

Business Reporting Automation Career Accelerator Program: Prerequisites and Curriculum



About the Program

In this 24-hour hands-on Business Reporting Automation Capstone, you'll work through a real company's reporting process while learning how to use Excel, Power Query, SharePoint, and Power Automate to automate recurring business reports from start to finish. Using Power Query, you'll clean, transform, standardize, and consolidate data from multiple business reports into a single automated reporting solution. You'll then use SharePoint to organize and publish reporting deliverables while leveraging Power Automate to automate file management, notifications, and other repetitive reporting tasks.

Designed to simulate the day-to-day responsibilities of a business or data analyst, this project-based capstone emphasizes real-world business processes rather than isolated software features. Throughout the program, you'll gain experience managing reporting requests, validating data quality, documenting your work, and delivering automated reporting solutions for a real company. By the end of the capstone, you'll complete a portfolio-ready business automation project, earn a certificate of completion, and receive professionally written resume and LinkedIn descriptions that showcase your ability to design, build, and automate business reporting solutions using Microsoft technologies.

Prerequisites

Office 365

Creating new worksheets

Hiding worksheets

Deleting worksheets

Locating a cell

Data entry (inputting data into a cell)

Know the difference between columns and rows

Copying and pasting data

Opening a workbook

Know the difference between a workbook vs. worksheet

Saving a workbook

Inserting and deleting rows and columns

Topics Covered

Receive and manage real-world business reporting requests

Organize project files and reporting deliverables

Clean, transform, standardize, and consolidate data using Power Query

Combine data from multiple reports through query merging and appending

Reshape data using pivoting, unpivoting, transposing, and advanced transformations

Create reusable Power Query processes that refresh with a single click

Validate reporting accuracy and perform quality assurance checks

Document reporting processes and automation solutions

Organize, publish, and manage reporting deliverables in SharePoint

Automate file management, notifications, and recurring reporting tasks using Power Automate

Build an end-to-end automated business reporting solution for a real company

Complete a portfolio-ready capstone project with certificate, resume, and LinkedIn-ready experience



DATA TELLS A STORY. BE THE STORYTELLER