



 Power BI

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 BI	Advance	3 Days/ 18 Hours	2	3	4	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	<ol style="list-style-type: none"> 1. Introduction to Power BI Desktop 2. Transform Data and Data Preparation 3. Query Environment: Power Query 4. Data Modelling: Power Pivot 5. Relation Cardinality 6. Data Visualization: Power Viz 7. Power BI Service and Power BI Mobile 8. Projects

Few Words

Dikkha: Training & Consultancy is pleased to provide you with this training proposal on **Microsoft Power BI** for your esteemed organization. We understand that maintaining best services should be attached with paramount importance and we are committed to giving our utmost attention to meet your ultimate expectation so that the reflection of take-away learnings from the training will be visible in your operations.

We want you to consider this proposal an initial overview of our offerings and some of the details may be adjusted to suit your preferences and priorities.

Pricing and Other Terms & Conditions

BDT. 20,000/- (including Tax but excluding Vat) will be charged each day for honorarium only. Break-down:

Particulars	Amount
Training Cost Each Day	20,000.00
Less: Tax 10%	2,000.00
Total Cost After Tax (Each Day)	18,000.00

- The cheque/Pay Order/any other instrument will be issued in the name of **Md. Shah Alam**
- The above price does not include any other cost that may incur for training purpose (e.g. Entertainment, Accommodation, etc.)
- Maximum 20 participants can join for making each training program effective and interactive

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

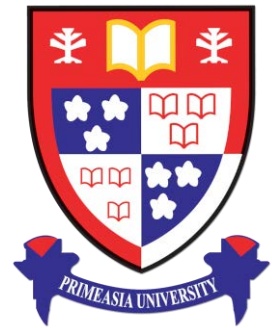
Achievement:

- 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



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	-

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DIKKHA

TRAINING & CONSULTANCY

Distinct & Dynamic

Power BI

i) Power Query Environment

ii) Power Pivot-Data Model

iii) Power Viz

Objective of this Course

The objective of this course is to introduce audiences to Microsoft Power BI: **Power Query, Power Pivot-Data Analysis Expressions (DAX), Power Viz** 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

Analyze Data


Basic Visual Concept

Power 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:

Service Holder



Prerequisite:

Advance Level



Total Duration:

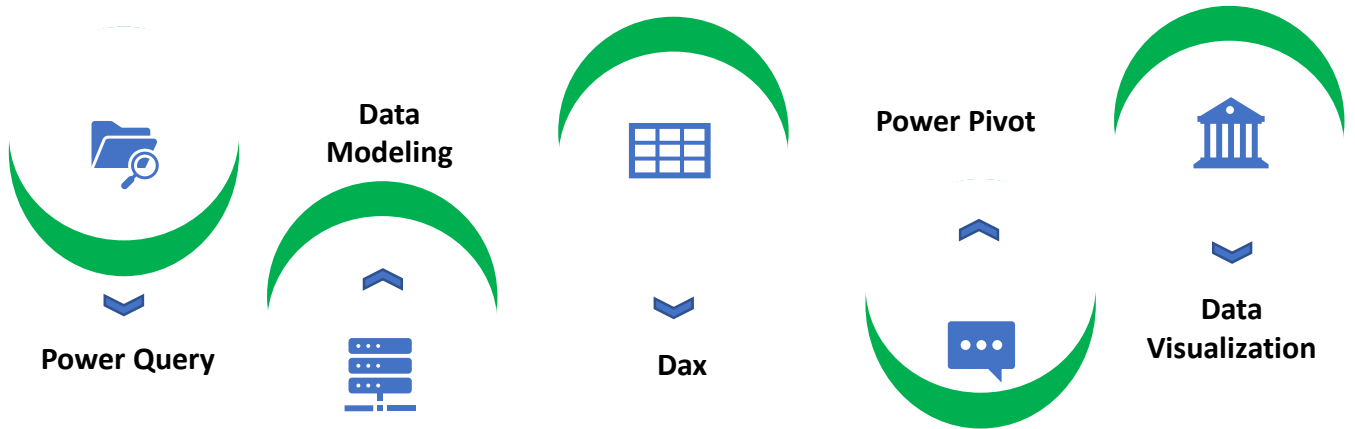
18 Hours/3 Days



Mode of Class:

Offline

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

Section 10: Power BI Service and Power BI Mobile

- a. Introduction of Power BI Service
- b. How Power BI Mobile Works
- c. Lets Go from Local Project to Cloud
- d. How to Create an Account in Power BI Service
- e. Collaborating in Workspace
- f. Manage the Gateway
- g. Sharing Data with Power BI Pro and Power BI Mobile

1. Project: Sales Dashboard

2. Project: HR Dashboard

Project Submission for Self Evaluation