



MICROSOFT TRAINING

Business Data Analysis With Microsoft Excel And Power Bi

Unlock data-driven decisions! Learn to analyze business data effectively with Microsoft Excel and Power BI.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intermediate-level course, "Business Data Analysis With Microsoft Excel And Power BI," is meticulously designed to equip professionals with the essential skills to transform raw business data into actionable insights. In today's data-driven world, the ability to effectively analyze and visualize information is paramount for strategic decision-making. This course uniquely leverages the robust capabilities of two industry-leading Microsoft tools: Excel, for its powerful data manipulation and foundational analytical functions, and Power BI, for its advanced data modeling, interactive visualization, and dynamic dashboard creation.

Participants will dive deep into practical applications, starting with advanced data cleaning and transformation techniques in Excel using Power Query, then seamlessly transitioning to building sophisticated data models with Power Pivot and DAX expressions. The curriculum then extends into Power BI Desktop, covering everything from connecting diverse data sources and mastering the Power Query Editor within Power BI, to crafting compelling, interactive reports and dashboards. You'll learn to tell compelling stories with your data, identify key trends, and present complex information in an easily digestible format that drives business outcomes.

Upon completion, you will not only be proficient in using these powerful tools but also understand how to apply data analysis methodologies to solve real-world business problems. This course empowers you to elevate your analytical capabilities, streamline reporting processes, and position yourself as an invaluable asset capable of making significant contributions to your organization's data-driven strategy and operational efficiency.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Data Foundations & Excel for Advanced Data Management

- Introduction to Business Data Analysis Principles
- Review of Advanced Excel Functions for Data Handling (Lookup, Logical, Text)
- Data Cleaning and Preparation Techniques in Excel
- Utilizing Power Query in Excel for Data Import and Transformation

02 Module 2: Advanced Data Modeling in Excel with Power Pivot

- Understanding Relational Databases and Data Models
- Building Data Models in Excel using Power Pivot
- Introduction to Data Analysis Expressions (DAX) in Power Pivot
- Creating Calculated Columns and Measures with DAX in Excel

03 Module 3: Introduction to Power BI Desktop

- Overview of the Power BI Interface and Components
- Connecting to Various Data Sources (Excel, SQL, Web, etc.)
- Data Transformation with Power Query Editor in Power BI
- Basic Data Loading and First Visualizations

04 Module 4: Data Modeling and Advanced DAX in Power BI

- Establishing and Managing Relationships between Tables

- Optimizing Data Models for Performance
- Advanced DAX for Complex Calculations (Time Intelligence, Iterators)
- Understanding Filter Context and Row Context

05 Module 5: Designing Interactive Power BI Reports and Dashboards

- Choosing Effective Visualizations for Different Data Types
- Designing User-Friendly and Insightful Reports
- Creating Interactive Elements (Slicers, Filters, Bookmarks)
- Best Practices for Dashboard Design and User Experience

06 Module 6: Sharing, Collaboration & Real-World Applications

- Publishing Reports to Power BI Service
- Sharing and Collaborating with Colleagues (Workspaces, Apps)
- Introduction to Row-Level Security (RLS) for Data Governance
- Applying Learned Skills to Solve Business Case Studies

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Business Intelligence Analyst**
- > **Data Reporting Specialist**
- > **Financial Planning & Analysis (FP&A) Analyst**

FREQUENTLY ASKED QUESTIONS

Q: What specific advantage does this course offer by combining both Microsoft Excel and Power BI for data analysis?

This course provides a unique synergy by teaching both Excel and Power BI. Excel remains invaluable for detailed data manipulation, complex calculations, and foundational modeling, while Power BI excels in creating dynamic, interactive dashboards and enterprise-level reporting. By mastering both, you gain a comprehensive toolkit, allowing you to choose the best tool for each stage of the data analysis lifecycle, from granular data preparation in Excel to advanced visualization and sharing in Power BI, making you a versatile data professional.

Q: What are the recommended prerequisites for someone to effectively benefit from this intermediate-level course?

To get the most out of this intermediate course, participants should have a foundational understanding of Excel, including familiarity with basic functions (SUM, AVERAGE, IF), pivot tables, and general data handling within spreadsheets. While no prior Power BI experience is required, a basic understanding of data concepts and an eagerness to learn advanced analytical techniques will be highly beneficial.

Q: How will the skills learned in this course enable me to contribute directly to strategic business decision-making?

This course directly enhances your ability to impact strategic decisions by teaching you how to transform raw data into clear, actionable insights. You will learn to identify key performance indicators (KPIs), build dashboards that monitor business health, uncover hidden trends and patterns, and present data-driven recommendations that inform strategy.

These skills enable you to move beyond basic reporting to actively contributing to forecasting, performance measurement, and identifying new opportunities or areas for improvement within your organization.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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