

Power BI essential in a Day

Dashboards and Reports for HR professionals

4th Intake - Updated HR scenarios included

Visualising data and reporting. So simple!

Power BI is an interactive data visualisation software product developed by Microsoft.



Gain **practical data skills** through **Data Model dashboards and reports**



A **one-day learning journey** with lectures and exercises & **Certificate of Completion**



Continuous development opportunity
The **first step to get certified**
PL-300: Microsoft Power BI Data Analyst



This workshop equips you with key data skills, from generating meaningful business insights to visual presentations. With tools like Power Query, Data Modeling, and Visuals, you will be able to independently analyse data and generate reports, no longer relying solely on your IT team.

Enrol now to enhance your HR value in the data-driven world!

Prerequisites

General knowledge of Windows and Office & basic knowledge of Pivot Table



17 July 2024 (Wednesday)
9:30am - 5:00pm (6 hours)
CPD Hours: 6



Cantonese with English materials



Infocan computer training room
8/F, Yen Sheng Centre,
64 Hoi Yuen Road, Kwun Tong

? Mr Cedric Ko (852) 2837 3834 | learning@hkihrm.org



Trainer

Mr Paul Wu

Microsoft Certified Trainer with over 10 years training experience on Power BI and Microsoft Office Applications for all levels of users in various industries.



Member
HK\$2,200

Non-member
HK\$3,000

Super Early Bird
Until 20 May

HK\$1,900 **HK\$2,500**

Early Bird
Until 17 Jun

HK\$2,000 **HK\$2,700**

extra 5% off for previous Microsoft tools & apps programme participants

HKIHRM E-voucher is NOT applicable.

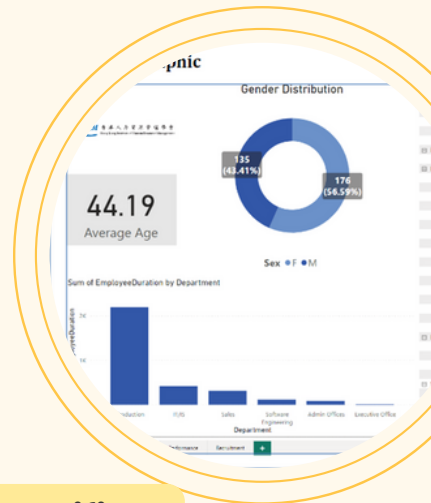
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Upon completion of this course, participants will be able to:

- Understand the concept and purpose of Power BI
- Use Power Query to import, transform and load data
- Navigate in the Data Model interface
- Connect data from different sources
- Create basic calculations using DAX functions
- Build reports and dashboards using the Data Model



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Introduction to Power BI

- PowerPivot Introduction
- Understand Data Models
- Report and Dashboard Overview

Collect data from various data sources

- Supported Data Sources
- Load Data From Excel File
- Load Data From Text Files
- Load Data via Copy and Paste
- Create Relationship between Data Sources

Power Query Fundamentals

- Introduction to Power Query
- Transform Data with Power Query Basics

- **Queries and Steps**
- **Keep or Remove Rows**
- **Use first row as column headers**
- **Rename Column**
- **Trim and Clean Text Column**
- **Fill Down/Up**
- **Replace values**
- **Change Column Data Type**

- Load data to Data Model
- Refresh Queries



Create Model calculations using DAX

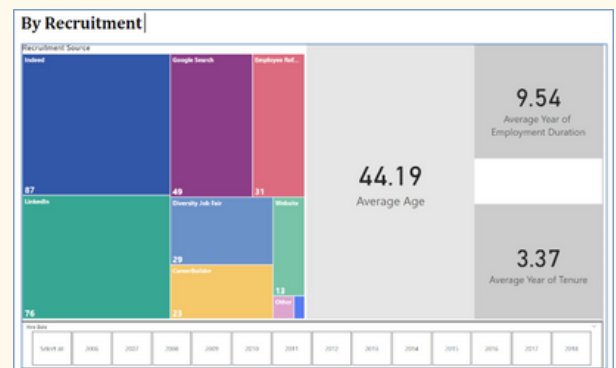
- Introduction to DAX
- Filter context and CALCULATE function
- Create Calculated Columns and Calculated Measures

Creating Power BI report for HR

- Create Power BI report Page
- Count New Hires/ Bad Hires
- Compare YoY% changes
- Visual Trend for Full-time/ Contract
- Visual Data with demographic factors

Power BI Report Analytic

- Applying Filters
- Adding Slicers to Reports
- Custom Interactivities and animation



Report with **interactive** slicers to compare YoY changes and **engaging** visual trend! **(Sample)**