

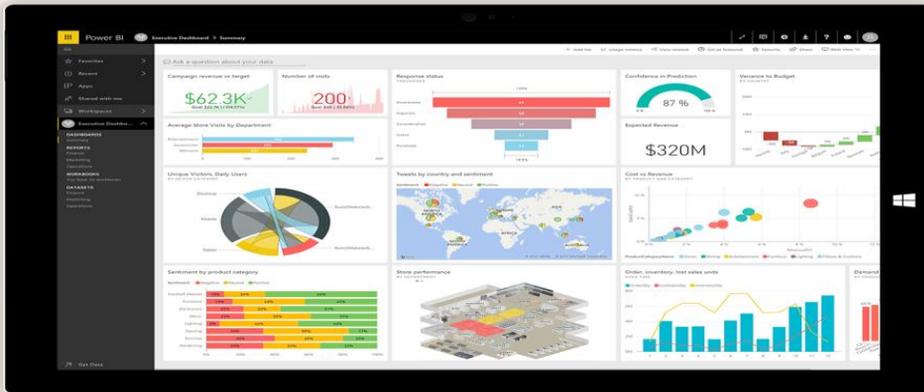
# Power BI Desktop Essential Skills

Duration: 2 days

Power BI Desktop is a free application that enables users to connect, transform, and visualize data. With Power BI Desktop, users can connect to multiple different sources of data, and combine them (often called modeling) into a data model. This data model enables users to create data visualization, build customized dashboards which can be shared as reports with colleagues within the organization. Most users who work on business analytics projects use Power BI Desktop to create reports, and then use the Power BI services to collaboratively share their reports with others.

## Pre-requisite:

This course is relevant for users who manages, analyze and presents compelling data visualization and dashboards. Participant must already have experience working with Excel charts.



## COURSE OUTLINE

### Day 1 Morning 9.00am-12.30pm

#### Module 1: What is Power BI

- Where to get?
- Installation

#### Module 2: Get started with Power BI

- Knowing your way around

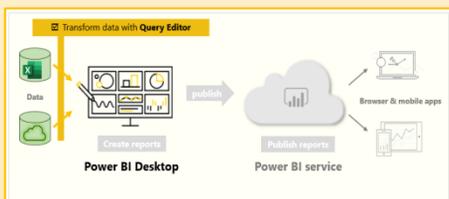
### Lunch 12.30pm-1.30pm

### 1.30pm-5.00pm

#### Module 3: Getting Data in Power BI

Learn to join multiple data sources into one in order to combine diverse sources of information in an analytical solution.

- Getting data from one source
- Getting data from multiple sources
- Data Transformations

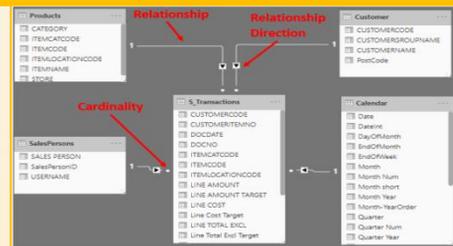


### Day 2: Morning 9.00am-12.30pm

#### Module 4: Creating and Managing Relationships in Power BI

Relationship in Power BI is used to define the connections or the relation between two or more tables and perform analysis.

- Power BI relationship
- Creating Power BI relationships



### Day 2: Lunch: 12.30pm-1.30pm

### Day 2: Afternoon 1.30pm-5.00pm

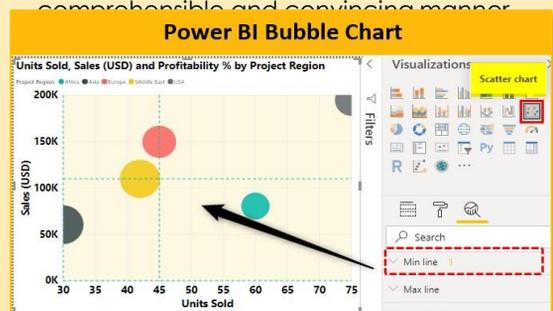
#### Module 5: Applying Data Analysis Expressions (DAX)

- Calculated columns – Creating column with filtered/sorted information
- Measures – Create field having aggregated values e.g., sum, percentages, averages etc.

#### Module 6: Data Visualization with Power BI

Select the most relevant type of visualization for different presentation, scenarios and presentations – bubble chart, line chart, card, matrix, KPI, etc.

- Formatting of visualizations
- Color saturation in charts
- Insert of custom visualization
- Deliver your presentation in a focused, comprehensible and convincing manner



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<b>Course Date</b>	<input type="checkbox"/> 3-4 Jun 2025 <input type="checkbox"/> 7-8 Jul 2025 <input type="checkbox"/> 21-22 Aug 2025 <input type="checkbox"/> 2-3 Sep 2025
<b>Course Time</b>	9:00am to 5:00pm
<b>Course Fee</b>	RM1400 per pax (incl SST)
<b>Methodology</b>	On-Line via Microsoft Teams

For further inquiries & registration, please contact:

MEF Academy Sdn Bhd



Ms Zana

Tel: 03-74987200 ext 7242

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[roszana@mef.org.my](mailto:roszana@mef.org.my); [adminmefa@mef.org.my](mailto:adminmefa@mef.org.my)

This course is HRDF SBL Khas claimable. Please select HRDCorp claimable courses when you access the portal.

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## REGISTRATION

### ORGANIZATION DETAILS

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Contact No.: \_\_\_\_\_

HRDF Contributor:  Yes, Employer Code: \_\_\_\_\_  No

### APPROVED BY:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Stamp:

### Online Registration

<https://forms.gle/VdXpjZzY5A8eteUeA>



### PARTICIPANT LIST

No.	Name	NRIC	Position	Email	Contact No.