

Technology & AI

Power BI with Copilot & AI for Data Analytics

Turning Data . To Real-Time Business Insights . Now with AI

S\$1000 /2 Days

Delivery
In-Person

Level
Beginner -Intermediate



About the Course

This AI-Driven Data Analytics with Power BI course is designed for corporate professionals, business analysts, and IT practitioners who want to develop practical, job-ready skills in data visualization and business intelligence.

Participants will learn to transform raw data into meaningful dashboards and reports using Microsoft Power BI, select appropriate visualization techniques, build interactive dashboards, interpret trends, and communicate insights effectively. The course also introduces AI-powered features that enable learners to uncover deeper insights and enhance data-driven decision-making.

By the end of the course, participants will be able to create impactful visualizations, analyse data confidently, and apply business intelligence techniques to support organizational performance and career growth.

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?

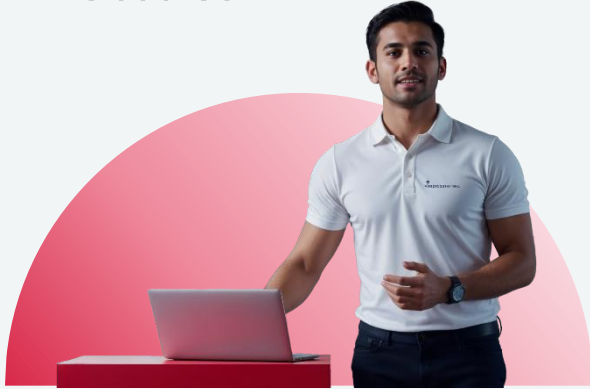
Anyone who wants to create professional dashboards to analyse data and derive insights..

What You'll Learn

- ✓ Prepare data for analysis by connecting to multiple data sources, transforming and cleaning datasets, and structuring data models using Power BI data preparation features.
- ✓ Apply data visualisation principles to select and justify appropriate charts, key performance indicators (KPIs), and information displays that effectively and accurately communicate data insights for business decision-making.
- ✓ Enhance reports using technical features such as filters, slicers, drill-through functions, and interactive visuals to support exploratory analysis and audience-specific reporting.
- ✓ Design and develop interactive dashboards and scorecards to present benchmark data, enabling users to explore trends, patterns, and key performance drivers.
- ✓ Interpret data trends and communicate insights clearly, including data limitations, assumptions, and potential bias, to support transparent, responsible, and evidence-based business decisions.

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

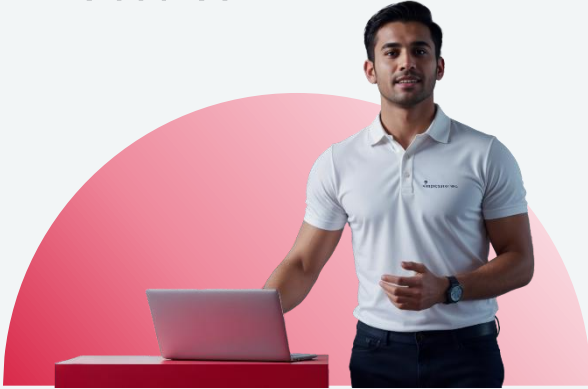
Topic 2

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.

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