



Workshop on Business Reports and Dashboard Using Excel

March 3 – 7, 2025, 1st Run: Lagos & Abuja

August 25 – 29, 2025, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Particip

For online: Delivery via Zoom

Online course fee: N250, 000 per Partic

Available for In-plant Training

**700 USD for foreign
Participants**

Program Overview:

Business professionals are frequently required to prepare management reports, scorecards, and dashboards. Attending this course will help you reach advanced Excel levels allowing you to produce such important reports. The course starts with pivot tables, the most important tool ever created to perform data reporting, analysis and reconciliation. It then continues with high level modeling techniques, integration and report visualization, and it ends with automation. Your take-away is guaranteed to add value to your daily and periodic tasks. This course is a must for every intermediate-level Excel user.

For Whom:

Business professionals, accountants, finance analysts, senior and junior accountants, business analysts, accounting and finance professionals, research professionals, marketing and sales, administrative staff, supervisors, general staff from any function who need to learn and apply state-of-the-art techniques to their daily business reporting, reconciliations, and analysis. Pre-requisite: Intermediate-level Excel knowledge.

Learning Objectives:

At the end of the program, participants will be able to:

- use their Excel expertise in data slicing and dicing, data massaging, data aggregation, data integration with Access, web, text, SQL, and other databases using pivot tables;
- perform advanced and dynamic data validations;
- design outstanding visualization charts, dashboards, scorecards, and flash reports;
- develop master-level report solutions using advanced form controls and buttons; and
- record, write and edit powerful macros that will perform routine tasks in no-time.

Course Outline:

Day 1: Essential reporting requirement skills

The 19 rules of pivot tables and pivot charts

Slicer techniques

Advanced pivot charts techniques

Multiple consolidation ranges

Day 2: Retrieving external data using Microsoft query

Importing text files using MS query

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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Connecting to access databases
Connecting to SQL databases
Importing from data connection wizard
Importing from Microsoft query
Customizing connections properties

Day 3: Advanced data structuring techniques

Custom and advanced data validation
Creating and managing innovative conditional formatting
Charting and visualization techniques
Creating dynamic labels
Using the camera tool
Working with formula-driven visualizations
Using fancy fonts
Leveraging symbols in formulas
Working with spark lines
Creating unconventional style charts
Fancy thermometer charts
Colored chart bars

Day 4: Building report solutions

Conceptualizing and understanding report solutions
Developing a report solution
Configuring spreadsheet report data options
Enabling background refresh
Refreshing data when opening the file
Combo-box data modeling tool
List-box data modeling tool
Form controls data modeling tools

Day 5: Spinner

Option-button modeling
Check-box data models
Combo and group-box
Macro charged reporting
Recording, editing, testing VBA macros
Building a macro driven reconciliation program
Building budget variance reporting program
Building a vendor and invoice analysis report

Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814

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