

CERTIFICATION ON

MASTERING EXCEL WITH DASHBOARDS AND AI DATA MODELING IN POWER BI

FEE: PKR 60,000 PLUS TAX

Why this Certification?

NIBAF-Pakistan is offering this intensive 4-day certification program for professionals aiming to significantly elevate their proficiency in mastering Excel dashboards and AI data modeling in Power BI. Participants will acquire the expertise to leverage Excel for creating dynamic dashboards and utilize Power BI for AI-driven data modeling. By the end of the program, participants will have mastered the tools and strategies for transforming raw data into actionable insights, streamlining data processes, designing interactive and data-driven reports that drive informed business decisions.



AUGUST 5-8, 2025



9:00 AM - 5:00 PM



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COURSE CONTENTS

Day-1 EXCEL INTERMEDIATE

Module 1: Tips and Tricks

- ◆ Keyboard shortcuts for productivity
- ◆ Time-saving techniques for efficient data handling

Module 2: Advanced Data Management

- ◆ Consolidating between sheets
- ◆ Using the Auto Consolidation Option of Excel
- ◆ Working with Filter, Multi Filter, Sort, Multi Sort & Customer Sort
- ◆ Analysis Functions (SUM, MIN, MAX, COUNT, COUNTA, AVERAGE, SUBTOTAL, SUMIF, COUNTIF, AVERAGEIF)

Module 3: Advanced Data Analysis Techniques

- ◆ Using advanced filters and advanced sorting
- ◆ Subtotals and outlining for data summarization

Module 4: Data Validation and Protection

- ◆ Applying advanced data validation rules
- ◆ Creating dynamic drop-down lists
- ◆ Protecting cells, worksheets, and workbooks with advanced settings

Module 5: Formatting Techniques

- ◆ Conditional formatting options
- ◆ Custom number formatting and cell styles

Module 6: Data Linking and External Data

- ◆ Linking data across multiple workbooks
- ◆ Importing and refreshing external data sources

Module 7: Working with Charts

- ◆ Working with Basic Charts
- ◆ Formatting with Charts
- ◆ Basic Trick when creating charts

DAY-2 EXCEL ADVANCED AND DASHBOARD DESIGNING

Module 1: Excel Functions Make life easier

- ◆ Introduction to advanced functions (XLOOKUP, VLOOKUP, HLOOKUP, INDEX, MATCH)
- ◆ Logical Functions (IF, AND, OR)

Module 2: Data Analysis Techniques

- ◆ Understanding Pivot Tables and their Benefits
- ◆ Creating Pivot Tables from Data Ranges
- ◆ Rearranging Pivot Table Fields (Rows, Columns, Values)
- ◆ Applying Filters and Slicers to Pivot Tables
- ◆ Advanced Pivot Table Techniques
- ◆ Grouping and Subtotaling Data in Pivot Tables
- ◆ Calculated Fields and Items in Pivot Tables
- ◆ Using Pivot Table Options for Customization
- ◆ Drill-down and Expand/Collapse Functionality
- ◆ Creating Pivot Charts from Pivot Tables
- ◆ Using slicers and timelines for interactive filtering

Module 3: Advanced Charting

- ◆ Creating combination charts (line-column, bar-line)
- ◆ Adding trendlines to charts
- ◆ Customizing chart elements for visual impact

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Module 4: What-If Analysis

- ◆ Forecasting and sensitivity reports using WHAT-IF Analysis Tools
- ◆ Goal Seek, Data Tables, and Scenario Manager.

