

ADVANCED EXCEL FOR BUSINESS INTELLIGENCE & REPORTING



MAY 25, 2026



10 AM – 1 PM



ONLINE TRAINING

FEE:

**PKR
6,000**

(Excluding Sales tax)

CONTENTS

Module 1: Excel Foundations for Business Intelligence

- ◆ Understanding Business Intelligence concepts and reporting workflows
- ◆ Excel as a BI and decision-making tool
- ◆ Structuring and preparing business data
- ◆ Data types, tables, and naming conventions
- ◆ Data quality and data cleaning best practices
- ◆ BI mindset for analysts and professionals

Module 2: Advanced Excel Functions for Analysis

- ◆ Logical functions: IF, IFS, SWITCH, AND, OR
- ◆ Lookup functions: XLOOKUP, INDEX + MATCH
- ◆ Text functions for data transformation
- ◆ Error handling and business calculations

Module 3: Data Cleaning & Transformation with Power Query

- ◆ Introduction to Power Query for ETL processes
- ◆ Importing data from multiple sources
- ◆ Cleaning inconsistent datasets
- ◆ Merge and append operations
- ◆ Transforming and reshaping data

Module 4: Pivot Tables & Pivot Charts for BI Reporting

- ◆ Creating and designing Pivot Tables
- ◆ Advanced Pivot Table calculations
- ◆ Custom grouping and field settings
- ◆ Interactive Pivot Charts
- ◆ Slicers and timelines

Module 5: Interactive Dashboard Development

- ◆ Dashboard planning and wireframing
- ◆ Designing executive dashboards
- ◆ Dynamic charts and visuals
- ◆ KPI cards and performance indicators
- ◆ Dashboard storytelling principles

FACILITATOR

MR. IRFAN BAKALY

Mr. Irfan Bakaly, who got Pakistan's first Microsoft Most Valuable Professional (MVP) award in Excel category, is also having 20+ years of experience in technology training field and served many institutions & organizations of repute. He is also a YouTuber with an active tutorial channel by the name of "Irfan Wazir Ali" which has more than 525+ videos.

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