Empower Your Data To Visualize Powerfully

XCEL

Power BI

Md Shah Alam, MCT
Chief Training Officer
Dikkha: Training & Consultancy

Microsoft Certified Trainer
MS Excel Trainer & Consultant
Power BI Trainer & Consultant

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Specialties of Our Training

1. Rich Training Content

2. Distinct way to Deliver

3. Connect to real world cases

4. Assignments after each day training

5. Huge Practices

6. Assessment Test During Training

7. Post Training Project

8. Post Training Assessment

9. Hand Out

10. Recorded Video

10. Post Training Refresh Session

Training Summary

Course Types	Level	Days Required	Total Assessment	Total Test	Total Project	Audience
Power BI	Advance	18 Hours	2	2	4	Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts etc.

Training Take-home

Course Types	Summary
Power BI	Power Query, M Language, Power Pivot, Data Modeling, Dax Language, Chart and Non-chart Visualization

Learning Summary

Course Types	Summary	
Power BI	1. Introduction to Excel Business Intelligence 2. Transform Data and Data Preparation 3. Query Environment: Power Query 4. Data Modelling: Power Pivot 5. Relation Cardinality 6. Dax: Measures and Calculated column	7. Basic to Advance Pivot Table 8. Slicer and Timeline 9. Conditional Formatting 10. Custom Formatting 11. Chart and Non-chart Visualization 12. Projects

Profile
Chief Training Officer

Professional Experiences:
- Four Years of Work Experience in IDLC Finance Ltd.
- Six & Half Years of Work Experience in LankaBangla Finance Ltd.
- Last Position: Head of Department of MIS and Regulatory Reporting, Operations Division, LankaBangla Finance Ltd.

Training Experiences:
- Provided Individual Training to the Job Holders of Banks, Financial Institutions, Local Companies, Conglomerate Group
- Provided Corporate Training Facilities to Local Financial Institutions, Multinational NGO, Foreign Bank, MNC
- Conducted a workshop organized by PrimAsia University, American International University-Bangladesh, Daffodil International University, Army-IBA
- Provided training to the Newly Qualified members of ICMAB
- Provided training to students of Dhaka University organized by Skill Hunt
- Instructed Two recorded courses of MS Word for Lead Academy
- Working as a contractual in-house trainer in Brac ISD
- Around 1800 individuals have been trained

Achievement:
- Microsoft Certified Trainer and Microsoft Certified MS Excel Expert
- Received "Individual Aptitude Award" for Designing Different MIS Reports
- Enjoyed Full Scholarship in BBA and Half Scholarship in MBA
- Received Best Student Award in MBA

Certification:
- Unlock Excel VBA and Excel Macro
- Data Analysis & Business Intelligence- Power Query, Power Pivot & DAX language
- Power BI Tools, including Power BI Desktop, Power BI Pro (Service) and PowerBI Developer
- SQL Boot map for query
- Advance English Writing

Training Provided To

National Finance Ltd

WOORI BANK
BANGLADESH

MEDECINS
SANS FRONTIERES
সীমান্তবিহীন চিকিৎসক দল

LankaBangla
FINANCE

ICMAB
THE INSTITUTE OF COST AND MANAGEMENT
ACCOUNTANTS OF BANGLADESH

Arla®

Daffodil International University
DIU

AMERICAN INTERNATIONAL UNIVERSITY
PRAESIDIUM
DISCIPLINA CIVITATIS
1994
BANGLADESH

PRIMEASIA UNIVERSITY

STAGE OF INNOVATION
SSE

BLC
ARMY-IBA BUSINESS & LEADERSHIP CLUB

UNIVERSTY OF DHAKA
ESTABLISHED: 1921

ঢাকা বিশ্ববিদ্যালয়

Skill
Hunt
Leading Towards Development

LEAD
ACADEMY
w w w . l e a d . a c a d e m y

BRAC ISD
Institute of Skills Development

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Information You Want To Know

Class Day: — **Friday**

Class Time: — **7 pm To 10 Pm**

Total Hours: — **18 Hours**

Total Class: — **6 Classes (6 Fridays)**

Investment: — **Tk.2000/-**

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Training Portfolio (1)

