



MICROSOFT TRAINING

Microsoft Excel Business Intelligence Course

Transform data into actionable insights using Microsoft Excel's powerful Business Intelligence tools. Master data modeling, analysis, and reporting for smarter decisions.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

This intensive 2-hour Microsoft Excel Business Intelligence course is meticulously designed for intermediate Excel users eager to harness the power of advanced data analysis and reporting capabilities directly within Excel. You will gain hands-on experience with core technologies such as Power Query for efficient data extraction, transformation, and loading (ETL), and Power Pivot for building sophisticated data models and performing in-depth analysis. This course demystifies how to connect to various data sources, clean and shape data effortlessly, and create relational data models that serve as the backbone for powerful business insights.

Upon completion, you will be equipped to transform raw, complex datasets into actionable intelligence, significantly improving your decision-making processes. The practical skills acquired in data modeling, DAX formula creation, and dynamic reporting will not only boost your productivity but also elevate your professional profile, making you an invaluable asset in any data-driven organization. This certification provides a foundational understanding to unlock new career opportunities in roles requiring robust data analysis and reporting expertise.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Excel Business Intelligence

- Understanding Business Intelligence Concepts
- The Role of Excel in Modern BI
- Overview of Power Query, Power Pivot, and Data Models
- Setting up Your Excel Environment for BI Tools

02 Module 2: Data Acquisition and Transformation with Power Query

- Connecting to Diverse Data Sources (Excel Files, CSVs, Databases)
- Cleaning and Shaping Data using Power Query Editor
- Merging and Appending Queries for Data Integration
- Loading Transformed Data into the Excel Data Model

03 Module 3: Data Modeling and Analysis with Power Pivot

- Understanding the Excel Data Model
- Creating and Managing Relationships Between Tables
- Introduction to Data Analysis Expressions (DAX) – Calculated Columns
- Developing Basic DAX Measures for Key Metrics

04 Module 4: Visualizing and Reporting with Excel BI Tools

- Creating PivotTables and PivotCharts from the Data Model
- Implementing Slicers and Timelines for Interactive Reports
- Designing Dynamic Dashboards for Business Insights
- Best Practices for Sharing and Refreshing BI Reports

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Data Reporting Analyst**
- > **Junior Business Intelligence Specialist (Excel-focused)**
- > **Financial Data Modeler**

FREQUENTLY ASKED QUESTIONS

Q: What specific Excel features will I master for business intelligence by completing this course?

This course focuses on deep dives into Microsoft Excel's powerful BI add-ins: Power Query and Power Pivot. You will master connecting to various data sources, performing advanced data cleaning and transformations, building sophisticated relational data models, writing foundational DAX formulas for calculated columns and measures, and creating dynamic, interactive reports and dashboards directly within Excel.

Q: What prior Excel knowledge is recommended to benefit most from this Microsoft Excel Business Intelligence Course?

To get the most out of this intermediate-level course, participants should have a solid working knowledge of basic Excel functionalities. This includes proficiency in working with formulas, functions (like VLOOKUP, SUMIFS), pivot tables, and charts. Familiarity with data concepts and an eagerness to learn advanced data manipulation techniques will also be highly beneficial.

Q: How will completing this 2-hour course impact my ability to create sophisticated business reports and analyses?

Despite its concise duration, this course is packed with practical, hands-on learning that will fundamentally transform your approach to business reporting. You will gain the ability to move beyond static reports, creating interactive and robust data models that provide deeper insights. This will empower you to consolidate disparate data, perform complex analyses, and present your findings in a professional, dynamic format, significantly enhancing your value in data-driven decision-making roles.

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.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke