



6 Weeks Online Comprehensive Hands-On Training  
Data Preparation to Data Visualization with

## Microsoft Power BI

(Power Query/ Power Pivot with Excel as well as with Power BI)

New batch starting from **15th February 2022**

**Tuesday & Wednesday**

3 PM to 5 PM

Join **Live Online** from your home or office

### OBJECTIVES

The main objective of this course is to use Power BI effectively into real-world environment. On the other hand, it will also enable performing data analysis on big data using Power Query and Power Pivot either with Excel or with Power BI where it will be demonstrated that how Power BI/ Excel can work more effectively contributing to our profession

#### Upon Completion of the program, participants will be able to:

- Manage big data i.e. either to summarize or to make data telling stories itself
- Import data from any platform/ database, clean the data, change data orientation
- Perform analytical work according to your professional needs
- Make better and more useful pivot tables and BI visuals leading to assist for sensible business decisions
- Extract/ obtain relevant information from the available data set
- Learn how to minimize as much manual labor as possible in data analysis
- Get record of each step taken, just change source of data and get refresh results accordingly

# RESOURCE PERSON

## Muhammad Faisal Shafi

Associate member of ICMAP, ICSP, PIPFA, Master in Economics, Microsoft Office Expert & Trainer

Mr. Faisal is currently working as Head of Internal Audit at Thardeep Microfinance Foundation, having over 20 years' experience of accounts, finance, internal/ external audit. He has conducted a number of workshops and short courses on MS Office particularly MS Excel upto advance level including Financial Modeling with Softax, ICMAP, AATI of AGPR, SZABIST and different other forums.

## CONTENTS:

### MICROSOFT POWER BI

#### Getting Started:

- Intro - Dashboard
- Power BI Suite
- Components and Views

#### Basic:

- Denormalization
- Fact Table/ Dimension Table
- Getting Data (incl. Folder/ Web-based)
- Sorting/Filtering/ Formatting/ Themes
- Data Types, Relationships

#### Calculations:

- Calculated Columns
- Measures
- Table Generation
- Time Intelligence
- DAX

#### Report Features:

- Visuals (Built-in & Imported)
- Drilling/ Interactions
- Formatting/ Options
- Q&A/ Text with Calculated Numbers.

### POWER QUERY WITH EXCEL

- Getting Data & Data Types
- Detect and Rectify Errors
- Basic Actions (on Rows, on Columns, Header Row, Replace Values, Split/ Merge Columns, Filtering, Sorting, Close & Load)
- Transform Data (Format, Extract, Transpose, Pivot/Unpivot Columns)
- Query Options (Duplicate, Rename, Copy, Reference, Close & Load To..., Refresh)
- Add Column (Duplicate, Index, Custom [using M Query])
- Consolidation (Grouping, Merging & Appending)
- View Options.

### POWER PIVOT WITH EXCEL

- Getting Data/ Data Types
- Basic Operations (Formatting, Sorting, Filtering)
- Views / Relationships / Hierarchies
- DAX on Custom Columns / Measures
- Pivot Table
- KPI

#### More about DAX:

- Context, Variables, Quick Measures
- Arranging Measures
- Displaying Symbols on specific condition
- Consider different aspects of calculations.

#### Other Aspects:

- Analytic / Tooltips of Visuals
- Sync Slicer/Hierarchies
- Conditional Formatting
- Folders / Sub-Folders

#### Optimizing Reports:

- Parameters
- Dynamic Images
- Navigations (to Page/ Bookmark)
- Sync Slicers

#### Power BI Suite:

- Power BI Desktop
- Publishing Report
- Mobile Layout
- Mobile App

## ABOUT SOFTAX

Softax (Private) Limited has been established in 1997 with an objective to impart with affordable quality training in the field of Taxation & Corporate laws, Internal Audit, Accounting and Finance etc. by introducing a unique teaching concept of "learning for solutions". Today Softax is proud to have trained over 32,000 Corporate Executives and arranged more than 900 workshops and short courses.

## REGISTRATION DETAILS

Please send following information of participant(s) through e-mail at "Karachi@softax.com.pk":

1. Name
2. Designation
3. Organization
4. Telephone #
5. Cell #
6. E-mail

## Who should join?

Those participating the course must have basic knowledge of Excel functions—Sum, Avg, Min, Max and Vlookup—and working knowledge of pivot tables, pivot charts and simple charts is required to take this course. Excel and Power BI files (as solved exercises and other exercises for self-practice) will be shared with participants alongwith PowerPoint presentation enabling to repeat and recall the concepts in order to apply in the practical life.



*Note: Participants should ensure that Microsoft Excel 2013 or above and Power BI is running in there Laptop/PC.*

Investment:

Rs. 12,995/-

(Inclusive of Taxes, Course Material, Relevant Case Studies and Certificate of Participation.)

## For more details & registration:

Mr. Daniyal Soomro  
(Coordinator)

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