



Consulting and Training | Reach New Heights

Course Name

Data Analysis using Excel and Power BI

Sector Name

Finance, Accounting and Banking

Document Type

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Data Analysis using Excel and Power BI

Course Introduction

Microsoft Power BI is a cloud service that allows you to link all your data and information together and analyze it in a coherent and integrated manner that helps facilitate the decision-making process... Whatever the nature of your data, this service allows you to easily access and integrate, and share it with anyone easily.

This integrated training program is designed to enable the participants to master the process of data analysis and link it perfectly by using Power BI. This course focuses on topics such as data analysis process, visualizations, data sharing, and creating professional and easy-to-understand dashboards.

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Target Audience

- ✓ Managers and team leaders in non-finance roles
- ✓ Project managers and team supervisors
- ✓ Marketing, operations, and HR professionals
- ✓ Entrepreneurs and small business owners
- ✓ Professionals seeking a better grasp of financial decision-making

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Learning Objectives

- ✓ Understanding key concepts in data analysis, visualization, and reporting using Power BI
- ✓ Visualizing your data and preparing reports.
- ✓ Shape and combine data with powerful, built-in tools and make it ready for reporting.
- ✓ Create and manage interactive data visualizations
- ✓ Use DAX language and be ready to build their own KPI formulas, resources, and the concept of strategic planning.
- ✓ Develop a new vision and goals for the organization in the context of global business

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Course Outline

✓ Day 01

Introduction to Power BI

- ✓ Introduces to business intelligence (BI), Self-service BI, and data
- ✓ Introduction to business intelligence
- ✓ Introduction to data, information, and knowledge
- ✓ Data-driven vs Data-informed
- ✓ Introduction to GIGO
- ✓ The importance of self-service BI (SSBI)
- ✓ Overview of the Power BI data analysis process Power BI
- ✓ Power BI architecture
- ✓ Using Excel as a data source
- ✓ Using a folder as a data source
- ✓ The Power BI data model
- ✓ Creating a Power BI report
- ✓ The Power BI service

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Data Analysis using Excel and Power BI

Course Outline

✓ Day 02

Modeling Data

- ✓ With Power BI Desktop, you can shape and combine data with powerful, built-in tools. This module introduces the tools that are available for business users to reshape data and make it ready for reporting.
- ✓ Power Query Editor
- ✓ Data transformation and shaping
- ✓ Power BI Desktop or Power Query Editor
- ✓ Interactive Data Visualisation
- ✓ This module describes how to create and manage interactive data visualisations.
- ✓ Creating Power BI reports
- ✓ Categorizing the Power BI visuals
- ✓ Choosing your visuals
- ✓ Managing a Power BI solution
- ✓ Formatting Report Pages
- ✓ Formatting Visuals

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Course Outline

✓ Day 03

DAX

- ✓ This module describes how business users can use DAX language and be ready to build their own KPI formulas
- ✓ DAX categories
- ✓ Measure, Columns, and Tables
- ✓ Quick Measure Tool
- ✓ Storytelling
- ✓ This module describes how to identify your audience and how to build an effective storytelling report
- ✓ Who, What, and How
- ✓ Measure, Columns, and Tables
- ✓ Quick Measures

Modeling Data

- ✓ With Power BI Desktop, you can shape and combine data with powerful, built-in tools. This module introduces the tools that are available for business users to reshape data and make it ready for reporting.
- ✓ Power Query Editor
- ✓ Data transformation and shaping
- ✓ Power BI Desktop or Power Query Editor
- ✓ Interactive Data Visualisation
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- ✓ Creating Power BI reports
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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 16, 2026	Nov. 18, 2026	3 days	1550.00 \$	Virtual , Online
Jan. 25, 2027	Jan. 27, 2027	3 days	3250.00 \$	UAE , Dubai
May 3, 2027	May 5, 2027	3 days	3950.00 \$	Spain , Madrid
Aug. 8, 2027	Aug. 10, 2027	3 days	3250.00 \$	KSA , Riyadh

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