Organization Name	Type of Organization	Training Name	No of Training Sessions	Total Participants	Remarks
Médecins Sans Frontières (MSF)	International NGO	Basic – Intermediate MS Excel	16	240	Working with MSF since 2020
Médecins Sans Frontières (MSF)	International NGO	Advance MS Excel	3	50	Working with MSF since 2020
Médecins Sans Frontières (MSF)	International NGO	Workshop on application of MS Excel in Finance & Accounts	1	20	International staff also joined
National Finance Ltd	Local NBFI	Basic MS Excel	1	20	-
National Finance Ltd	Local NBFI	Advance MS Excel	1	20	-
WOORI BANK	Foreign Bank	Advance MS Excel	1	35	-
LankaBangla Finance Limited	Local NBFI	Basic MS Excel	2	40	Conducted In-house training as Staff
LankaBangla Finance Limited	Local NBFI	Advance MS Excel	4	60	-

Training Portfolio (2)

Organization Name	Type of Organization	Training Name	No of Training Sessions	Total Participants	Remarks
ICMAB	Institute of Cost and Management Accountants of Bangladesh	Basic MS Excel	1	15	Participants are Newly Qualified Members
ICMAB	Institute of Cost and Management Accountants of Bangladesh	Intermediate MS Excel	2	45	Participants are Newly Qualified Members
ICMAB	Institute of Cost and Management Accountants of Bangladesh	Advance MS Excel	2	30	Participants are Newly Qualified Members
Primeasia University	Private University	Workshop on Business MS Excel	1	30	Outgoing Students
AIUB	Private University	Workshop on importance of MS Excel in Business	1	25	Outgoing Students
YSSE	NGO	Operational Excellence with Power Point	1	30	-
Dhaka University	Public University	Basic to Advance Excel	1	28	Organized by Skill Hunt

Training Portfolio (3)

Organization Name	Type of Organization	Training Name	No of Training Sessions	Total Participants	Remarks
Daffodil International University	Private University	Workshop on importance of MS Excel in Business	1	50	Outgoing Students
Daffodil International University	Private University	Workshop on importance of MS Excel in Business	2	100	Students from different discipline
YSSE	NGO	Operational Excellence with MS Excel	1	60	-
Brac ISD	NGO	Basic to Advance	2	150	-
Brac ISD	NGO	Power BI	2	50	-
Army-IBA	Private University	PowerPoint	1	90	Arranged by YSSE
Arla Bangladesh Limited	MNC	Sales Performance Tracking	4	70	Dano Brand

Dikkha: Training & Consultancy has provided online and offline training to more than 400 individuals at its own center

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Excel Business Intelligence

i) Power Query Environment

ii) Power Pivot-Data Model

iii) Chart and Non-chart Visualization

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Objective of this Course

The objective of this course is to introduce audiences to MS Excel Business Intelligence: **Power Query**, **Power Pivot-Data Analysis Expressions** (DAX), **Chart and Non-chart Visualization** for preparing and presenting interactive dashboard

What the Participants are going to Learn

Data Visualization Technique for Storytelling of data	Dashboard Design Technique for Data Visualization	Power Query: Power of Automation
Data Modeling: Power Pivot	Relationship Cardinality	Calculated Column vs Measure
Pivot Table	Chart Visualization	Non-chart Visualization

Specialties of This Training

Pre and Post Assessment will be evaluated	A good number of Assessments and Tests will be taken	Worksheet along with Practice Sheet will be provided
Handouts will also be provided	Various real-life cases will be solved	Projects under Each Main Topic will be conducted
	Post Training Support will be provided	

Training Summary

Audience:	**Prerequisite:**	**Total Duration:**	**Mode of Class:**
Service Holder	Advance Level	18 Hours	Online

