



*Training Course:  
Data Analysis and Dashboard Reporting in Excel*

*7 - 11 September 2026  
Barcelona (Spain)*

## Training Course: Data Analysis and Dashboard Reporting in Excel

Training Course code: IT234798 From: 7 - 11 September 2026 Venue: Barcelona (Spain) - Training Course Fees: 6300 € Euro

### Introduction

Data analysis and dashboard reporting in Excel has become an emerging requirement for many businesses today. Employees are frequently asked to prepare management reports, scorecards, and dashboard charts in order to help the management in their decision-making process.

This course will help you understand advanced levels of analysis and reporting and allow you to create custom reports. The course will cover various tools and techniques used to perform data reporting, analysis, and visualization. It will also discuss high-level modeling techniques, data amalgamation, report visualization, and possible cases of automation.

### Course Objectives

Upon completing this Advanced Data Analysis and Dashboard Reporting in Excel course successfully, participants will be able to:

- Understand the principles of data analysis
- Uncover the tools to analyze data and build reports using Excel
- Understand how to use visualization techniques to improve the presentation of information
- Study how to condense, present and convey data clearly and succinctly
- Enhance the efficiency of executing mundane tasks through recording, writing, and editing macros
- Understand the principles of great dashboard design and how to present data vividly
- Perform advanced and dynamic data validations
- Design exceptional visualization charts, dashboards, scorecards, and flash reports
- Build custom reports using advanced form controls and buttons

### Target Audience

This Advanced Data Analysis and Dashboard Reporting in Excel course would be suitable for:

- Business professionals
- Accountants, finance analysts/managers/controllers, senior and junior accountants

- Business analysts
- Research analysts
- Marketing and sales, administrative staff, supervisors,
- Specialists engaged in data analysis and dashboard reporting using Excel
- Employees from any function who need to learn and apply state-of-the-art techniques to their daily business reporting, reconciliations, and analysis

## Course Outline

### Day 1: Data Connectivity & External Sources

Essential Reporting Requirement Skills  
Multiple Consolidation Ranges  
Retrieving External Data using Microsoft Query  
Importing Text Files using MS Query  
Connecting to Access Databases  
Connecting to SQL Databases  
Importing from Data Connection Wizard  
Importing from Microsoft Query  
Customizing Connection Properties

### Day 2: Data Preparation & Lookup Techniques

Building Excel Dashboard - Lookup Data  
Preparing Data as Tables  
Creating Dropdown Menus  
VLOOKUP Function  
IF Function for Data Cleaning  
INDEX & MATCH Alternative to VLOOKUP  
Looking up Customer Information

### Day 3: Filtering & Aggregation Techniques

Building Excel Dashboard - Filtering Data  
Order History Table Setup  
Formatting Data as Tables  
Advanced Filter Feature  
Recording Macros for Filters  
Modifying VBA Filter Code  
Building Excel Dashboard - Subtotals  
Using Subtotal Function

### Day 4: Pivot Tables, Charts & Interactive Dashboards

Pivot Table and Pivot Chart Rules  
Why Use Pivot Tables

Summarizing Data with Pivot Tables  
Customer Filter Pivot Setup  
VBA Procedures for Pivot Tables  
Declaring and Assigning VBA Variables  
Connecting Filters to Pivot Tables  
Handling Errors No Orders Case  
Creating Interactive Charts with Slicers  
Modifying Slicer Controls

## Day 5: Advanced Dashboarding & VBA Reporting

Dashboard Formatting Techniques  
Hiding Worksheets and Cleanup  
Protecting Dashboards  
Advanced Data Validation  
Conditional Formatting Techniques  
Dynamic Labels and Visual Enhancements  
Sparklines and Advanced Charts  
Report Solutions Design  
Form Controls Combo Box, List Box, Spinner, Check Box, Option Buttons  
Macro-Driven Reporting  
VBA Macros Recording, Editing, Testing  
Reconciliation Report Automation  
Budget Variance Report  
Vendor & Invoice Analysis Report

## Registration form on the Training Course: Data Analysis and Dashboard Reporting in Excel

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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