

Technology & AI

# Power BI with Copilot & AI for Data Analytics

Turning data into smarter, faster business insights

S\$1000 / 2 Days

Delivery  
In-Person

Level  
Beginner -Intermediate



## About the Course

This intensive 2-day programme is designed for professionals who want to leverage data analytics, visualisation, and AI-driven insights using Microsoft Power BI. Participants will learn to transform raw data into meaningful dashboards through data preparation, modelling, and interactive reporting.

Day 1 focuses on core concepts such as data connection, transformation, and visualization techniques, while Day 2 covers advanced dashboarding, interactive features, and AI capabilities like natural language queries, smart narratives, and AI visuals. The course includes hands-on exercises with real-world datasets, culminating in the development of an interactive, AI-enhanced dashboard project.

By the end of the course, learners will be able to analyze data, create impactful visualizations, leverage AI for insights, and support data-driven decision-making.

No prior Power BI experience is required.

## 3 Takeaways



Transform raw data into analysis-ready datasets by connecting, cleaning, and modelling data from multiple sources using Power BI.



Design impactful visualisations and interactive dashboards to communicate insights, trends, and key performance indicators effectively.



Leverage AI-driven features in Power BI to generate insights, enhance storytelling, and support responsible, data-driven decision-making.

Who is this course for?

# Anyone who wants to create professional dashboards to analyse data and derive insights..

## Course Pre-requisites

- ✓ No prior PowerBI experience is required to take this Course
- ✓ Having of some basic knowledge of Excel. charts and graphs would be an added advantage for you.
- ✓ Laptops and course materials will be provided on the day of training.

# Day 1

Here's what you get to learn in this course



Visualisation Techniques and Information Displays

Appropriate types of data display

## Topic 1

### Visualisation Techniques and Information Displays

- Introduction to data visualization and its role in decision-making
- Basic Power BI terminologies and interface overview
- Fundamentals of KPIs and selecting appropriate visual formats
- Visual variables (color, size, shape, position) and their impact on interpretation
- What makes a good vs. bad visualization (clarity, accuracy, storytelling)
- Overview of different chart types in Power BI (bar, line, pie, table, etc.)
- Mapping data types to the right visualization techniques

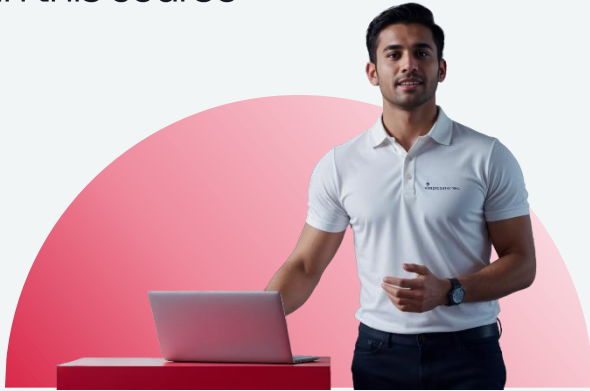
## Topic 2

### Appropriate types of data display

- Connecting to data sources: Excel, CSV, and import options in Power BI
- Understanding data: Identifying patterns, trends, anomalies, and data types
- Power Query Editor:
  - Data cleaning (nulls, duplicates, errors)
  - Changing data types and formatting
  - Filtering and reshaping data
- Working with multiple datasets:
  - Merge and append queries
  - Handle inconsistencies across sources
- Data modeling basics:
  - Data normalization
  - Fact and Dimension tables
  - Creating relationships
- Preparing data for analysis:
  - Standardizing formats
  - Handling missing and inconsistent values

