



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 Project	Post Training Project	Audience
Power BI	Advance	16 Hours	5	1	Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts etc.

Training Take-home

Course Types	Summary
Power BI	Power Query, Power Pivot, M Language, Dax Language, and Power Viz

Learning Summary

Course Types	Summary
Power BI	<div><div><div>1. Introduction to Power BI Desktop</div><div>2. Transform Data and Data Preparation</div><div>3. Query Environment: Power Query</div><div>4. Data Modelling: Power Pivot</div><div>5. Types of Relationship</div></div><div><div>6. Data Visualization: Power Viz</div><div>7. Usages of Power Query and Power Pivot in Excel</div><div>8. Projects</div></div></div>



DIKKHA

TRAINING & CONSULTANCY

Distinct & Dynamic

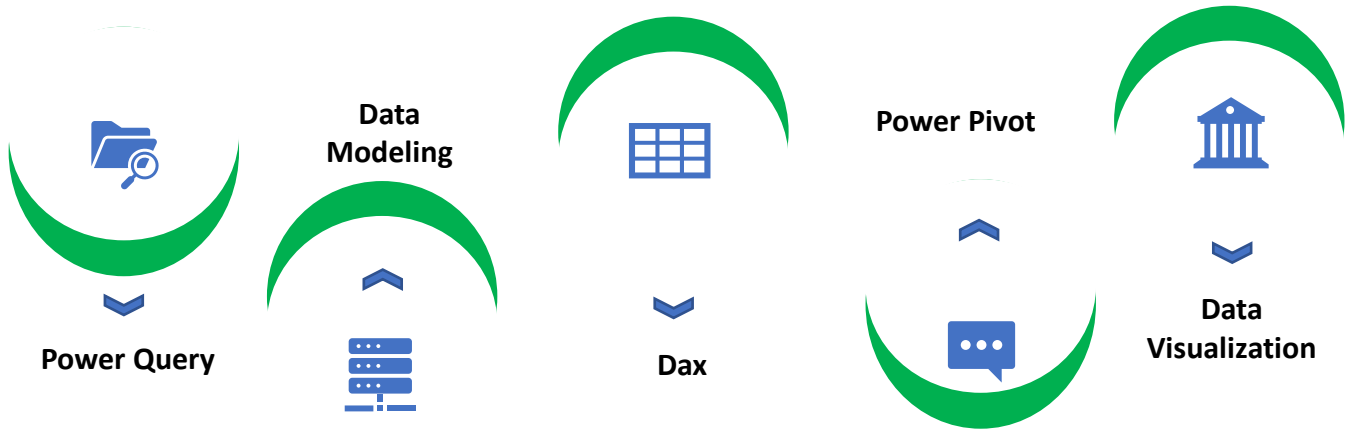
Power BI

i) Power Query Environment

ii) Power Pivot-Data Model

iii) Power Viz

Broader Course Outline



Detailed Training Outline

Section 1: Introduce with Microsoft Power BI

- Why Power BI and How Power BI Works
- Download and Installation of Power BI Software
- Power BI Interface
- Power BI Workflow
- Data Connection

Section 2: Query Environment: Data Transformation & Preparation

- Query View
- Loading Data
- Difference between Close and Apply
- Difference Between Transform and Add Column
- Manage Column
- Reduce Row
- Fill
- Replace: Value & Error

Section 3: Query Environment: Data Transformation & Preparation

- a. Text Column
- b. Loading Data
- c. Difference between Close and Apply

Section 4: Query Environment: Data Transformation & Preparation

- a. **Combine:** Merge Queries and Append Queries
- b. **Data Reshaping:** Pivot Column vs Unpivot Column, Transpose, Reverse Rows, Use First Row as Header
- c. **Add Column:** Column From Example, Custom Column, Conditional Column, Index Column, Duplicate Column
- d. **Grouping:** Group by Basic, Group by Advance, Group Operations, Add Grouping and Aggregation
- e. M Language

