impressTRAINING

COURSE BROCHURE · TECHNOLOGY & AI

Data-Insights · Efficient Worksheets · Now with AI

Excel Data Analysis & Reporting with Copilot AI



Up to 70% course subsidy*

COURSE FEE
S$1,000
Before subsidy

DURATION
2 days

DELIVERY
In person

LEVEL
Intermediate

COURSE OVERVIEW

About the course

This 2-day course is designed for intermediate to advanced-level professionals who work with data using Microsoft Excel. Participants will learn to prepare, cleanse, analyse and interpret business data to extract meaningful patterns, trends and insights that improve organisational performance and decision-making.

Learners will apply data and information visualisation techniques to design interactive dashboards using Excel Tables, PivotTables, PivotCharts, slicers and charts, integrating data into expressive stories that communicate key messages intuitively, stimulate audience engagement and resonate with stakeholders. The course also covers Microsoft Copilot in Excel to generate insights and recommendations, with learners validating AI-generated outputs for accuracy, data privacy, security and responsible use.

By the end of the programme, learners will be able to transform raw data into meaningful, audience-focused insights that support data-driven decisions and enhance workplace productivity.



WHO IS THIS COURSE FOR?

Executives, analysts, finance/admin staff, operations teams, and professionals handling business data

BEFORE YOU COME

- This is a fast-paced, intermediate-level course, not suitable for beginners. Participants should have a solid grasp of spreadsheet fundamentals and be confident creating and using complex functions and formulas.
- Participants must have basic computer literacy.
- Able to read, write, listen, and speak in English
- Laptops and printed learner guides will be provided.

LEARNING OUTCOMES

What you'll learn

- **Apply Excel visual analysis tools** including Quick Analysis, Data Bars, Colour Scales, Icon Sets and Sparklines, to extract meaningful patterns, trends and performance indicators from business data.
- **Analyse and interpret large datasets** using sorting, Advanced Filters, Subtotals, Defined Names, and logical, statistical and lookup functions such as IF, SUMIFS, XLOOKUP and INDEX-MATCH to generate insights that support decision-making
- **Clean, transform and prepare datasets** for analysis using Flash Fill, text functions, Text to Columns and Power Query, including combining files and standardising data formats.
- **Apply data and information visualisation techniques** to design interactive dashboards using Excel Tables, calculated columns, conditional formatting, slicers and charts, integrating data into expressive stories that communicate key messages intuitively, stimulate audience engagement and resonate with stakeholders.
- **Summarise data** using PivotTables and PivotCharts, apply Microsoft Copilot in Excel to generate insights and recommendations, and validate AI-generated outputs for accuracy, data privacy, security and responsible use to improve decision-making through AI Ethics and Governance.

KEY TAKEAWAYS

- **Enhanced Data Analysis Skills.**
- **Master Excel functions and tools to streamline data analysis and reporting processes.**
- **Creating a Dynamic professional spreadsheet report**

COURSE OUTLINE

Day 1 topics



01 Spot Trends & Patterns Instantly with Excel's Visual Tools

- Quick Analysis to convert raw data into visual insights quickly
- Data Bars to highlight high/low values for easier comparison
- Colour Scales to visualise trends and data variation
- Icon Sets to categorise performance against threshold/KPI levels
- Sparklines to track upward/downward trends within cells

02 Analyse Business Data with Advanced Excel Functions, Sorting & Filtering

- Analyse Business Data with Advanced Excel Functions, Sorting & Filtering
- Subtotal to automatically summarise grouped data; Custom Lists with AutoFill
- Multi-level sorting and sorting by custom list order
- Search Box filtering and Advanced Filter (incl. copying filtered records / selected columns to another worksheet)
- Relative vs absolute cell references; Defined Names for readable formulas
- Logical functions: IF, AND, OR, IFS
- Statistical functions: COUNTIFS, AVERAGEIFS, SUMIFS, MAXIFS, MINIFS
- Database functions: DSUM, DCOUNT, DCOUNTA, DMIN, DMAX, DAVERAGE
- Lookup functions: VLOOKUP, XLOOKUP, INDEX, MATCH

03 Clean and Transform Business Data with Excel & Power Query

- Flash Fill to split text, change case, combine text, format numbers/dates
- Text functions to clean and transform data: TEXT, LEFT, RIGHT, MID, LEN, FIND
- Text to Columns Wizard to split text strings and format dates
- Combining data with CONCAT and TEXTJOIN
- Power Query Editor: load table data, standardise data types, combine multiple files from a folder, merge/split columns