Broader Course Outline

Data Modeling

Power Pivot

Power Query

Dax

Data Visualization
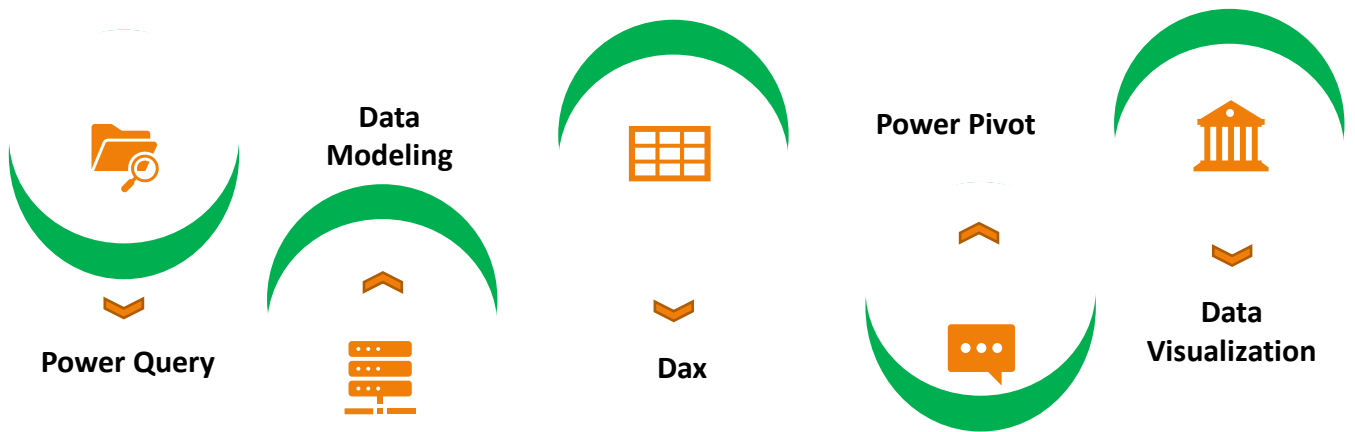
Detailed Training Outline

Section 1: Introduce with MS Excel Business Intelligence

a. What is MS Excel Business Intelligence
b. Power Query and Power Pivot Interface
c. Business Intelligence Workflow
d. Data Connection

Section 2: Query Environment: Data Transformation & Preparation

a. Query View
b. Applied Steps. Difference between Close and Apply
c. Difference Between Transform and Add Column
e. Merge Column: Transform and Add Column
f. Reduce Row
g. Fill
h. Replace: Value & Error
i. Use First Row as Header and Vice-Versa

Section 3: Query Environment: Manage Text, Number and Column

a. Text Manipulation: Transform and Add Column
b. Number Calculation: Transform and Add Column
c. Column Management: Conditional Column, Index Column, Duplicate Column, Custom Column, Column from Example
d. Date and Time

Section 4: Query Environment: Combine, Data Reshaping, Grouping

a. **Combine:** Merge Queries and Append Queries. Load Enabled
b. **Data Reshaping:** Pivot Column vs Unpivot Column, Transpose, Reverse Rows
c. **Grouping:** Group by Basic, Group by Advance, Group Operations, Add Grouping and Aggregation

Section 5: Query Environment: M Language

a. What is M Language
b. Why M Language to be Used
c. Syntax of M Language
d. Objects of M Language
e. Application of M Language

Section 6: Data Modelling: Power Pivot

a. Understanding Table Relationship
b. One to Many, Many to Many, One to One Relationship
c. Fact Table land Dimension Table
d. What is Star Schema
e. M Language vs Dax
f. Dax Introduction
g. Calculated Column vs Measures
h. Analyzing Data

Section 7: Dax- Data Analysis Expression

a. Dax Measure Filter Context
b. More Calculation with Dax
c. More Analysis with Dax

Section 8: Conditional and Custom Formatting

a. Highlight cells that meet criteria
b. Top/Bottom Rule
c. Colour Scale & Data bar, Icon Set
d. Manage Rule
e. Apply Formula for Dynamic Result
f. Primary Knowledge of Custom Formatting
g. Usages of Emoji
h. Application of Different Number Formatting

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Section 9: Data Visualization by Lucrative Dashboard

a. Broad Discussion on Pivot Table: Basic to Advance
b. Applying Slicer and Timeline for Dynamic Filtering
c. Different Types of Charts
d. Chart and Non-chart Visualization

1. **Project: Sales Dashboard**
2. **Project: HR Dashboard**
3. **Project: Loan Data Dashboard**

Project Submission for Self Evaluation

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