Advanced Excel and PowerPoint Training

28 December 2026 – 1 January 2027
Singapore (Singapore)



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Introduction

In today's data-driven business world, mastering spreadsheet and presentation tools has become essential for professionals seeking efficiency and excellence in their work. The Advanced Excel and PowerPoint Training course provides participants with the advanced skills needed to analyze data effectively and create professional presentations that communicate insights clearly and persuasively.

This course combines analytical and visual skills, enabling participants to transform complex data into actionable insights and impactful visual stories. It focuses on practical applications that enhance productivity, accuracy, and communication across teams, while ensuring that analytical results are presented in a visually engaging and strategic manner.

Course Objectives

- Master advanced tools and functions for data analysis using spreadsheets.
- Develop skills to prepare structured reports and interactive dashboards.
- Design impactful and professional presentations for business communication.
- Simplify complex information and convert it into clear visual messages.
- Integrate analytical insights into presentation design for decision support.
- Enhance reporting accuracy and presentation quality for senior management.
- Improve data organization, visualization, and storytelling skills.
- Strengthen persuasive communication through effective data-driven presentations.

Course Outlines

Day 1: Advanced Fundamentals of Spreadsheet Tools

- Review of essential spreadsheet concepts and features.
- Data organization using smart tables and structured formats.
- Application of complex formulas and logical functions.
- Data validation and error-checking techniques.
- Generating precise financial and operational reports.
- Practical exercise on building a complete analytical table.



Day 2: Data Analysis and Advanced Techniques

- Using conditional and logical functions for financial analysis.
- Applying lookup and reference tools for large data sets.
- Building pivot tables for data summarization.
- Creating advanced charts to visualize trends and key metrics.
- Extracting insights from multiple data sources.
- Hands-on exercise: analyzing a real operational dataset.

Day 3: Reporting and Dashboard Design

- Designing professional management reports.
- Building dashboards with key performance indicators.
- Applying interactive controls for data filtering and automation.
- Linking data models for integrated analysis.
- Developing executive summaries that guide decision-making.
- Practical task: creating a performance dashboard from scratch.

Day 4: Professional Presentation Design

- Planning presentations strategically based on objectives and audience.
- Structuring content for clarity, flow, and visual impact.
- Choosing consistent color schemes and typography.
- Using charts, graphics, and visual metaphors effectively.
- Incorporating images and media to enhance engagement.
- Practical task: transforming a data report into a complete presentation.

Day 5: Integrating Data and Presentation

- Linking analytical data with presentation content dynamically.
- Automating data updates within presentation slides.
- Creating storytelling presentations based on analytical outcomes.
- Delivering interactive presentations that support executive decision-making.
- Reviewing real-world case studies of analytical presentations.
- Final project: combining analytical and presentation skills in a practical scenario.



Why Attend This Course? Wins & Losses!

- Gain advanced analytical and visualization skills for professional use.
- Develop the ability to prepare executive-level reports and dashboards.
- Improve presentation and persuasion skills using visual storytelling.
- Save time and enhance accuracy in data analysis and reporting.
- Strengthen collaboration between analytical and management teams.
- Support strategic decisions with precise and impactful visual data.
- Build confidence in presenting analysis to senior leadership.
- Apply practical methods to increase workplace efficiency and performance.

Conclusion

The Advanced Excel and PowerPoint Training course is designed to empower professionals with the dual capability of data analysis and presentation excellence. It provides a practical and strategic framework for transforming data into meaningful visual insights that support informed decision-making.

By combining technical expertise with creative presentation skills, participants will be able to communicate complex information in a clear, structured, and engaging way.

In today's competitive workplace, the ability to analyze, interpret, and present data effectively is not just a technical skill — it's a strategic advantage that drives productivity, credibility, and organizational success.

