Advanced Power BI – for HR Professionals

Next Step of Power BI essential in a Day - Dashboards and Reports for HR professionals

This workshop will focus on **advanced data transform** and **DAX functions** to perform calculation and data marsh. In addition, you can use Calculated Column and Measures to **perform advanced analytic analysis in common use cases.**

Enrol now to enhance your HR value in the data-driven world!

Key Takeaway

Important data skills: **Get & Transform, Data Modelling** and **Visuals**

A **1 day learning journey** with lectures and exercises & **Certificate of Completion**

Continuous development opportunity
The **second step to get certified**
PL-300: Microsoft Power BI Data Analyst

Prerequisites

General knowledge of Power BI

Trainer

Paul Wu

Microsoft Certified Trainer with over 10 years training experience on Power BI and Microsoft Office Applications for all levels of users in various industries.

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25 February 2026 (Wed)
9:30am – 5:00pm
CPD Hours: 6

Cantonese with English materials

Infocan computer training room
8/F, Yen Sheng Centre,
64 Hoi Yuen Road, Kwun Tong

	Member	New member
	HK$2,400	**HK$3,645**
Super Early Bird Until 14 Jan	**HK$2,000**	**HK$3,245**
Early Bird Until 4 Feb	**HK$2,200**	**HK$3,445**

extra 5% off for previous **INFOCAN collaborated programme participants**

HKIHRM E-voucher is NOT applicable.

Ms Connie Wong (852) 2837 3831 | learning@hkihrm.org

Advanced Power BI – for HR professionals

Next Step of Power BI essential in a Day – Dashboards and Reports for HR professionals
Upon completion of this course, participants will be able to:

✓ Use Power Query to combine text/Excel files in folder

✓ Extract keys, use date/time locale, and unpivot data

✓ Handle multiple relationship and parent/child hierarchies

✓ Describe evaluation contexts for calculation

✓ Use advanced expressions to perform aggregating and comparing data over time

✓ Design data model and calculation in different use case scenarios

Continuous development opportunity. The second step to get certified.

PL-300: Microsoft Power BI Data Analyst
(Learners are prepared to attempt the exam after a series of 3-day training)

Combine Source Data in Power Query
- Append or Merge Queries
- Write M in the Query Editor
- Load Multiple Excel files by Functions

Advanced Data Transform Data
- Extract key by Split Column
- Convert Date & Time Column
- Unpivot Cross Tab Table

Advanced PowerPivot Data Modelling
- Manipulate Tables and column
- Create a Time Table
- Use advanced relationships
- Understand hierarchies
- Use parent/child hierarchies

DAX Functions
- Recap filter context and CALCULATE function
- Recap Calculated Columns and Calculated Measures
- Use DATE, STATISTICAL, VALUES, LOGICAL and INFORMATION, and TEXT Functions

Understand evaluation contexts and CALCULATE
- Filter a single column
- Filter with complex conditions
- Use TIME INTELLIGENCE functions
- Use OPENINGBALANCE and CLOSINGBALANCE functions
- Use inactive relationship

Power BI Analytic cases for HR
- Create Calculated Measures
- Performance Management trends
- Compensation & Benefits variances
- Training metrics

Enhanced User Experience
- Configuring Drill Through
- Configuring conditional formatting
- Using Bookmarks and Parameters

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