COURSE OUTLINE

Day 2 topics



04 Data Visualisation & Storytelling – Turning Excel Data into Interactive Dashboards and Business Insights

- Formatting raw datasets into structured Excel Tables; removing duplicates
- Calculated columns within Tables
- Conditional Formatting rules to highlight important patterns/insights
- Sorting with Icon Sets; filtering to top/bottom values
- Slicers to interactively filter Table data
- Charts created directly from Excel Tables
- Data storytelling fundamentals: identifying the target audience, their priorities, concerns and decisions; defining the one key message

Continues →

04 Data Visualisation & Storytelling – Turning Excel Data into Interactive Dashboards and Business Insights (Continued)

- Structuring a data story: context → insight → recommended action
- Choosing the right chart for the message; decluttering; using colour, highlighting and annotation to direct attention to the key insight
- Insight-led chart titles and dashboard layout (visual hierarchy, most important insight first)
- Making insights resonate: linking data to business impact and to what the audience cares about (e.g. targets, customers, team performance), and tailoring the same data for different audiences (e.g. senior management vs operational team)

05 AI-Assisted Data Analysis with Pivot Tables, Pivot Charts & Microsoft Copilot - Generating and Validating AI Insights

- PivotTables/PivotCharts from Excel Tables; report layouts; Subtotals/Grand Totals
- Report Filter Pages; Row/Column Label filters to drill into categories
- Summarising with Sum/Count/Average/Max/Min; % of Total; Running Totals; grouping dates/numbers
- Using Copilot in Excel to generate insights, summaries, AI-assisted charts and recommendations
- Validating AI-generated outputs for accuracy against source PivotTable figures
- Discussing data privacy and security implications of the data shared with Copilot
- Applying responsible-use guidelines (e.g. avoiding sharing sensitive/PII data, verifying before acting on AI recommendations) in realistic workplace scenarios

FEES, FUNDING AND DATES

Invest in your team

	Singapore Citizens & PR below 40 years old	Singapore Citizens 40 years old and above
Course fee	S$1,000	S$1,000
Funding support	50% · S$500	70% · S$700
You pay	S$500	S$300

Fees are per participant. Funding is for eligible participants who meet the attendance and assessment requirements.

CERTIFICATION

Attain at least 75% attendance and pass the assessment to receive a digital Certificate of Completion from Impress Training

UPCOMING DATES

- 14-15 Dec 2026
- 22–23 Feb 2027
- 21–22 Jun 2027
- 11–12 Oct 2027

DURATION
2 days

DELIVERY
In person

LEVEL
Intermediate

MEET YOUR TRAINER

Uma Mageswari

> The course is very useful. Trainer was engaging and I learned a lot.
>
> **Cheryl Lee, Senior Manager**

> The course was very interesting and Trainer was engaging and helpful.
>
> **Cheryl Foo, Manager**

YOUR TRAINER

Uma is a dynamic educator and training professional who brings a unique blend of technical expertise, curriculum design proficiency, and leadership acumen to the learning and development space. With hands-on experience in ICT and digital skills training — from Generative AI to Microsoft Excel, Power Automate, and Power BI — Uma excels at empowering learners with future-ready capabilities. Uma is committed to fostering impactful, workplace-relevant learning that drives both individual and organizational growth.



CONTACT INFORMATION

For more information

FIND US AT

Impress Training Pte Ltd

8 Burn Road
#04-11/12, Trivex
Singapore 369977

CONTACT US

(+65) 6636 9772
(+65) 8221 5898

mail@impresstraining.com
www.impresstraining.com

Follow us on Instagram

Like us on Facebook

Watch us on YouTube

This course online

impressTRAINING



***SKILLS FUTURE SUBSIDY**

Course subsidy of up to 70% is available for both employer-sponsored and self-sponsored applicants.

SkillsFuture Credit (SFC)
Eligible Singapore Citizens may use their SkillsFuture Credit balance to offset respective course fees. This is only applicable to Self-sponsored Individuals.

Assessments
As part of the requirement for SkillsFuture Singapore, there will be an assessment conducted at the end of the course.

Attendance
Participants are required to attain a minimum of 75% attendance and pass the assessment to receive a digital Certificate of Completion issued by Impress Training

*Course subsidies are subject to meeting the relevant terms and conditions.

Please contact us for more details.