



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

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

Empower Your Data To Visualize
Powerfully

Training Summary

Course Types	Level	Days Required	Total Assessment	Total Test	Total Project	Audience
Power Query Masterclass	Advance	12 Hours	2	2	3	Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts etc.

Training Take-home

Course Types	Summary
Power Query Masterclass	Large Data Set Management, Power Automation and Reshaping of Data

Learning Summary

Course Types	Summary
Power Query Masterclass	<ol style="list-style-type: none"> 1. Getting Data into Power Query 2. Power Query Editor 3. Text Column, Number Column, Date and Time 4. Merge Query and Append Query 5. Grouping 5. Pivot Column vs Unpivot Column, Transpose, Reverse Row 6. Add Column: Conditional and Custom Column 7. Others 8. Projects

Class Schedule

Classes of all of our courses are held on Fridays and Saturdays, as well as after regular office hours on weekdays

Please get the information of your class schedule before admission

Training Investment

Course Types	Actual Price	Discounted Price
Power Query Masterclass	Tk.3,000/-	Tk.2,000/-

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
- Conducted a workshop organized by PrimAsia University, American International University-Bangladesh & Daffodil International University
- 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
- Around 1500 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



UNIVERSITY OF DHAKA
ESTABLISHED: 1921



Skill Hunt
Leading Towards Development



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	10	150	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 NBF	Basic MS Excel	1	20	-
National Finance Ltd	Local NBF	Advance MS Excel	1	20	-
WOORI BANK	Foreign Bank	Advance MS Excel	1	35	-
LankaBangla Finance Limited	Local NBF	Basic MS Excel	2	40	Conducted In-house training as Staff
LankaBangla Finance Limited	Local NBF	Advance MS Excel	1	12	-

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	-

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



DIKKHA

TRAINING & CONSULTANCY

Distinct & Dynamic

Power Query:
Power of Automation

Objective of this Training

The objective of this Training is to help the audiences develop their skills and knowledge on Power Query and Large Data Management on the purpose that they can prepare their data more powerfully through transformation and tell the story by visualizing through automation.

Key Takeaways from This Training

Automation of Tedious Task

Large Data Set Management

Data Visualization for Storytelling

Apply Learning in the Workplace

What the Participants are going to Learn

Automation of Tedious Task by Power of Automation: Power Query

Perform Large Data Management by Exploring Power Query through Transformation of Data

Data Re-shaping and Visualization Technique for Storytelling of data

Specialties of This Training

Post Assessment will be evaluated

A good number of Practices will be done

Worksheet along with Practice Sheet will be provided

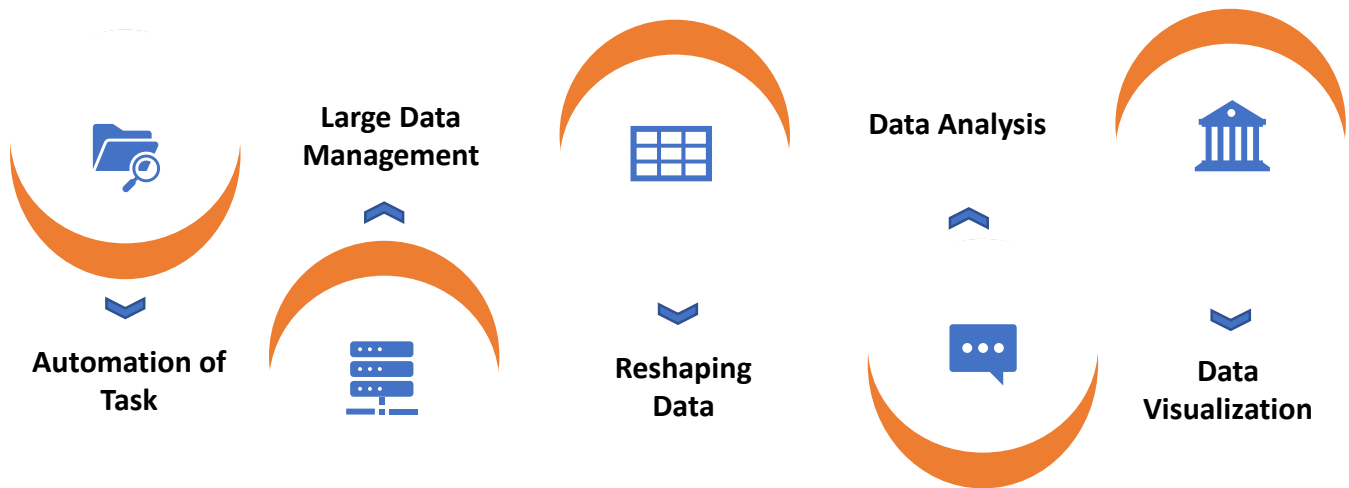
Handouts will also be provided

Various real-life cases will be solved

Projects under Each Main topic will be conducted

Certificate will be awarded

Broader Training Outline



Detailed Training Outline

Section 1: Introduction - Power Query

- What is Power Query
- What Does Power Query Do

Section 2: Getting Data into Power Query

- Getting Data From Excel Workbook
- Getting Data From Excel Table
- Getting Data From Folder
- Getting Data From Text/CSV
- Getting Data From Website
- Getting Data From PDF (Office 365)

Section 3: Power Query Editor

- a. Load and Load to
- b. Transform Data
- c. Introduction - Power Query Editor
- d. Introduction - Tab of Power Query Editor
- e. Difference Between Transform and Add Column

Section 4: Text Column

- a. Format Text
- b. Split Column
- c. Extract Text
- d. Merge Column

Section 5: Number Column

- a. Statistics: Count Value and Count Distinct Value
- b. Standard: Percentage and Percentage of
- c. Absolute Value
- d. Rounding
- e. Is Even and Is Odd

Section 6: Date and Time

- a. Basic Date Function
- b. Day of Year, Quarter, Month and Week
- c. Find Age or Length of Service
- d. Day Name
- e. Day Difference

Section 7: Combine

- a. Merge Queries
- b. Append Queries
- c. Difference Queries vs Queries as New

Section 8: Data Reshaping

- a. Pivot Column vs Unpivot Column
- b. Transpose
- c. Reverse Rows

Section 9: Add Column

- a. Column From Examples
- b. Custom Column
- c. Conditional Column
- d. Index Column
- e. Duplicate Column

Section 10: Grouping

- a. Group By Basic
- b. Group By Advance
- c. Group Operations: Count and Sum
- d. Add Grouping and Aggregation

Section 11: Power Query: Others

- a. Advanced Editor
- b. Reduced Rows
- c. Data Format
- d. Replace Values and Errors
- e. Difference between: Use First Row as Header & Use Headers as First Row
- f. Fill
- g. Query Edit Option
- h. Refresh New Data

Projects

- a. Dynamic Top N
- b. Reconciliation Data
- c. Data Reshaping: Pivot and Unpivot Column (3 Cases)
- d. Folder Connections for Adding New Data from New Excel Workbook

Post Assessment Test

Bonus
Power Pivot