Training Title

EFFECTIVE TECHNIQUES IN REPORTING & BUSINESS DATA ANALYSIS

Training Duration
5 days

Training Venue and Dates

Effective Techniques In Reporting & Business Data Analysis	5	02nd to 06th November 2025	$5,500	Cairo, Egypt.

Trainings will be conducted in any of the 4 or 5 star hotels.

Training Fees
- *5,500 US$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch.*

Training Certificate
Prolific Consultants FZE Certificate of Course Completion will be issued to all attendees.

COURSE OVERVIEW
COURSE DESCRIPTION
This business intelligence (BI), data analytics, and reporting program is designed to introduce hands-on business intelligence (BI) to allow you to clean, normalize, and interpret large volumes of data. You can establish historical relationships, analyze the current situation, and predict future strategies. BI's borderless application covers operational, tactical, and strategic business decisions. It spans all departments and cascades down to all users who perform data cleansing, reporting, analysis, modeling, integration, and automation.

Exploring business intelligence reporting techniques is crucial for creating meaningful and practical reports. What is business intelligence reporting? It encompasses preparing and analyzing data visualizations that assist in making informed business decisions. Engaging with business intelligence reporting best practices, participants will learn how to create reports that are not only informative but also actionable and visually compelling. Business intelligence reporting solutions discussed in this unit will cover creating dynamic reports that can adapt to changing data, ensuring participants can build reports that reflect the latest information.

Business intelligence and data analytics are integral components of this course, providing you with the foundation to analyze and report vast amounts of data efficiently. Data analysis for business intelligence is instrumental in converting raw data into actionable insights, thus supporting strategic decision-making. Throughout the course, various business intelligence and data analytics tools will empower you with the skills needed for effective data manipulation and reporting.

Business Intelligence (BI) encompasses a range of tools and strategies used for data analysis and reporting in the business environment. A clear definition of business intelligence (BI) provides a foundation for building practical skills and insights. As part of the course, participants will be exposed to various business intelligence BI solutions that help to streamline the process of gathering, analyzing, and leveraging data for strategic advantages.

COURSE OBJECTIVES:

At the end of this business intelligence (BI), data analytics, and reporting course, the participants will be able to:

- Boost Excel Business Intelligence (BI) expertise in data slicing, dicing, massaging, and data aggregation and modeling.
- Perform data normalization, consolidation, report writing, analysis, and reconciliation.
- Link Excel with Access, Web, Text, Internet, SQL, ERPs, and other databases to develop dynamic BI models, dashboards, scorecards, and flash management reports.
- Advance and enhance the look and feel of reports using dynamic visualization techniques
- Acquire numerous tips and tricks that enable them to work efficiently.

SUITABLE FOR:

- ✓ Business professionals.
- ✓ Business analysts.
- ✓ Data analysts.
- ✓ Research analysts.
- ✓ Finance professionals.
- ✓ Marketing and sales professionals.
- ✓ HR professionals.
- ✓ IT professionals.
- ✓ Administrative Staff.
- ✓ Business professionals and staff from any function must learn and apply state-of-the-art data analysis techniques to their daily business reporting and decision-making.

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.
Very useful Course Materials will be given.

COURSE OUTLINE :-
Day 1

Data Analysis Tools and Techniques:

- *Consolidating data from separate files and sheets.*
- *Advanced data validation using lists, dates, and custom validation.*
- *Powerful array functions.*
- *Cell management tools: left, right, mid, concatenate, value.*
- *Naming, editing, and managing cells and ranges.*
- *Subtotal, sumif, sumifs, sum-product, count, countif, countifs.*
- *Looking up data, texts, and values using vlookup.*
- *The incredible table-tools technique.*
- *Slicing dates into day names, weeks, week numbers, month names, years, and quarters.*
- *Text-to-columns and dynamic trimming using trim and lens.*
- *Managing texts and numbers using replace, find, and substitute.*
- *Text change functions.*

Day 2

Mastering Data Reporting: The 20 Must Learn Pivot-Tables Tools:

- *Creating pivot tables.*
- *Number formatting techniques.*
- *Designing report layout.*
- *Sorting in ascending, descending, and more sort options.*
- *Filtering labels and values.*
- *Expanding and collapsing reports.*
- *Drill down option.*
- *Summarize values by sum, average, minimum, maximum, count.*
- *Show values as % of total and % of.*
- *Pivot table options.*
- *Inserting formulas.*
- *Data analysis.*
- *Copying pivot tables.*
- *Creating pivot charts.*
- *Dynamic chart labeling.*
- *Mastering the slicer.*
- *Showing report filter pages.*
- *Linking pivot tables and pivot graphs with PowerPoint.*
- *Conditional formatting with pivot tables.*
- *Designing reports using the get pivot data.*

Day 3

Data Modeling and Integration:

- *Spinner.*

- *Check box data modeling with the if function.*
- *Option button data modeling with if function.*
- *List box data modeling with choose function.*
- *Scenario manager.*
- *Linking Excel with text files.*
- *Linking Excel with databases (Access).*
- *Know the Linking Excel with SQL.*
- *Linking Excel with the Internet.*
- *Linking Excel with Excel.*

Day 4
Charting and Visualization Techniques:
- *Using the camera tool.*
- *Working with formula-driven visualizations.*
- *Using fancy fonts.*
- *Leveraging symbols in formulas.*
- *Working with sparklines.*
- *Creating unconventional style charts.*

Day 5
Additional Techniques
- *Controlling and protecting your reports, worksheets, and workbooks.*
- *Data entry form.*
- *Custom list.*
- *Text-to-speech.*
- *Advanced conditional formatting.*
- *Shortcuts for your daily work.*

Case Studies, Last Day Review, Discussions & Pre & Post Assessments will be carried out.

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