

Microsoft Excel (Advance) & Power BI (Basic) Training Outline

Trainer: Alexander Oh Ting Wei (HRD-Corp Certified)

Duration: 2 days

Language Medium: English

DAY 1: Excel Advance

Chapter One: Charts

- Ribbon Tour
- Creating a chart
- Chart layout options
- Multiple series within a chart
- Modifying Gridlines

Chapter Two: Filters

- Ribbon Tour
- Quick Filtering
- Filter by Multiple Criteria
- Saving Filtered Data

Chapter Three: Formulaes

- CONCATENATE
- & (Ampersand)
- CONCATENATE vs. & (Ampersand)
- ROUNDUP, and ROUNDDOWN
- VLOOKUP
- HLOOKUP
- IF
- Nested IF
- IF and AND
- MAX,MIN,AVERAGE

DAY 2: Power BI Basic

Chapter One: Introduction

- Getting started with Power BI
- Uploading data to Power BI
- Introducing natural-language queries
- Introducing Quick Insights
- Introduction to reports
- Introducing Visual Interactions
- Decorating the report
- Saving the report
- Pinning a report
- Refreshing the budget workbook
- Filtering a report

Chapter Two: Sharing the dashboard

- Inviting a user to see a dashboard
- Creating a group workspace in Power BI
- Turning on sharing with Microsoft OneDrive for Business
- Viewing reports and dashboards on mobile devices

Chapter Three: Improving Power BI reports

- Choosing the right visualizations
 - Choosing between standard visuals
- Using custom visualizations
 - First steps with custom visualizations
 - Improving reports by using custom visualizations
- Using DAX in data models
- Creating high-density reports



Alexander Oh Ting Wei

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Specialty

Science and Operation Management

I can provide you trainings that enhances your knowledge and skills related to Engineering, Technical, and Management fields. Where I can help you to develop your knowledge and skills from Soldering to Bending, IT to Mechanical, and Time Management and Assignment Management. I have been in this field since 2018, and hopefully I provide you the precious knowledge you need.

Commerce

- Digital Marketing
- Sales Strategy
- Copy Writing
- Business Management
- Business Development in Malaysia

IT & Scientific Theories

- IOT,AI,IR 4.0, Hacking
- Aerodynamics, Fluid Dynamics, Material Science, Sustainable Energy
- Engineering Mathematics and Statistics in Research
- Engineering Drawing(AutoCad, Inventor)

Management

- Manufacturing and Operation Management
- Cost Management
- Quality Management ISO 9001
- Six Sigma Quality Management
- Project Management
- Team Building
- Leadership

Qualifications

- 2016-2020 **Multimedia University**
Degree in Engineering (Hons) (Mechanical)
- 2021-2021 **HRDF**
Train The Trainer
- 2021-2021 **Certification in Quality Management ISO 9001**
Certified Trainer, Enctra Academy
- 2021-2021 **Certification in Behavioural Management**
Certified Trainer, Enctra Academy

“
Have given out
thousands of
certificates
since 2018. ”

Professions

Enctra Academy Sdn. Bhd
Operation Manager

Enlight Malaysia
Director of Science
Engineering, and Intelligence
Division

Current Vice President

Wikimedia Malaysia
Deputy Secretary

Helping people
changes their life,
even if it is only a
second.