



AI AND DIGITAL TRANSFORMATION TRAINING

Data Analysis and Dashboard Reporting in Excel

5 day course

Classroom, online or in-house

Course overview

Most organisational reporting runs on spreadsheets, and most of it is rebuilt by hand every month. This course covers doing it once and doing it properly. Delegates work through structuring data so it can be analysed at all, the lookup and aggregation functions that replace manual matching, pivot tables and the data model behind them, and Power Query for repeatable cleaning and combining of source files. Dashboard construction covers chart selection, layout and the discipline of showing what a decision needs rather than everything available. Substantial attention goes to the error patterns that make spreadsheets untrustworthy, and to building a workbook somebody else can pick up and maintain.

What you will learn

- Structure data so it can be analysed rather than only read
- Apply lookup, aggregation and conditional functions to replace manual matching
- Build pivot tables and use the underlying data model
- Use Power Query to clean and combine source files repeatably
- Select charts that answer the question being asked
- Design a dashboard around the decisions it supports
- Build a workbook another person can maintain

Who should attend

- Analysts and reporting staff in any function
- Finance, operations and human resources professionals
- Managers who build or receive regular reports
- Administrators responsible for recurring returns
- Anyone rebuilding the same report every month

Course outline

- 01 Structuring data for analysis
- 02 Lookup, aggregation and conditional functions
- 03 Pivot tables and the data model
- 04 Power Query for repeatable cleaning and combining
- 05 Chart selection and what each chart is for
- 06 Dashboard layout and designing around decisions
- 07 Error patterns that make a spreadsheet untrustworthy
- 08 Documentation and handover of a working workbook

Upcoming dates

Dates	Venue	Format	Fee per delegate
23 to 27 November 2026	Johannesburg, South Africa	Classroom	R19,950
4 to 8 January 2027	Durban, South Africa	Classroom	R19,950
18 to 22 January 2027	Dar es Salaam, Tanzania	Classroom	USD 1,325
22 to 26 February 2027	Online	Online	R8,500



Fees and how to register

This 5 day course is **R8,500** per delegate online, **R19,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 1,325** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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