Module 5: Understanding Dashboard Design Best Practices

- ◆ Integrating Pivot Tables and Pivot Charts into Dashboards
- ◆ Data Visualization Principles
- ◆ Designing Interactive Dashboards with Excel
- ◆ Creating Sparklines for In-Line Data Trends
- ◆ Working with Slicers + Sparklines

DAY-3 EXCEL BI – POWER QUERY (HALF-DAY)

Module 1: Data Transformation Techniques Using Power Query

- ◆ Introduction to Power Query and its Interface
- ◆ Data Importing and Transformation Techniques
- ◆ Combining and Appending Queries
- ◆ Advanced Data Cleaning and Shaping Techniques
- ◆ Advanced Power Query Techniques

DAY-3 POWER BI DESKTOP (HALF-DAY)

Module 1: Data Preparation and Cleaning

- ◆ Prepare Data for Exploration
- ◆ Process Data from Dirty to Clean
- ◆ Explanation of ETL process (Extraction – Transformation – Loading)
- ◆ Table Transformations
- ◆ Merge and Append queries
- ◆ Connecting to Folders
- ◆ Grouping & Aggregating Data
- ◆ Pivoting & Unpivoting
- ◆ Working with Date Table

DAY-4 POWER BI DESKTOP

Module 2: Introduction to Data Modelling and AI in Power BI

- ◆ Understanding Data Modelling and its importance
- ◆ Data ("Fact") Tables vs. Lookup ("Dimension") Tables
- ◆ Creating Power BI Table Relationships
- ◆ Connecting Multiple Data Tables
- ◆ Working with Data Analysis Expressions (DAX)
- ◆ Calculated Columns vs. Measures
- ◆ Common Power BI Functions

Module 3: Design Interactive Power BI Reports

- ◆ Intro to the Power BI Report View
- ◆ Select the Right Visuals
- ◆ Adding Basic Charts to Power BI Reports
- ◆ Interaction of Visuals
- ◆ Inserting shapes, images, and text boxes
- ◆ Formatting & Filtering Options
- ◆ Setting Sort Order
- ◆ Table and Matrix Visuals
- ◆ Slicers & Timelines
- ◆ Cards & KPIs
- ◆ Tooltips
- ◆ Treemaps, Lines, Areas & Gauges
- ◆ Editing Report interactions
- ◆ Drill Down/Up
- ◆ Adding Drill through Filters
- ◆ Linking to Report Bookmarks and Hyperlinks
- ◆ Conditional Formatting
- ◆ Incorporate Layouts, Colours, and Themes

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Module 4: Artificial Intelligence (AI) and Advanced Power BI

- ◆ Exploring Artificial Intelligence (AI) capabilities in Power BI for data analysis
- ◆ Key Influencers AI in Power BI
- ◆ Decomposition Tree AI in Power BI
- ◆ Smart narrative AI

LEARNING OBJECTIVES

After completing this course, participants will be able to:

- ◆ Understanding Power BI: Gain a comprehensive understanding of the Power BI platform, its components, and its capabilities.
- ◆ Data Preparation: Learn how to connect to Excel data sources, transform and clean data, and create a data model suitable for analysis.
- ◆ Creating Visualizations: Explore the different visualization options available in Power BI and learn how to design visually appealing and interactive dashboards and reports.
- ◆ Data Analysis and Exploration: Discover techniques for exploring and analyzing data using Power BI, including sorting, filtering, and applying calculations.
- ◆ Creating Calculations and Measures: Learn how to create calculated columns, measures, and DAX (Data Analysis Expressions) formulas to derive insights from the data.

TARGET AUDIENCE

- ◆ Excel Users and Power BI Enthusiasts
- ◆ Data Analysts and Data Scientists
- ◆ Business and Marketing Analysts
- ◆ Business Intelligence Professionals
- ◆ Managers and Decision-Makers
- ◆ IT and Data Professionals
- ◆ Entrepreneurs and Business Owners

FACILITATOR

Mr. Irfan Bakaly

Mr. Irfan Bakaly is an expert corporate trainer having more than 20 years of experience in information technology related trainings for different institutions and organizations. He got Pakistan's first Microsoft Most Valuable Professional (MVP) Award in Excel category.

Mr. Bakaly is also a YouTuber with an active tutorial channel by the name of "Irfan Wazir Ali" which has more than 525+ videos.



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