

Course Proposal

Microsoft PowerBi (Core)

Analytics for Professionals - Data
Analysis Essentials (3 Days) - Microsoft
PowerBi (Core)



Microsoft PowerBi



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Scope & Rationale

Rationale and Purpose

Microsoft PowerBI is a critical business intelligence tool enabling organizations in **Botswana** to maximize data-driven decision making, optimize resource allocation, and support development policies in sectors such as finance, healthcare, education, and public administration.

The course empowers learners to **transform data** into **actionable insights** and **drive evidence-based outcomes**. No prior **PowerBI** or **data analytics experience** is required for entry, making it accessible to all professionals interested in **foundational analytics skills**.



Target Audience & Entry Requirements:

- Employees of private companies and public sector
- Finance managers, data analysts, business professionals, IT staff
- No prerequisites; open to all interested in PowerBI

Learning Objectives & Outcomes

Exit Level Outcomes

Confidently use PowerQuery, PowerPivot, PowerView & PowerBi Service for Business Analytics

Learning Outcomes

Apply PowerQuery for data extraction and data cleansing.
Use PowerPivot for modeling, calculations, and advanced analytics.

Build interactive visualizations in PowerView.

Leverage PowerBi Service for Dashboard sharing, collaboration, and cloud analytics.

Course Structure & Modules

Day	Topic / Module	Learning Hours
Day 1	PowerQuery (Extraction, Cleansing)	8 hours
Day 2	PowerPivot (Modeling, DAX, Analytics)	8 hours
Day 3	PowerView & PowerBi Service	8 hours

Teaching & Delivery Methods

- Classroom-based interactive sessions (with group work, video demonstrations, practical exercises).
- Activity-led facilitation and discussions.
- Case studies to reinforce real-world application of course material

Course Outline / Modules

The course modules cover essential Power BI skills starting with PowerQuery for data extraction and cleansing, followed by PowerPivot for advanced data modeling and DAX calculations, and concluding with PowerView and Power BI Service for creating interactive visualizations and sharing reports. Together, these modules equip learners with practical abilities to transform raw data into insightful, actionable business intelligence across multiple Microsoft Power BI tools.

Module One

Module 1: PowerQuery

- Data Exxtraction
- Data Transformation & Cleansing
- Query Editing
- Managing & Combining Data Sources
- Applying practical exercises to solve business problems

Module Two

Module 2: Power Pivot

- Data Modeling & Relationships
- Calculations (DAX Formulas)
- Advanced analytics functions
- Creating & Modifying tables & Columns
- Security and Role management

Module Three

Module 3: PowerView & PowerBi Service

- Building interactive visualizations & reports
- Customizing charts, KPIs, & Conditional formatting
- Formatting, visual design & dashboard creation
- Publishing, sharing, & Collaborating using PowerBi Service
- Managing resources, export, & embed options



Each module includes **interactive discussions, practical exercises, and real-world application.**



Trainer Profile

Motsereganyi brings over a decade of experience in data analytics, business intelligence, and professional development. He is known for his engaging facilitation style and ability to translate complex concepts into actionable strategies. **Motsereganyi has successfully trained professionals across Africa, helping organizations unlock higher productivity and foster growth mindsets.**

Testimonials available upon request.



Motsereganyi Sebolai
Founder & Lead Trainer

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Empower Your Decisions with
"Analytics for Professionals - Data Analysis Essentials - Microsoft PowerBi (Core)"

TRANSFORM INSIGHT INTO IMPACTFUL ACTIONS

Course Proposal Microsoft PowerBi (Core)

Analytics for Professionals - Data
Analysis Essentials (# Days) - Microsoft
PowerBi (Core)



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