



MICROSOFT EXCEL BUSINESS INTELLIGENCE

Course ID : MSE-L5



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Duration: 1 Day

(6 Hours) 09:00 AM – 04:00 PM



Price: 4,900 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Data

This course provides comprehensive training in Business Intelligence (BI) tools within Microsoft Excel. Participants will learn advanced data analysis techniques using Excel's BI capabilities, including Power Query for data preparation, Power Pivot for data modeling, and PivotTable and PivotChart for visualization. The course is designed to equip professionals with the skills to transform data into actionable business insights and gain a competitive edge.

Objectives

1. Analyze and interpret data using Business Intelligence tools in Microsoft Excel.
2. Prepare and transform data efficiently with Power Query.
3. Build data models and perform advanced calculations using Power Pivot.
4. Create interactive reports and visualizations with PivotTable and PivotChart.

Objectives

5. Design dynamic reports that automatically refresh when data is updated.

Target Audience

1. Individuals who want to use Power Query for efficient data preparation and transformation before analysis.
2. Users who need to summarize, analyze, and visualize large datasets effectively.
3. Individuals seeking to develop dynamic and flexible PivotTables and PivotCharts for professional reporting.
4. Participants interested in performing advanced PivotTable calculations and leveraging summarized data to gain deeper business insights.

Prerequisites

1. Basic proficiency in Microsoft Excel, including creation, saving, and managing worksheet.
2. Experience in document formatting, such as creating table and applying text formatting.
3. Familiarity with basic Excel formulas (e.g., SUM, COUNT, TODAY) and cell references.
4. Ability to sort and filter datasets effectively.

System Requirements

1. Windows 11 or Windows 10
 2. Microsoft Excel | Microsoft 365
- (Note: Certain commands may not be available in Excel 2019 or Excel 2021.).

TOPICS TRAINING



DAY 1 - Morning Session

9:00 AM – 12:00 PM

1. Introduction to Excel BI

- Overview of Business Intelligence tools in Microsoft Excel
- Exploring the capabilities of Microsoft Excel BI for advanced data analysis
- Creating business value from existing data using Excel BI features

2. Data Preparation with Power Query

- Understanding Power Query as a powerful tool for integrating data from multiple sources and transforming it for analysis
- Using Get Data to import from various sources (Excel files, text files, Access, databases, and websites)
- Integrating multiple data sources into a unified dataset
- Applying data transformation and customization techniques
- Case study: Importing data from Excel files, text files, CSV files, and folders for analysis

3. Power Pivot for Data Modeling

- Using Power Pivot to create relationships between datasets and overcome Excel's row limitations
- Building relationships across multiple data sources for seamless data analysis
- Formatting data for consistent and accurate reporting
- Introduction to DAX (Data Analytic Expressions) for BI calculations
- Creating calculated columns and measures for advanced analytical computations.



DAY 1 - Afternoon Session

1:00 PM – 4:00 PM

4. Report Creation and Visualization with PivotTable/PivotChart

- Understanding the structure and functionality of PivotTable and PivotChart
- Sorting, filtering, and organizing data for analysis
- Using PivotTable and PivotChart for create interactive dashboard and visual presentations
- Designing professional and dynamic dashboard reports
- Enhancing interactivity with Slicers and Timelines
- Connecting a single Slicer to multiple PivotTables for unified filtering

5. Case Studies

- Developing professional sales performance reports using interactive dashboards
- Creating analytical reports to display Top 10 and Bottom 10 best- and least-selling products by country



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Published Date : 1 June 2026 | [Page : 3](#)