



POWER BI ESSENTIAL TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Power BI Essential Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training equips participants with the foundational skills required to use Microsoft Power BI for data analysis, visualisation and reporting. The programme covers data loading, data cleaning, data modelling, visualisation design, DAX basics and publishing interactive dashboards. Participants will learn how to transform raw data into meaningful insights through hands-on exercises and guided activities, enabling them to build professional and interactive reports suitable for business decision-making.

OBJECTIVE(S):

- Understand the basic concepts and workflow of Power BI
- Learn how to import, clean and transform data
- Understand data modelling fundamentals and relationships
- Learn to create effective visualisations and dashboards
- Understand basic DAX formulas for calculations and measures
- Develop skills to publish, share and manage Power BI reports

TARGET GROUP(S):

- Executives and analysts
- Business and operations personnel
- Managers and decision-makers
- New Power BI users
- Anyone responsible for reporting or data visualisation

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English
- Basic computer literacy

TOPIC(S):

1. Introduction to Power BI and Business Intelligence Concepts
2. Power BI Interface, Navigation and Key Components
3. Importing Data from Multiple Sources
4. Data Cleaning and Transformation Using Power Query
5. Data Modelling, Relationships and Star Schema Basics
6. Designing Effective Visualisations and Report Layouts
7. Introduction to DAX (Data Analysis Expressions)
8. Creating Measures, Calculated Columns and Basic Calculations
9. Building Interactive Dashboards and Report Interactions
10. Publishing, Sharing and Managing Power BI Reports

LIST OF REFERENCE BOOK(S):

- Power BI Beginner Guide
- Microsoft Power BI Documentation
- Data Visualisation References

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Hands-on practical workshop

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Overview of Power BI and BI Concepts
9:45 am – 10:30 am	Topic 2: Navigating the Power BI Interface
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Importing Data from Excel, CSV and Databases
11:30 am – 12:30 pm	Topic 4: Data Cleaning with Power Query Editor
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Data Modelling and Creating Relationships
2:30 pm – 3:30 pm	Topic 6: Designing Basic Visualisations
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop: Building Your First Power BI Report

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Introduction to DAX and Basic Calculations
9:45 am – 10:30 am	Topic 8: Creating Measures and Calculated Columns
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 9: Building Interactive Dashboards
11:30 am – 12:30 pm	Topic 10: Publishing and Sharing Power BI Reports
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Workshop: Dashboard Design and User Interaction
2:30 pm – 3:30 pm	Workshop: Data Cleaning and Modelling Mini-Project
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Workshop: Complete Power BI Project & Q&A