

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Excel - Power Pivot

Learn to import, model and analyse data with Power Pivot, building relationships, DAX formulas, PivotTables and KPIs.

8

MODULES

40

TOPICS

COURSE OVERVIEW

This course covers getting started with Power Pivot, including navigating its window and interface within Excel. It then addresses adding data from various sources such as linked tables and Power Query, followed by preparing that data through tables, columns, filtering, sorting and relationships. Later modules focus on building calculations using Data Analysis Expressions (DAX), creating relationships between tables, and producing PivotTables, PivotCharts and reports with slicers. The course concludes with an overview of key performance indicators, illustrated through a retail sales case study covering metrics such as sales per hour and conversion rates.

WHO THIS COURSE IS FOR

Excel Users

Data Analysts

Business Analysts

Financial Analysts

Report Developers

LEARNING OBJECTIVES

- Navigate the Power Pivot window and field list in Excel
- Import data using linked tables and Power Query
- Organise data through tables, columns, filtering and sorting
- Create and manage relationships between tables
- Build formulas using DAX for calculated columns and measures
- Construct PivotTables, PivotCharts and reports with slicers
- Apply aggregations, lookups and filters within formulas
- Interpret key performance indicators such as conversion rates

8 Modules, 40 Topics

01

Getting Started with PowerPivot

TOPICS

- Start Excel & launch the PowerPivot window
- Navigating the PowerPivot window
- Exploring the PowerPivot tab and field list in Excel

02

Adding Data to PowerPivot

TOPICS

- Data sources and types supported in PowerPivot workbooks
- Importing data (from pre-prepared file)
- Add Data by using Excel Linked Tables
- Using Power Query

03

Preparing Data for Analysis

TOPICS

Working with Tables and Columns · Filtering and Sorting Data · Creating Relationships Between Tables · Creating and Working with calculations

04

Data; Formatting and Layout

TOPICS

Creating, deleting a table · Rename a Table or Column · Set the Data Type of a Column · Hide or Freeze Columns · Undo or Redo an Action · Sorting and filtering data in a table

05

PowerPivot and Relationships

TOPICS

Understanding Relationships · Create a Relationship Between Two Tables · View and Edit Relationships · Delete Relationships · Troubleshoot Relationships

06

Calculations in PowerPivot

TOPICS

- Overview of Data Analysis Expressions (DAX) language
- Building Formulas for Calculated Columns and Measures
- Understanding the Use of Relationships and Lookups in Formulas
- Understanding Aggregations in Formulas
- Filtering Data in Formulas
- Recalculating Formulas

07

Creating PivotTables, Charts & Reports

TOPICS

- Create a PivotTable or PivotChart Report
- Create a Reporting Services Report with PowerPivot Data
- Create a Measure in a PivotTable or PivotChart
- Create and Change the Field Layout in a PivotTable or PivotChart Report
- Delete a PivotTable or PivotChart Report
- Filter Data using Slicers
- Work with Relationships in PivotTables
- Change the Display Language

08

Overview of Key Performance Indicators (KPI's) in PowerPivot

TOPICS

Retail sales KPI case study · Sales per hour, average · Conversion rates · Wage to sales ratio

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

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