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CERTIFIED DATA ANALYTICS SPECIALIST

Microsoft Excel & Power BI



Online Session

Excel Starting From 6th Dec, 2026

Power BI Starting From 29th Dec 2026

Tue & Thurs: 7:00 PM to 9:00 PM

& Sundays: 11 AM - 1 PM



CEO, BI Consultant and Corporate Trainer

JAHANGIR SACHWANI

Certified Professional Trainer from IAPPD Global, UK
Microsoft Power BI Certified, Microsoft Certified Office Specialist for Excel, Word and PowerPoint

Program Overview

The Data Analytics Specialist: Excel and Power BI Training Program is designed to empower professionals with the skills and tools needed to excel in data-driven environments. This program offers a blend of theory and hands-on practice to transform raw data into actionable insights, driving smarter decisions and organizational success.

Participants will master advanced Excel techniques and Power BI functionalities to efficiently analyze, visualize, and present data. Through real-world datasets, practical examples, and interactive exercises, this program bridges the gap between technical expertise and strategic thinking, ensuring participants are prepared to meet modern business challenges.

Whether you are an experienced analyst, a business professional looking to enhance your skill set, or a beginner exploring the world of data analytics, this program equips you with the competencies to thrive in today's data-centric economy.

Program Pre-Requisites

Participants must know these functions and features to get maximum benefit from this training:

- File & Folder Management
- Basic Excel Formulas & Functions
- Formatting Worksheets in Excel
- Data Sort / Filter in Excel

Who this course is for?

- Anyone looking for a hands-on, project-based Data Analytics course on Excel and Microsoft Power BI Desktop
- Data analysts and Excel users hoping to develop advanced data modeling, dashboard design, and business intelligence skills
- Aspiring data professionals looking to master the #1 business intelligence tool on the market
- Students who want a comprehensive, engaging, and highly interactive approach to training
- Anyone looking to pursue a career in data analysis or business intelligence

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Learning Objectives

Participants will learn to:

Microsoft Excel

- Excel Tips and Tricks
- Working with different functions
- Data Analysis using Pivot Tables
- Designing Interactive Dashboards

Microsoft Power BI

- Introduction to Power BI Desktop
- Connecting and Shaping Data with Power BI Desktop
- Creating Table Relationships and Data Models in Power BI Desktop
- Analyzing Data with DAX Calculations in Power BI
- Visualizing Data with Power BI Reports

Learning Outcomes

- Build professional-quality business intelligence reports from the ground up
- Blend and transform raw data into beautiful interactive dashboards
- Showcase your skills with full-scale course projects (with step-by-step solutions)
- Understand the business intelligence workflow from end-to-end

Microsoft Excel Detailed Content

Module 1: Business Excel with Real World Examples and Painful Areas

- Tips and Tricks to Excelerate the work
- Advanced Formulas & Functions
  - Date functions
  - Text functions
  - Logical function (IF, AND, OR)
  - SumIFs, CountIFs
  - Vlookup, Hlookup, Xlookup
  - Choose
  - Index and match
  - IFError

Module 2: Analyzing and Designing Reports

- Conditional Formatting
- Pivot Table with Slicer
- Dynamic Charts using Form Controls
- Interactive Dashboard using Pivot Table

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Microsoft Power BI Detailed Content

THE COURSE PROJECT:

In this course, you'll be playing the role of Lead Business Intelligence Analyst for Adventure Works Cycles, a global manufacturing company. Your mission? To design and deliver a professional-quality, end-to-end business intelligence solution, armed only with Power BI and a handful of raw csv files.

But don't worry, I'll be guiding you through the ins-and-outs of Power BI Desktop, sharing crystal clear explanations and helpful pro tips each step of the way. We'll follow a steady, systematic progression through the Power BI workflow, and break down our project into FIVE KEY OBJECTIVES:

Objective # 1: Introduction to the Power BI Desktop

- Introduction
- Meet Microsoft Power BI Desktop
- Downloading Power BI & Adjusting Settings
- IMPORTANT: Regional Settings
- Exploring the Power BI Desktop Interface & Workflow
- Helpful Power BI Resources

Objective # 2: Connecting and Shaping Data with Power BI Desktop

- Introduction
- Types of Data Connectors in Power BI Desktop
- The Power BI Query Editor (aka Power Query)
- Basic Table Transformations in Power BI
- Working with Text Tools
- Working with Numerical Values
- Working with Date & Time Tools
- PRO TIP: Creating a Rolling Calendar in Power BI Desktop
- Generating Index & Conditional Columns
- Grouping & Aggregating Records
- Preview
- Merging Queries in Power BI Desktop
- Appending Queries in Power BI Desktop
- TIP: Pivoting and Unpivoting Data
- Configuring Power BI Data Source Settings
- Configuring Power BI Query Refresh Settings
- Additional Data Types & Categories in Power BI
- Defining Hierarchies in Power BI Desktop
- Power BI Data Connection Best Practices

