



# 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**



Trainer



**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.

## Prerequisites

### General knowledge of Power BI



**8 October 2026 (Thursday)**  
**9:30am – 5:00pm**  
CPD Hours: 6



**Cantonese with English materials**



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



Price

**\*Early Bird Until 4 Sep 2026**

**Member**

**HK\$2,400**

**HK\$2,200**

**New member**

(Inclusive of new membership joining fee)

**HK\$3,645**

**HK\$3,445**

\*HKIHRM E-voucher is **NOT** applicable.

# Advanced Power BI – for HR professionals

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

Continuous development opportunity. The second step to get certified.

## 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**

