STEP AHEAD FINANCIAL CONSULTANTS LIMITED
(SAFCO)

STEP AHEAD FINANCIAL
CONSULTANTS LIMITED
" Always One Step Ahead"

Microsoft
Partner

INVITATION FOR 15-DAYS TO ATTEND TRAINING ON BIG DATA ANALYTICS USING POWER BI WITH CPD HOURS

Dear sir/madam,

We are delighted to invite you and your esteemed staff to participate in a comprehensive 15-day training program on Big Data Analytics Using Power BI. This training is designed to provide professionals with an in-depth understanding of advanced data analysis and visualization techniques using Microsoft Power BI, Power Query, and Power Pivot. Participants will also earn 10 Hours of Continuing Professional Development (CPD) recognized by relevant professional bodies.

Course Overview:

This 15-day intensive course is tailored for professionals across various sectors, including Chief Accountants, Heads of Departments, Accountants, Tax Officers, Internal Auditors, Finance Managers, Treasurers, Economists, HR and Admin Officers, and many others.
The training offers a hands-on approach to mastering data transformation, modelling, and visualization using advanced tools within the Microsoft Power Platform, equipping participants with the skills to manage and analyse big data efficiently. Upon successful completion, participants will receive certificates of attendance and will be well-prepared to use Power BI for enhanced decision-making and business intelligence.

Who Should Attend:

This training is ideal for professionals who handle large datasets and want to improve their data analysis and reporting skills. Specific participants include:

- Chief Accountants and Finance Managers who manage financial data.
- Internal Auditors who need to analyze large audit datasets.
- Economists and Data Analysts responsible for transforming and interpreting complex data.
- Tax Officers and Accountants working with transactional and tax data.
- HR and Admin Officers who need to generate reports and visualize data for decision-making.
- Department Heads and Business Leaders who rely on data-driven insights for strategy.
- Any professional or organization seeking to improve data transformation, analysis, and reporting processes using Power BI and Excel.

Objectives:

By the end of this course, participants will:

- Master the use of Power Query, Power Pivot, and Power BI for data transformation, modelling, and reporting.
- Gain proficiency in building interactive and advanced reports and dashboards.
- Understand how to clean, transform, and prepare data from multiple sources.

- Acquire the skills to publish and share dynamic reports using Power BI Service.
- Learn how to set up data refresh schedules and manage data security in Power BI.

Training Outcomes:

Participants will:

- Be able to automate data collection and cleaning processes using Power Query.
- Develop data models and relationships in Power Pivot and create complex calculations using DAX (Data Analysis Expressions).
- Build advanced interactive visualizations, reports, and dashboards in Power BI to facilitate data-driven decision-making.
- Gain hands-on experience with real-life big data projects and scenarios.
- Earn CPD hours to meet professional certification requirements.

Topics to Be Covered and Benefits:

Module One (Introduction to Power Query):

- Understanding Power Query:
    - Overview of Power Query:
        - What is Power Query?
        - Key features and benefits
        - Integration with Excel and Power BI
    - Power Query Interface:
        - Ribbon interface
        - Query Editor layout
        - Importing data from different sources (Excel, CSV, databases, web)
- Hands-On Exercises:
    - Importing data from an Excel file
    - Connecting to a web data source

Module Two (Data Transformation Basics):

- Data Cleaning Techniques:
    - Removing duplicates
    - Handling null values
    - Changing data types
- Basic Transformations:
    - Filtering rows
    - Sorting data
    - Splitting and merging columns
- Hands-On Exercises:
    - Cleaning and transforming a messy dataset
    - Using basic transformations to prepare data

Module Three (Advanced Power Query Techniques):

- Advanced Data Transformation:

- - Advanced Transformations:
    - Pivoting and unpivoting columns
    - Grouping data and aggregation
    - Creating custom columns with M language
  - Combining Queries:
    - Append queries
    - Merge queries
- Hands-On Exercises:
  - Pivot and unpivot a dataset
  - Combine multiple queries into a single dataset

Module Four (Power Pivot):

- Power Pivot Fundamentals:
  - Overview of Power Pivot:
    - What is Power Pivot?
    - Key features and benefits
    - Differences between Power Pivot and traditional pivot tables
  - Power Pivot Interface:
    - Navigating the Power Pivot window
    - Importing data into Power Pivot
- Hands-On Exercises:
  - Import data into Power Pivot from different sources
  - Create basic data models

Module Five (Data Modelling and Relationships):

- Building Data Models:
  - Creating and managing relationships between tables
  - Understanding data model schemas (star schema, snowflake schema)
- Calculated Columns and Measures:
  - Creating calculated columns
  - Introduction to DAX (Data Analysis Expressions)
- Hands-On Exercises:
  - Create relationships between tables
  - Build calculated columns and simple measures

Module Six (Introduction to Power BI):

- Overview and Data Import:
  - What is Power BI?
  - Key features and components (Power BI Desktop, Power BI Service, Power BI Mobile)
  - Power BI Interface:
    - Navigating Power BI Desktop
    - Importing data from Power Query and Power Pivot
- Hands-On Exercises:
  - Import data into Power BI from Power Query and Power Pivot
  - Explore the Power BI Desktop interface

Module Seven (Basic Visualizations and Reports):

- Creating Visualizations:
    - Charts, tables, and matrices
    - Custom visualizations
- Designing Basic Reports:
    - Adding slicers and filters
    - Simple interactions and drill-throughs
- Hands-On Exercises:
    - Create a variety of visualizations
    - Build a basic report with slicers and drill-throughs

Module Eight (Advanced Power BI and Publishing):

- Advanced Reporting Techniques:
    - Interactive Reports:
        - Using bookmarks
        - Creating drilldowns
        - Implementing what-if parameters
    - Advanced Visualizations:
        - Using custom visuals
        - Advanced chart types
- Hands-On Exercises:
    - Create interactive reports with bookmarks and drill-downs
    - Explore and use custom visuals

Module Nine (Power BI Service and Data Refresh):

- Publishing and Sharing Reports:
    - Publishing to Power BI Service
    - Creating and managing workspaces
    - Sharing reports and dashboards
- Data Refresh and Security:
    - Setting up data refresh schedules
    - Managing roles and permissions
- Hands-On Exercises:
    - Publish a report to Power BI Service
    - Set up a data refresh schedule and configure security settings

Fees and Payment Method:

TZS 550,000/= per person (Daily Evening session - Physical or Online Session). Payments can be made through bank deposit to the following details:

A/C NAME: STEP AHEAD FINANCIAL CONS
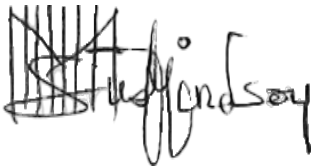
BANK NAME: CRDB BANK

ACCOUNT NUMBER: 015C448187900

Confirmation:

To confirm your attendance or for any inquiries, please call +255 713 388 317 or email us at info@safco.co.tz.

This training program is designed to empower professionals with the skills and knowledge needed to harness the power of Power Query, Power Pivot, and Power BI for big data analytics and business intelligence. By the end of the training, participants will be proficient in data transformation, modelling, and visualization, enabling them to make data-driven decisions and generate impactful reports. This course is essential for anyone looking to enhance their data analysis capabilities and leverage advanced tools for greater business insights.

Sincerely,

Yustino Nyendeza

Step Ahead Financial Consultants Limited (SAFCO)

Training Director

Tel. No. 0713 388 317