

# 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.



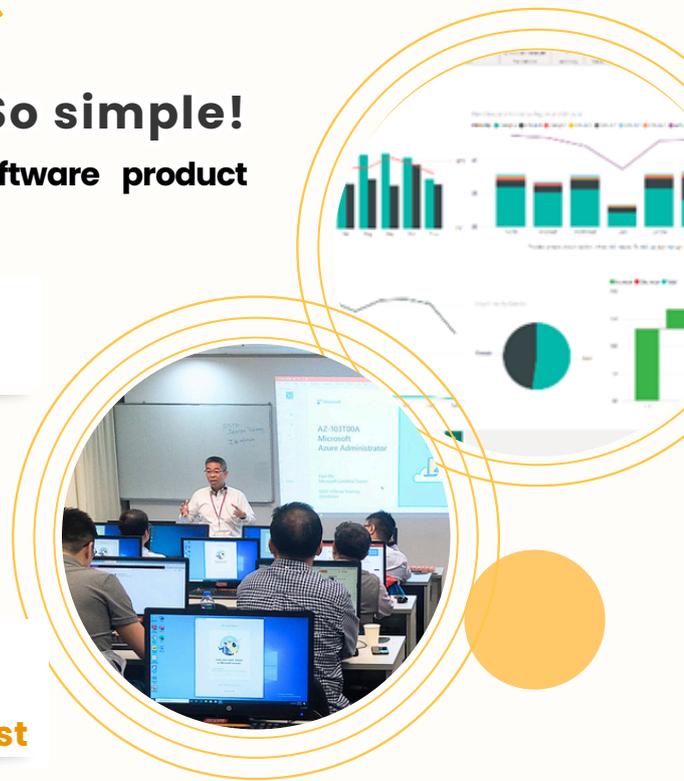
Gain practical data skills through Data Model dashboards and reports



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



18 May 2026 (Monday)  
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



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\$2,400

New member  
HK\$3,645

Super Early Bird  
Until 27 Mar  
Early Bird  
Until 10 Apr

HK\$2,000

HK\$3,245

HK\$2,200

HK\$3,445

# Power BI essential in a Day

## Dashboards and Reports for HR professionals



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



Continuous development opportunity. The first step to get certified.

## PL-300: Microsoft Power BI Data Analyst

### 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

