

Microsoft Excel For Business Analytics

Master the World's Most Powerful Business Productivity Tool

Learn how to organize, analyze, visualize, and automate business data using Microsoft Excel.

Course Information

Duration	20 Hours
Level	Beginner to Intermediate
Mode	Online Corporate
Certification	Couse Completion Certificate
Projects	6+ Industry Projects

Course Overview

The Microsoft Excel for Business Analytics program from Reangen Analytics is a comprehensive, instructor-led training course designed to help professionals build practical spreadsheet, reporting, and analytical skills for today's data-driven workplace.

The curriculum covers workbook fundamentals, formulas, functions, worksheet management, tables, data importing, Power Query, PivotTables, Pivot Charts, advanced lookup functions, interactive dashboards, and an introduction to Microsoft 365 Copilot capabilities where available.

Participants work on realistic business scenarios including sales analysis, budgeting, financial reporting, inventory management, employee analytics, and executive KPI reporting.

Key Highlights

- Structured learning path
- Hands-on practical exercises
- Real-world business reporting projects
- Advanced formulas & functions
- Power Query
- Pivot Tables & Pivot Charts
- Interactive dashboards
- Business reporting best practices

- Introduction to Microsoft 365 Copilot
- Industry-focused case studies

What You'll Learn

- Use formulas and advanced functions
- Transform data with Power Query
- Build PivotTables and Pivot Charts
- Create interactive dashboards
- Automate reporting
- Analyze business data
- Present insights professionally
- Apply Excel best practices
- Improve productivity

Business Scenarios Covered

- Sales Analysis
- Financial Reporting
- Budgeting & Forecasting
- Inventory Management
- HR Analytics
- Executive KPI Reporting

Ideal For

Business Professionals, Finance Professionals, HR Professionals, Operations Teams, Administrative Professionals, Project Managers, Business Analysts, MIS Executives, Data Analysts, Graduates, and anyone who uses Excel for reporting, analysis, or decision-making.

Prerequisites

- Basic computer skills
- Familiarity with Microsoft Windows
- Interest in data analysis and reporting

Learning Path

- Module 1: Excel Fundamentals
- Module 2: Formulas & Functions
- Module 3: Workbook Management
- Module 4: Tables & Data
- Module 5: Data Import
- Module 6: Power Query
- Module 7: Lookup Functions

- Module 8: PivotTables
- Module 9: PivotCharts
- Module 10: Interactive Dashboards
- Module 11: Business Reporting Projects
- Module 12: Microsoft 365 Copilot Overview

Hands-on Projects

- Retail Sales Dashboard
- HR Analytics Dashboard
- Finance Dashboard
- Manufacturing Dashboard
- Executive KPI Dashboard
- Healthcare Dashboard

Training Delivery Options

- Instructor-led Live Online
- Corporate Online or Onsite Training
- Customized Enterprise Programs
- Online Weekend & Fast-Track Batches

Certification Alignment

Participants receive a Reangen Analytics Course Completion Certificate upon successful completion.

Why Learn with Reangen Analytics?

- Industry-experienced trainers
- Practical, business-focused curriculum
- Real-world projects
- Hands-on learning
- Corporate-ready skills
- AI-integrated learning
- Post-training support

Ready to Advance Your Analytics Career?

Whether you're an individual professional looking to upskill or an organization planning to build analytics capabilities across teams, Reangen Analytics offers practical, industry-focused learning designed to deliver measurable business value.