



FMM INSTITUTE NS PROGRAMME ON:

ANALYZING AND VISUALIZING DATA WITH POWER BI



Date: 27-28 October, 2025
(Monday-Tuesday)

Time: 9.00 am—5.00 pm

Venue:

Royale Chulan
SEREMBAN

INTRODUCTION

This course is taught to publish those reports to the Power BI service, create dashboards, and share to business users so that they can

consume the dashboards through the web and their mobile devices. Microsoft Power Query is an Excel add-in that enhances the self-service Business Intelligence experience in Excel by simplifying data discovery, access and collaboration. With Power Query, non-technical Excel users can access large corporate and Internet-based databases to conduct analysis and produce reports. Power Query is an add-in program for Excel 2010 and Excel 2013. Its features are also integrated into Excel 2016/ 2019.



OBJECTIVES

After completing this course, students will be able to:

- Import Data from several of the data source.
- Structuring, unstructured data (Data Cleansing)
- Prepare data for analyzing and visualizing.
- Perform Power BI desktop data transformation.
- Describe Power BI desktop modelling.
- Create a Power BI desktop visualization.
- Describe how to connect to Excel data.
- Describe how to collaborate with Power BI data.

LANGUAGE

English And Malay Language

****Laptop is included for this training.**

PREREQUISITES

Excel Introduction or equivalent skills. Previous experience with database concepts is helpful but not required.

COURSE CONTENTS

Day 1

Level 1: Data Cleansing with Power Query

Module 1: Introduction to Power Query

- Installing Power Query
- Creating a Simple Query
- Editing a Simple Query

Module 2: Common Data Import Sources

- Working with CSV files
- Working with Text Files
- Working with Excel Files
- Working with other file types

Module 3: Working with Data from the Web

- Scraping Data from Web Pages
- Calling a Web Service
- Finding Data Using a Power Query Online Search

Module 4: Working with Folders and Multiple Files

- Working from Data from the Windows File System
- Combining Data from Multiple Files

Module 5: Filtering and Sorting Rows

- Using Auto-Filter
- Using Number, Text and Date Filters
- Filtering Rows by Range
- Removing Duplicate Values
- Filtering out Rows with Errors
- Sorting

Module 6: Changing Values in a Table

- Replacing Values
- Text Transformations
- Number Transformations
- Date/Time Transformations
- Replacing Missing Values

Module 7: Table Transformations

- Unpivoting Columns to Rows
- Transposing a Table
- Creating Custom Columns



For enquiries, kindly contact:
FMM Negeri Sembilan Branch
Ms. Aliza / Niza

aliza@fmm.org.my /
niza@fmm.org.my /

fmm_institute_negeri_sembilan@fmm.org.my
Tel: 06-603 1626/1627
Fax: 06-603 1628

[Continue:](#)

Day 2

Level 2: Data Analyze & Visual with Power BI

Module 1: Introducing Power BI

- 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
- Filtering a report

Module 2: Sharing the dashboard

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

Module 3: Using Power BI Desktop

- Connecting to a database
- Loading from multiple sources
- Using Query Editor
- Hiding or removing tables
- Handling seasonality and sorting months

Module 4: 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
- Identifying conditions when custom visualizations are required
- Using DAX in data models
- Creating high-density reports

Module 5: Power BI and Excel

- Excel and Power BI
- Import an Excel table into Power BI
- Import Excel files with data models and Power View sheets
- Connect OneDrive for Business to Power BI
- Excel data in Power BI summary

Module 6: Row-Level Security and File Sharing

- Manage Roles and Security
- Exploring Power BI Service
- Exploring Power App
- Report Sharing in the Cloud



**For enquiries, kindly contact:
FMM Negeri Sembilan Branch**

Ms. Aliza / Niza

aliza@fmm.org.my /

niza@fmm.org.my /

fmm_institute_negeri_sembilan@fmm.org.my

Tel: 06-603 1626/1627

Fax: 06-603 1628

MICROSOFT EXCEL TRAINING (BEGINNER LEVEL)

Date: 27-28 October, 2025 (Monday-Tuesday)

Time: 9.00am - 5.00pm

Venue:



Registration & Payment

PARTICULARS	PARTICIPATION FEE	
	Member	Non-Member
Inclusive of SST at 8% & Laptop	RM 1,338.12 / pax	RM 1,496.88 / pax
HRDCorp Registered Employer	Claimable under HRDCorp SBL-Khas Scheme • No payment to FMM Institute • Fee will be deducted from the employer's HRDCorp contributions. Fund must be sufficient • Full payment is to be made to FMM Institute in the event that no disbursement from HRDCorp under any circumstances.	
HRDCorp NON-Registered Employer	Cheque or online transfer made payable to FMM Institute	

- Registration is on a **first-come-first-serve basis**. Upon faxing/mailling the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- All registration together with the payment should be made **before the event date**. Certificate will only be issued upon full payment.
 - Malayan Banking Berhad A/C No: 505176 510352
 - FMM INSTITUTE SST Registration No: W10-1901-32000105
- For SBL-KHAS, **grant approval must be provided to FMM at least 3 days** before the event. An attendance of 100% is a must, otherwise employers will be billed in full.

Who Should Attend

This course is for individuals whose job responsibilities include creating complex Excel reports, as well as conducting advanced analytics and data science.

Trainer

Ms Karen Cheah an MBA holder majoring in Computer Studies. She has more than 15 years experience in training corporate staff. She is also an expert in MS Office, UBS Accounting and Chinese Star. Besides these, she is proficient in many programming languages such as PHP, Visual Basic, Coldfusion, SQL etc where she can develop either business or Web application. Many working adults consult her on how to solve and speed up their office tasks by using common application software. Ms Karen Cheah has been conducting trainings for FMM Public & In-house courses in MS Office (Excel, Word, PowerPoint, Access & Publisher) since 2008.

Replacement / Cancellation

- Must be made in writing with reasons to FMM Institute
- Full payment fee will be charged by FMM Institute for cancellation within 2 days prior to the programme.
- 50% payment charged for cancellation between 3-6 days.
- No payment charged for cancellation within 7 days prior to the programme.
- Participants who did **not turn-up will be charged full payment**.
- Replacement can be accepted at no additional cost. FMM reserves the right to cancel or reschedule the program.

Closing Date :
24 October, 2025

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Name	Designation	Email	I.C Number / Passport Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Payment:

Full payment of RM _____ will be made via ☐ SBL-Khas ☐ Cheque ☐ Direct bank-in

Please Tick (/)

☐

FMM Member

Membership No : _____

☐

NON- Member

Submitted By:

Name : _____

Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____

Email : _____

Company Stamp