



DATA ANALYTICS WITH POWER BI & TABLEAU

POWER QUERY . DATA MODELLING
TABLEAU . CALCULATED FIELDS
DASHBOARDS . STORYTELLING .

DURATION

60 Hours

LEVEL

**Beginner to
Advanced**

MODULES

9

MODE

**Classroom ·
Online · Hybrid**

01 COURSE OVERVIEW

A dual-tool analytics course covering Power BI and Tableau to publishing standard. Both tools are taught on the same business datasets so learners can compare modelling and visual approaches directly. Data preparation, star-schema modelling, calculation languages, interactivity and sharing are covered for each.

The course produces four finished dashboards: sales, HR, finance and operations.

WHO IT IS FOR

Analysts and MIS executives

Finance, HR and operations reporting staff

Managers who commission dashboards

Graduates entering analyst roles

PREREQUISITES

Basic Excel. SQL familiarity is helpful but not required.

02 LEARNING OUTCOMES

01 Connect, shape and load data with Power Query.

03 Write DAX measures for time intelligence and ratios.

05 Blend and join sources in Tableau.

07 Design dashboards that answer a stated business question.

02 Model data in star schemas with correct relationships.

04 Build Power BI reports with slicers, bookmarks and drill-through.

06 Write calculated fields, sets, groups and parameters.

08 Publish with refresh schedules and row-level security.

03 MODULE STRUCTURE

9 MODULES

01 ANALYTICS FOUNDATIONS

Types of analytics

Data granularity

Requirements gathering

KPI design

Reporting cycles

02 DATA PREPARATION

Power Query editor

Append and merge

Error handling

Transformations

Data types

Refresh design

LAB

CLEANING A SALES EXTRACT

03 DATA MODELLING

Fact and dimension tables

Snowflake schema

Cardinality

Star schema

Relationships

Date tables

LAB

MODEL BUILD

04 DAX

Calculated columns vs measures

CALCULATE

Ranking

LAB

MEASURE LIBRARY

Filter context

Time intelligence

Variables

05 POWER BI REPORTING

Visual selection

Bookmarks

Tooltips

Mobile layout

LAB

SALES DASHBOARD

Slicers

Drill-through

Themes

06 POWER BI SERVICE

Workspaces

Scheduled refresh

Apps

LAB

SECURED PUBLISH

Publishing

Row-level security

Subscriptions

07 TABLEAU ESSENTIALS

Connections

Joins

Calculated fields

Sets and groups

LAB

HR DASHBOARD

Data blending

Marks and shelves

Parameters

08 TABLEAU DASHBOARDS

Chart types

Actions

Performance tuning

Maps

Story points

Tableau Public

LAB

FINANCE DASHBOARD

09 VISUAL DESIGN AND DELIVERY

Chart selection

Layout

Presenting to stakeholders

Colour and accessibility

Annotation

PROJECT

EXECUTIVE DASHBOARD PACK

04 ASSESSMENT & CERTIFICATION

Module assignments and labs	25%
Mini projects	20%
Internal assessments	15%
Final project and review	40%

CERTIFICATION

Learners who complete all modules, submit the final project and clear the review receive a course completion certificate from Kaizen Infinities Private Limited. Project work is documented for the learner's portfolio, and interview preparation is included in the closing sessions.

05 CAREER OUTCOMES

ROLES THIS PROGRAMME PREPARES FOR

DATA ANALYST

BUSINESS INTELLIGENCE ANALYST

POWER BI DEVELOPER

TABLEAU DEVELOPER

MIS ANALYST

REPORTING SPECIALIST

CALL US

+91 73051 33996

EMAIL US

apply@kaizeninfinities.com

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www.kaizeninfinities.com