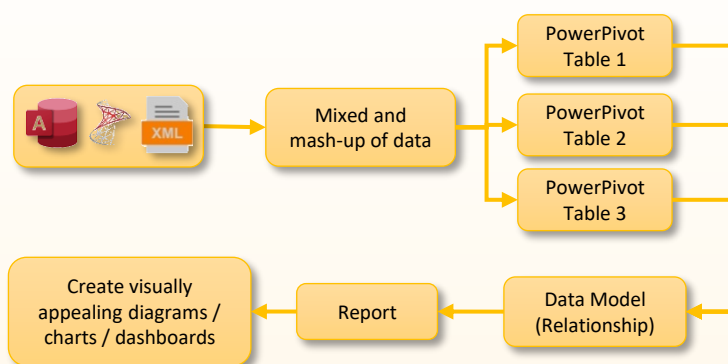# PowerPivot: Powerful Data Analysis and Data Modelling in Microsoft Excel (2 days)

With PowerPivot, Microsoft brings the dynamism of Business Intelligence tools to Excel, transforming enormous number of data/records into meaningful information. It is a Big Data tool that helps to generate rich and interactive analytics solutions.

Who Should Attend
This course is relevant to data analysts, business analysts, financial analysts and anyone who wants to better manage their data. Knowledge and experience in using Excel PivotTable is assumed. Participants are required to have the Microsoft Excel version 2010 and above.

COURSE OUTLINE

DAY 1

Morning session: 9:00am – 12:30pm

Module 1: Introduction to PowerPivot
- What is PowerPivot
- Add PowerPivot into Excel
- Start PowerPivot
- Save PowerPivot
- Open PowerPivot
- Ribbon Tabs in the PowerPivot Application

Module 2: Getting Data into PowerPivot
- Decide on Sequence for Importing
- Getting Excel Data into PowerPivot
- Converting Your Data to a Table and Linking
- Getting Updated Link Table Data into PowerPivot
- Add Excel Data by Copying and Pasting
- Adding New Records to the Table in PowerPivot
- Adding Excel Data by Importing
- Importing the Excel Data to PowerPivot
- Refreshing the Imported Data in PowerPivot
- Importing Data from SQL Server
- Import a Text File
- Importing from Access
- Importing from a Data Feed
- Importing from Other Sources

Lunch Break: 12:30pm – 1:30pm

Afternoon Session: 1:30pm – 5:00pm

Module 3: Table Relationships
- Why Create Relationships?
- Review Existing Relationships
- Create New Relationships between Data from Separate Sources
- Create Relationships in Diagram View

Module 4: PowerPivot Windows
- Applying Numeric Formatting
- Sorting Data in the PowerPivot Window
- Filtering in the PowerPivot Window
- Rearranging Columns
- Freezing Columns
- Changing Column Widths
- Using PowerPivot Undo and Redo
- Deleting Columns
- Using the Context Menu

Module 5: Calculated Column
- Create a Calculated Column for Total Profit
- Create Calculated Columns for Related Data

DAY 2

Morning session: 9:00am – 12:30pm

Module 6: PivotTables
- Add a PowerPivot to Your Analysis
- Delete a PowerPivot
- Add a PivotChart to Your Analysis
- Delete a PivotChart
- Add Slicers to PivotTable
- Add Slicers to a PivotTable
- Format Slicers
- Use Slicers to Analyze Your PivotTable Data
- Add slicers to PivotCharts
- Two Important Rules with PivotTables

Module 7: PowerPivot and Dashboards
- Building a Report with Two PivotCharts
- Chart Formatting Changes
- Adding Slicers and Understanding Slicer AutoLayout
- Cannot Directly Change the Size of Slicers
- Controlling the Size of the Bounding Rectangle
- Adding a PivotChart to an Existing Layout
- Link the New PivotChart Up to the Existing Slicers
- Moving the PivotTable to Back Worksheet
- Adding a PivotTable to an Existing Layout

Lunch Break: 12:30pm – 1:30pm

Afternoon Session: 1:30pm – 5:00pm

Module 8: Create simple Data Analysis Expression (DAX) and Key Performance Indicators (KPI)
- Create powerful new analytical capabilities using the (DAX) Function
- Determining performance against goals, objectives and business processes using KPI

Module 9: Create a Hierarchy in a Table
- Why Create Hierarchies?
- Create a Hierarchy
- Edit a Hierarchy
- Delete a Hierarchy

Module 10: Create and Manage Data with Perspectives
- Create a Perspective
- Use the Perspective in a PivotTable Report
- Use the Slicers and KPIs to Analyze Your PowerPivot Data

PowerPivot: Powerful Data Analysis and Data Modelling in Microsoft Excel (2 days)

Course Date	☐ 9-10 Jun 2025 ☐ 14-15 Jul 2025 ☐ 12-13 Aug 2025 ☐ 22-23 Sep 2025
Course Time	9:00am to 5:00pm
Course Fee	RM1400 per pax
Methodology	Online via Microsoft Teams

For further inquiries & registration, please contact:
MEF Academy Sdn Bhd
Ms Zana
Tel: 03-74987200 ext 7242
Email:
roszana@mef.org.my;adminmefa@mef.org.my

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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.