Qatar	 <b>AFRICAN UNION ADVISORY BOARD ON CORRUPTION</b> Tanzania	 <b>KFAS</b> KFS Kuwait
 <b>Reserve Bank of Malawi</b> Malawi	 <b>Central Bank of Nigeria</b> Nigeria	 <b>Ministry of Interior Kingdom of Saudi Arabia</b> KSA	 <b>Mabruk Oil Company</b> Libya	 <b>Saudi Electricity Company</b> KSA
 <b>BPKH</b> Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 <b>NATO Italy</b>	 <b>ENI</b> ENI CORPORATE UNIVERSITY, Italy	 <b>GULF BANK</b> Gulf Bank Kuwait	 <b>General Organization for Social Insurance</b> KSA
 <b>Defence Space Administration</b> Nigeria	 <b>National Industries Group (Holding)</b> Kuwait	 <b>Hamad Medical Corporation</b> Qatar	 <b>USAID</b> Pakistan	 <b>STC</b> STC Solutions, KSA
 <b>North Oil Company</b> North Oil company,	 <b>EKO</b> EKO Electricity	 <b>OMAN BROADBAND</b> Oman Broadband	 <b>UNITED NATIONS</b> UN.	 <b>Authority for Electricity Regulation, Oman</b> Authority for

UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
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

Artificial Intelligence (AI)  
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**