Section 5: Data Modelling: Power Pivot

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

Section 6: Query vs Data Model

- a. What and How Query Works
- b. What and How Data Model Works
- c. Where to Apply

Section 7: Dax- Data Analysis Expression

- a. Understanding Dax Syntax
- b. Difference from the syntax of Excel
- c. Basic Dax Operator
- d. Dax Core Functions

Section 8: Report View: Power Visualization

- a. Basic Visual Concept
- b. Different Types of Charts
- c. Create and Modify Map
- d. Table and Matrix
- e. Card and Multi Row Card
- f. Advance Charts in Power BI
- g. Formatting of Visuals

Section 9: Visual Enhancement for Storytelling

- a. Tooltips and Interactions
- b. Hierarchies and Drill Mode
- c. Report and Visual Theme
- d. Slicer
- e. Filter Types
- f. Objects and Actions: Hyperlink
- g. Page Navigation
- h. Align Visuals Element
- i. Insert Elements: Text, Button, Shapes

- 1. Project: Sales Dashboard**
- 2. Project: HR Dashboard**
- 3. Project: Loan Dashboard**
- 4. Project: Supply Chain Dashboard**
- 5. Project: Deposits Data Dashboard by Power Query and Power Pivot in Excel**

Project Submission for Self Evaluation



Profile of Trainer

Profile

Md. Shah Alam



Professional Experiences:

- MS Excel and Power BI Trainer Since 2020
- Four Years of Work Experience in IDLC Finance Ltd. (2010-2014)
- Six & Half Years of Work Experience in LankaBangla Finance Ltd. (2014-2020)
- Last Position: Head of Department of MIS and Regulatory Reporting, Operations Division, LankaBangla Finance Ltd.

Training Achievement:

- Around 5200 professionals and students have been trained
- Out of 5200, around 1800 professionals of 15 companies have been trained through Corporate Training
- Provided training to the Newly Qualified members of ICMAB
- Working as a contractual in-house trainer in Brac ISD
- Worked as Trainer in the School of Business and Entrepreneurship in Independent University, Bangladesh

Online Recorded Course:

- Instructed recorded courses of Power BI and MS Word for Lead Academy
- Instructed Live and Recorded course of “MS Excel Power Query” and “Learn MS Excel Using Chat GPT” for Thriving Skill

Professional and Academic 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

Academic:

- MBA, Marketing, 3.98 out of 4, Daffodil International University
- BBA, Marketing, 3.78 out of 4, Daffodil International University
- HSC, Business Studies, 4.8 out of 5, Dhaka Board
- SSC, Science, 4 out of 5, Dhaka Board

Snapshot of Corporate Training Facilitated:

Organization Name	Total Session	Total Participants' Numbers	Remarks
Médecins Sans Frontières (MSF)	25	400	Working with MSF since 2021
Sajida Foundation	3	125	Basic and Advance Excel Customize Training for Audit
Brac ISD	31	800	Contractual in-house trainer (Excel and Power BI)
German Red Cross	1	30	MS Office
National Finance Ltd	2	40	Advance Excel
LankaBangla Finance Limited	6	100	Customize Advance Excel (CL and MIS Reports)
WOORI BANK	1	40	Advance Excel
Brac Bank	3	90	Basic to Intermediate (Customize Training for Legal and Recovery)
City Bank	1	30	Basic to Intermediate
Mutual Trust Bank	1	30	MS Power BI (Completion of 5 Projects on Data of Banks)
Arla Food Bangladesh Ltd	5	120	Customize Advance Excel on Sales. Develop E-learning platform for a Sales Performance Tracker
Dhaka Ice-cream (Polar)	2	60	Basic to Advance Excel
Berger Paints Bangladesh	6	140	Basic to Advance Excel and MS Power BI
Independent Television (Beximco Media)	1	20	Advance MS Excel
ICMAB	5	90	Basic and Advance Excel
Independent University	1	90	Contractual Trainer (Excel and Power BI)

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
- Power Query M Language
- MS Excel 365 Dynamic Array Functions (Lambda)
- SQL Boot map for query
- Advance English Writing