# Day 1 continue

Here's what you get to learn in this course



Types of Dashboards and Scoreboards

Topic 3

## Types of Dashboards and Scoreboards

- Creating and structuring dashboards and scorecards
- Preparing data for visualization:
  - Converting data types
  - Creating hierarchies for drill-down analysis
  - Grouping data for better insights
- Building visualizations:
  - Creating basic charts and visuals
  - Formatting visuals for clarity and impact
- Applying filters and controls:
  - Slicers, dropdowns, and radio button filters
  - Enhancing user-driven exploration
- Enhancing interactivity:
  - Focus Mode for detailed analysis
  - Adding interactive elements for dynamic reporting
- Using Power BI AI visuals (e.g., Key Influencers, Smart Insights) to explore patterns and key drivers

# Day 2

Here's what you get to learn in this course



Technical Features in Data Presentation and Report Creation

Presentation of Data into a Report

Data Findings Through the Dashboard

## Topic 4

### Technical Features in Data Presentation and Report Creation

- Advanced filtering techniques:
  - Creating slicers
  - Using the visualisation pane for filtering
  - Visual-level, page-level, and report-level filters
  - Creating Top N filters
- Managing report interactions:
  - Filter interactions between visuals
  - Cross-filtering and cross-highlighting
  - Drill-through capabilities for detailed analysis
- Advanced visualisations:
  - Map-based visualizations
  - Gauge and TreeMap visuals
  - Importing and using custom visuals
- Report structuring:
  - Creating and managing multiple report pages
  - Designing for better navigation and user experience
- Enhancing reports with AI-assisted insights and smart interactions (e.g., highlighting key trends and enabling deeper exploration through intelligent visuals)

## Topic 5

### Presentation of Data into a Report

- Creating and structuring Power BI reports
- Building effective data narratives for business insights
- Customising reports:
  - Shapes, images, text, themes, and backgrounds
- AI and Machine Learning features in Power BI:
  - AI visuals (Key Influencers, Decomposition Tree)
  - Smart Narratives for automated insights
- Natural Language Processing (NLP):
  - Using Q&A to generate insights with natural language queries
- Best practices for presenting insights clearly and effectively

# Day 2 Continue

Here's what you get to learn in this course



Data Findings Through the Dashboard

Topic 6

## Data Findings Through the Dashboard

- Introduction to Power BI Service and its role in data sharing
- Publishing reports from Power BI Desktop to Service
- Creating and managing dashboards in Power BI Service
- Accessing and sharing reports securely with stakeholders
- Collaboration features and workspace management
- Data storytelling using dashboards:
  - Presenting insights for business users
  - Structuring dashboards for decision-making
- Leveraging AI-generated insights and narratives to communicate key findings effectively

Meet Our Trainer

# Ken Yeo

“ A very good course for beginners and yet providing a good overview of the possibilities of Power BI

**William Chan**, Deputy Director

“ I will recommend this course to my colleagues who are getting started with Power BI.

**Ken Kuwabata**, Manager



Ken is a dynamic professional with expertise in digital skills, education, and business operations. He specialise in data wrangling, data visualisation, Python programming, Microsoft Excel, Power BI, Generative AI, and prompt engineering—leveraging technology to drive insights and innovation.

With a strong background in adult learning and curriculum design, Ken delivers engaging, results-focused training experiences. His leadership, mentoring, and stakeholder engagement skills ensure collaborative and impactful outcomes.

Ken holds a Master’s degree in Business Administration, a Graduate Diploma in Analytics and Visualization, and the WSQ Advanced Certificate in Learning and Performance (ACLP). He is dedicated to empowering individuals and organisations through technology-driven, learner-focused solutions.


# For More Information:

Find us at


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## \*SFC-Eligibility

### SkillsFuture Credit (SFC)

Eligible Singapore Citizens may use their SkillsFuture Credit balance to offset respective course fees. This is only applicable to **Self-sponsored Individuals**.

**Participant need to meet the attendance and assessment requirements to be eligible for the funding.**

### Assessments

As part of the requirement for SkillsFuture Singapore, there will be an assessment conducted at the end of the course.

### Attendance

Participants are required to attain a minimum of 75% attendance and pass the assessment to receive a digital Certificate of Completion issued by Impress Training along with a WSQ Statement of Attainment.

**Please contact us for more details.**