

POWER BI MASTERY: ESSENTIAL SKILLS FOR MODERN DATA ANALYTICS

Translate analytical results into strategic decisions

Learning Outcomes

- Develop a deep understanding of Power BI tools and functionalities.
- Gain expertise in creating & customizing interactive reports and dashboards.
- Learn to publish and share insights effectively using Power BI Service.
- Expand your proficiency with custom visuals for impactful presentations.
- Acquire skills to implement drill-through and filters for enhanced data analysis.

Who Should Attend?

- Professionals new to Power BI
- Professionals transitioning to data-centric roles.
- Business analysts looking to improve data reporting
- Decision-makers looking to leverage data for strategies
- Microsoft Excel users looking to apply advanced BI tools

Overview

Are you ready to transform raw data into impactful business decisions?

With organisations increasingly relying on data-driven strategies, mastering Power BI is no longer optional, it's a necessity. This 2-day intensive course equips professionals with the latest Power BI tools and techniques, empowering them to create dynamic reports, perform efficient data transformations, and utilise advanced analytics. Through expert-led sessions, participants gain hands-on experience in navigating Power BI Desktop and Service, unlocking actionable insights to elevate organisational performance. Designed for those eager to build a robust foundation, this course ensures you'll be confident in utilising Power BI to its full potential.

Training Methodology

This course adopts a highly interactive and hands-on approach to ensure participants gain practical experience with Power BI. Each session combines instructor-led demonstrations with guided exercises, allowing participants to apply concepts in real time. Participants will work on sample datasets to create reports, perform data transformations, and build models, fostering a deep understanding of Power BI's capabilities. The training includes step-by-step guidance, Q&A sessions, and practical examples, ensuring learners can confidently navigate Power BI Desktop and Service by the end of the course.

Pre-requisite

Application: Power BI Desktop installed on participants computers.

Subscription: Participants are required to subscribe to Power BI Service. (Registration is free)

Knowledge: Microsoft Excel Intermediate level knowledge.



Norhayati Isa

Snapshot

- Microsoft Certified Trainer
- Power BI Data Analyst
- Microsoft Office 2019 Expert
- Microsoft Office 2016 Specialist Master
- HRDF Certified Trainer
- Worked extensively with Microsoft Office suite products



Norhayati is a highly respected professional in the IT industry with over 25 years of experience. She began her career in 1990 after earning an NCC diploma in Computer Studies, initially focusing on teaching desktop applications. By 1998, she specialized in Lotus Notes and expanded her expertise to include consulting projects involving Microsoft and HCL (IBM) Lotus/Domino products. With her extensive experience in training and consulting, Norhayati has developed a deep understanding of the IT industry, enabling her to offer valuable insights and practical solutions to clients. Her passion for technology and dedication to excellence have made her a sought-after expert in the field.

An authority in Microsoft Excel and Power BI, Norhayati delivers comprehensive courses to help individuals and organizations unlock the potential of these tools. Her technical skills in Microsoft Office products have also led to frequent requests for additional training in Microsoft Project, Project Online, Access, and Excel VBA. Norhayati's teaching approach combines deep technical knowledge with a commitment to creating engaging, enjoyable learning experiences tailored to her clients' needs.

As a seasoned trainer and consultant with over 15 years of high-quality course delivery, Norhayati excels at simplifying complex concepts for her students. She holds numerous certifications across Microsoft Office versions, from Office 2002 to Office 2019, and proudly holds the prestigious Microsoft Certified Trainer credential. Her expertise extends to data analysis and business intelligence, using tools like Power BI and Excel's Power Tools to create dynamic reports and dashboards.

Driven by a passion for teaching, Norhayati instills confidence and empowers her students to reach their learning objectives. Whether working with individuals or organizations, she is committed to delivering exceptional training, equipping her clients with the skills to maximize the potential of Microsoft products and achieve lasting success.

Day 1

- 9:00 AM Introduction & Ice-Breaking**
- Trainer introduction
 - Ice-breaking session
- 9:20 AM Lesson 1: Introduction**
- Understanding Business Intelligence
 - What is Power BI?
 - Understanding Power BI Ecosystem
 - Power BI Service
 - Power BI Desktop
- 10:30 AM Morning Break**
- 10:45 AM Lesson 2: Introduction to Power BI Desktop**
- Getting to know Power BI Desktop Interface
 - Navigating with the application
 - Exploring a completed Report
 - Open existing PBIX report
 - Explore the Report components
 - Visuals, Fields, Views
 - Understanding visuals interactions
- 12:00 PM Lunch Break**
- 1:00 PM Lesson 3: Getting started with Reports**
- Get Data
 - Import data into Power BI Desktop
 - Identifying various data sources
 - Import Single table
 - Create Basic Report
 - Add Visuals, set fields and formatting
- 3:45 PM Afternoon Break**
- 4:00 PM Lesson 4: Data Transformation (Power Query)**
- Connecting to Data Sources
 - Transforming and Cleaning Data
 - Applying data cleansing and transformation actions
 - Utilising Power Query Editor
- 5:00 PM Reflection & Wrap-Up for Day 1**

Day 2

9:00 AM Lesson 5: Working with Data Model

- Introduction to Data Model
- Designing Data Model
 - Understanding difference between FACT and DIMENSION tables
- Set relationships between tables using the MODEL view
- Create reports using data model

10:30 AM Morning Break

10:45 AM Lesson 6: DAX Calculations

- Introduction to DAX
- Working with Calculated Columns & Measures
 - Adding Calculated Column
 - Understand the difference between Implicit & Explicit measures
 - Adding Measures
- Displaying Measures in Reports

12:00 PM Lunch Break

1:00 PM Lesson 7: Working with more Report features

- Insert & Format logo
- Adding Text box for title text
- Format report page with background colour, wallpaper
- Understanding different filters that are available
 - Visual, Page, Report and Slicer
 - Enable/Disable filter interactions between visuals
- Setting up Drill through
- Adding Custom Visuals

3:45 PM Afternoon break

4:00 PM Lesson 8: Publishing content to Power BI Service

- Sign up to Power BI Service
 - Exploring Power Bi Service Interface
- Publishing PBIX report file
- Create Dashboard

5:00 PM End of Training