Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

BUSINESS

Training Course on Microsoft Excel Skills for Business Analysis and Reporting

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

DURATION
5 Days Practical Hands-on

DELIVERY MODES
In-Person Class & Live Virtual

CERTIFICATION
Accredited Certificate of Completion

INTAKES / DATES
Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 21, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE

P.O. Box 102802-00101, Nairobi, Kenya

Training Centers: Nairobi • Mombasa • Kigali • Dubai • Live Virtual Academy

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Training Course on Microsoft Excel Skills for Business Analysis and Reporting

Business • 5 Days Intensive • Accredited Certification

Course Overview

Training Course on Microsoft Excel Skills for Business Analysis and Reporting is designed to equip professionals with advanced Excel techniques to transform raw data into actionable insights

Key Skills & Software Tools Covered

Microsoft Excel • Data Analysis • Financial Modelling • Reporting • Dashboard Design

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
5 Jan 2026 – 9 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
5 Jan 2026 – 9 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Accra	Classroom / 5d	**$4,000 USD / KES 90,000**
12 Jan 2026 – 16 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
12 Jan 2026 – 16 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
12 Jan 2026 – 16 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Training Course on Microsoft Excel Skills for Business Analysis and Reporting in Nairobi and Mombasa; Kenya

Microsoft Excel has powerful business analysis capabilities and dynamic reporting features that provide managers and business owners with the information and insights instantly. This course will equip the participants with skills for analyzing and retrieving data from Excel, deal with budgets, P&L, sales or other administrative data and need to display the information using interactive Excel charts and reports. Participants will also be equipped with methods of using data for important business decision-making and planning.

Duration

5 days

Course objectives

By the end of this course, participants will be able to know:

· Gain enhanced spreadsheets data skills: creating templates, charts, graphics and formulas for business and operational work.

· How to calculate with advanced functions & formulas, create interactive charts using Excel

· How to analyze data using Pivot Charts. insert graphic objects and quickly transform business data into informative reports using PivotTables

· How to use business dashboards to compare multiple business elements in one screen

· How to generate management and weekly reports quickly and accurately

COURSE OUTLINE

Module 1

Introduction to Microsoft Excel

1. Introduction, Outline & Objectives
2. Functions and Formulae
3. Entering and Copying Formulae
4. Creating Formulas using Names
5. Managing Names using, Name Manager
6. Searching for Functions
7. Naming Ranges
8. Creating Named Ranges
9. Using Names in Movement
10. Inserting Names in Formulae
11. Formatting
12. Number Formatting
13. Cell Styles
14. Copying and Clearing formatting

Module 2

Calculating with Formulas and Functions

1. Use Date and Time Functions
2. Use Statistical Functions
3. Use Database Functions
4. Use Lookup Functions
5. Use Logical Functions

Module 3

Visualizing Data with Charts

1. Use Recommended Charts Tool
2. Create Chart with Quick Analysis
3. Align Chart Axis Labels
4. Display Value Axis in Millions
5. Create Chart with Multi Line Labels
6. Create Combo Chart
7. Create Chart Template for Sharing
8. Build Dynamic Chart with Table

Module 3:

Analyzing Data with Table

1. Create Table with Quick Analysis
2. Remove Duplicate Records
3. Add Total Row to Table
4. Insert Calculated Columns
5. Filter Table Data with Custom Filter
6. Use Slicer to Filter Data
7. Apply Conditional Formatting
8. Sort and Filter Data by Color
9. Create In-Cell Chart with Sparklines

Analyzing Data with PivotTables

1. Overview of PivotTable & PivotChart
2. Create PivotTable from Table
3. Change Report Layouts
4. Show and Hide Report Totals
5. Create Custom Calculations
6. Filter Pivot Data with Slicer and Timeline
7. Group Fields in a PivotTable
8. Create Calculated Fields in PivotTable

Module 5

Importing External Data Sources

1. Import Data from Text Files
2. Create PivotTable from Microsoft Access
3. Create PivotChart from Microsoft Access
4. Manage Data Connections

Creating Dashboard Report

1. Overview of Dashboard
2. Create PivotTable and PivotChart
3. Hide Field Buttons from PivotChart
4. Use Slicer to Connect PivotTables
5. Build a Slicer Dashboard Report

Other Tips and Tools

1. Flash Fill
2. Quick Analysis
3. Slicer to Filter Excel Table
4. Timeline to Filter PivotTable
5. Connecting Multiple PivotTables
6. Sparklines

Methodology

The instructor led trainings are delivered using a blended learning approach and comprises of presentations, guided sessions of practical exercise, web-based tutorials and group work. Our facilitators are seasoned industry experts with years of experience, working as professional and trainers in these fields.

Key Notes

i. The participant must be conversant with English.

ii. Upon completion of training the participant will be issued with an Authorized Training Certificate

iii. Course duration is flexible and the contents can be modified to fit any number of days.

iv. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

v. One-year post-training support Consultation and Coaching provided after the course.

vi. Payment should be done at least a week before commence of the training, to DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/training-course-on-microsoft-excel-skills-for-business-analysis-and-reporting to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.