Power Query for Business Intelligence Training Course

Professional Development Training Course Outline

Category	Business Intelligence	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Power Query for Business Intelligence (BI) has emerged as a vital tool for modern data professionals, empowering organizations to transform raw data into actionable insights efficiently. With the exponential growth of data-driven decision-making, proficiency in Power Query allows professionals to automate data preparation, streamline reporting, and enhance overall analytical capabilities. Power Query for Business Intelligence Training Course is designed to equip participants with hands-on skills, advanced techniques, and best practices to extract, transform, and load data seamlessly into Power BI, Excel, and other analytics platforms. Participants will learn how to leverage Power Query to solve complex business challenges, optimize workflow efficiency, and ensure data accuracy across all organizational operations.

By the end of this course, participants will gain comprehensive expertise in handling large datasets, creating dynamic data models, and developing scalable solutions for business intelligence. This course emphasizes practical application through real-life case studies, interactive exercises, and project-based learning. Participants will not only learn technical skills but also acquire problem-solving strategies and analytical thinking crucial for data-driven decision-making. The course is suitable for professionals aiming to boost productivity, deliver actionable insights, and gain a competitive advantage in the business intelligence landscape.

Programme Curriculum

Power Query for Business Intelligence Training Course

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Course Objectives

1. Master data extraction, transformation, and loading techniques using Power Query.
2. Develop dynamic data models and automated reporting solutions.
3. Perform advanced data cleaning and transformation for accurate analytics.
4. Integrate Power Query seamlessly with Power BI and Excel dashboards.
5. Enhance business decision-making through data automation and visualization.
6. Optimize query performance for handling large and complex datasets.
7. Implement best practices for data governance and consistency.
8. Utilize advanced functions, formulas, and custom transformations.
9. Leverage real-life case studies to solve practical business problems.
10. Build repeatable workflows to save time and increase productivity.
11. Analyze and interpret data patterns to drive strategic insights.
12. Create interactive and insightful reports for stakeholders.
13. Gain proficiency in end-to-end BI solutions using Power Query.

Organizational Benefits

- Streamlined data processing and reporting efficiency.
- Improved accuracy and reliability of business insights.
- Reduced manual data handling and human error.
- Enhanced decision-making through timely data availability.
- Cost-effective solutions for data preparation and analysis.
- Scalable and repeatable workflows for growing data volumes.
- Better alignment between IT and business analytics teams.
- Accelerated report generation and dashboard updates.
- Empowerment of employees through self-service BI tools.
- Competitive advantage through optimized data-driven strategies.

Target Audiences

- Business analysts and data analysts seeking automation skills.
- BI professionals aiming to enhance reporting efficiency.
- Excel power users transitioning to Power Query and Power BI.
- IT and data management teams handling large datasets.
- Financial analysts requiring dynamic reporting solutions.
- Operations managers seeking insights from real-time data.

- Consultants delivering BI solutions to clients.
- Project managers responsible for analytics-driven projects.

Course Duration: 5 days

Course Modules

Module 1: Introduction to Power Query

- Understanding Power Query interface and features
- Overview of ETL concepts in BI
- Importing data from multiple sources
- Understanding query editor functionalities
- Best practices for data loading
- Case study: Importing and cleaning sales data

Module 2: Data Transformation Techniques

- Removing duplicates and errors
- Splitting, merging, and formatting columns
- Applying conditional transformations
- Using text, number, and date functions
- Structuring tables for analysis
- Case study: Cleaning customer database

Module 3: Advanced Query Editing

- Applying advanced filters and grouping
- Creating parameterized queries
- Introduction to M language basics
- Using advanced formulas for data manipulation
- Automating repetitive tasks
- Case study: Monthly sales trend analysis

Module 4: Data Modeling for BI

- Creating relationships between tables
- Handling lookup and reference tables
- Optimizing models for performance
- Understanding table hierarchies
- Creating dynamic measures and calculations
- Case study: Product inventory analysis

Module 5: Integrating Power Query with Power BI

- Connecting Power Query to Power BI datasets
- Refreshing and scheduling data updates
- Creating real-time dashboards
- Using query folding for performance
- Best practices for BI integration
- Case study: Sales dashboard automation

Module 6: Data Visualization Preparation

- Cleaning and shaping data for visualization
- Creating summarized tables for dashboards
- Handling missing values effectively
- Transforming datasets for charts and graphs
- Combining multiple tables for reporting
- Case study: KPI dashboard preparation

Module 7: Advanced Transformations and Functions

- Using custom columns and formulas
- Implementing conditional logic
- Performing advanced joins and merges
- Leveraging dynamic parameters in queries
- Optimizing queries with step management
- Case study: Customer segmentation analysis

Module 8: Practical Applications and Case Studies

- Real-world business scenarios
- End-to-end BI solution implementation
- Data workflow optimization
- Troubleshooting common issues
- Best practices and lessons learned
- Case study: End-to-end sales performance report

Training Methodology

- Interactive instructor-led sessions with practical exercises
- Hands-on labs and real-life case studies
- Project-based learning for business scenarios
- Group discussions and collaborative problem-solving
- Step-by-step guidance on query building and optimization
- Continuous assessment and feedback for skill improvement

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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