Additional

- QUIZ: Introduction and Connecting & Shaping Data with Power BI Desktop
- CLASSWORK: Connecting & Shaping Data with Power BI Desktop

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Objective # 3: Creating Table Relationships and Data Models in Power BI Desktop

- Introduction
- What is a "Data Model"?
- Principles of Database Normalization
- Understanding Data Tables vs. Lookup Tables
- Understanding Table Relationships vs. Merged Tables
- Creating Table Relationships in Power BI Desktop
- "Snowflake" Schemas in Power BI
- Managing & Editing Table Relationships in Power BI Desktop
- Managing Active vs. Inactive Relationships
- Understanding Relationship Cardinality
- Connecting Multiple Data Tables in Power BI Desktop
- Understanding Filter Flow
- Two-Way Filters in Power BI Desktop
- Hiding Fields from the Power BI Report View
- Power BI Data Model Best Practices

Additional

- QUIZ: Creating Table Relationships & Data Models in Power BI
- CLASSWORK: Creating Table Relationships & Data Models in Power BI

Objective # 4: Analyzing Data with DAX Calculations in Power BI Desktop

- Introduction
- Meet Data Analysis Expressions (DAX)
- Intro to DAX Calculated Columns
- Intro to DAX Measures
- RECAP: Calculated Columns vs DAX Measures
- Adding Columns & DAX Measures in Power BI Desktop
- Implicit vs. Explicit DAX Measures
- Filter Context Examples in Power BI
- Step by Stel DAX Measure Calculation
- Understanding DAX Syntax & Operators
- Common DAX Function Categories
- DAX: Basic Date & Time Functions
- DAX: Conditional & Logical Functions (IF/AND/OR)
- DAX: Common Text Functions
- DAX: Joining Data with RELATED
- DAX: Basic Math & Stats Functions
- DAX: COUNT Functions (COUNTA, DISTINCTCOUNT, COUNTROWS)
- DAX: CALCULATE
- DAX: CALCULATE & ALL
- DAX: CALCULATE & FILTER
- DAX: Iterator Functions (SUMX, RANKX)
- DAX: Time Intelligence Formulas
- DAX Best Practices in Power BI Desktop

Additional

- QUIZ: Analyzing Data with DAX Calculations in Power BI
- CLASSWORK: Analyzing Data with DAX Calculations in Power BI

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Objective # 5: Visualizing Data with Power B Reports in Power BI Desktop

- Introduction
- Exploring the "Report" View in Power BI Desktop
- Adding Simple Objects to the Power BI Report Canvas
- Inserting Basic Charts & Visuals in Power BI
- Conditional Formatting
- Power BI Report Formatting Options
- Power BI Report Filtering Options
- Exploring Data with Matrix Visuals
- Filtering with Date Slicers
- Showing Key Metrics with Cards and KPI Visuals
- Inserting Text Cards
- Visualizing Geospatial Data with Maps
- Visualizing Data with Tree maps
- Showing Trends with Line & Area Charts
- Adding Trend Lines & Forecasts
- Goal Pacing with Gauge Chart
- Editing Power BI Report Interactions
- Adding Drill through Filters
- Using Power BI Report Bookmarks
- Custom Power BI Visuals (Log-in Required)
- Designing for Phone vs. Desktop Report Viewers
- Introduction to Publishing to Power BI Service
- Power BI Data Visualization Best Practices

Additional

- QUIZ: Visualizing Data with Power BI Reports
- CLASSWORK: Visualizing Data with Power BI Reports

Post-Training Project: (Assessment)

- Introduction
- PART 1: Connecting & Shaping the Data
- PART 2: Creating the Data Model
- PART 3: Adding DAX Measures
- PART 4: Building the Report

System Requirements (Minimum)

- i5 8th Generation Processor, Recommended: i5 12th Generation for better performance
- 8 GB required, 16 GB Recommended for better performance
- Windows 10 up to date
- Microsoft Power BI Desktop Latest Version Installed from Microsoft Store
- This course is designed for PC/Windows users (currently not available for Mac)

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Investment

Register for Package:

Starting From: 6th Dec 2026

Data Analytics Specialist: Excel and Power BI

Duration: 40 Hours

Regular Fee:	Early Bird Discount:	Early Bird Discount Valid Till:
55,000	40,000	20th Nov 2026

Avail Group Discount: 5+1 Free | 10+2 Free

Register for Microsoft Excel:

Starting From: 6th Dec 2026

Data Analytics Specialist: Microsoft Excel

Duration: 16 Hours

Regular Fee:	Early Bird Discount:	Early Bird Discount Valid Till:
25,000	20,000	20th Nov 2026

Avail Group Discount: 5+1 Free | 10+2 Free

Register for Microsoft Power BI:

Starting From: 29th Dec 2026

Data Analytics Specialist: Microsoft Power BI

Duration: 24 Hours

Regular Fee:	Early Bird Discount:	Early Bird Discount Valid Till:
30,000	25,000	4th Dec 2026

Avail Group Discount: 5+1 Free | 10+2 Free

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