



Advanced Power BI – for HR Professionals

Next Step of Power BI essential in a Day – Dashboards and Reports for HR professionals

This workshop will focus on **advanced data transform and DAX functions** to perform calculation and data marsh. In addition, you can use **Calculated Column and Measures** to perform advanced analytic analysis in common use cases.

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

Key Takeaway



Important data skills: **Get & Transform, Data Modelling and Visuals**



A 1 day learning journey with lectures and exercises & **Certificate of Completion**



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

Prerequisites

General knowledge of Power BI



25 February 2026 (Wed)

9:30am – 5:00pm

CPD Hours: 6



Cantonese with English materials



Member

HK\$2,400

New member
(inclusive of new membership joining fee)

HK\$3,645



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

Advanced Power BI – for HR professionals

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

- ✓ Use Power Query to combine text/Excel files in folder
- ✓ Extract keys, use date/time locale, and unpivot data
- ✓ Handle multiple relationship and parent/child hierarchies
- ✓ Describe evaluation contexts for calculation
- ✓ Use advanced expressions to perform aggregating and comparing data over time
- ✓ Design data model and calculation in different use case scenarios

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PL-300: Microsoft Power BI Data Analyst

(Learners are prepared to attempt the exam after a series of 3-day training)

Combine Source Data in Power Query

- Append or Merge Queries
- Write M in the Query Editor
- Load Multiple Excel files by Functions

Advanced Data Transform Data

- Extract key by Split Column
- Convert Date & Time Column
- Unpivot Cross Tab Table

Advanced PowerPivot Data Modelling

- Manipulate Tables and column
- Create a Time Table
- Use advanced relationships
- Understand hierarchies
- Use parent/child hierarchies

DAX Functions

- Recap filter context and CALCULATE function
- Recap Calculated Columns and Calculated Measures
- Use DATE, STATISTICAL, VALUES, LOGICAL and INFORMATION, and TEXT Functions

Understand evaluation contexts and CALCULATE

- Filter a single column
- Filter with complex conditions
- Use TIME INTELLIGENCE functions
- Use OPENINGBALANCE and CLOSINGBALANCE functions
- Use inactive relationship

Power BI Analytic cases for HR

- Create Calculated Measures
- Performance Management trends
- Compensation & Benefits variances
- Training metrics

Enhanced User Experience

- Configuring Drill Through
- Configuring conditional formatting
- Using Bookmarks and Parameters

Apply Here

