



# Power BI for Government - Fundamentals

## TRAINING

If you have a keen interest in Excel and are looking to upskill into the world of Power BI, this is the course for you!



Facilitated by  
**MICHAEL SCHOLTZ**  
Founder  
RoninSights

Online → January 16 & 23, 2024



## Power BI Fundamentals for Government Overview

If you have a keen interest in Excel and are looking to upskill into the world of Power BI, this is the course for you!

We are excited to invite you to our first virtual event with Power BI expert and trainer Ludovic Bocken. No matter if you are the resident data guru in your business or just learning the ropes, please consider joining us for this comprehensive look at the Power BI Fundamentals.

Are you interested in connecting to and visualizing data? With Michael's expert guidance you will discover how to use this unified, scalable platform for self-service and Business Intelligence. This program is a thorough, hands on experience offering a practical look toward gaining deeper, more meaningful data insight.

## Not Just a Training Session

- Build your own Power BI report and develop a comprehensive hands on understanding of the software.
- Discover the fundamentals around creating and editing reports and dashboards
- Harnessing the POWER of Power BI Desktop. Create fantastic Power BI visuals and present data with style.

## Who Attends

- Excel Users (time to step up)
- Anyone who uses data
- Beginner Level Data Management and Analytics Community
- Local Data Gurus
- All Corners of Gov - State, Federal & Local

## Meet the Trainer



**MICHAEL SCHOLTZ**  
Founder  
RoninSights

Hi, I'm **Michael Scholtz** the owner and founder of RoninSights and I love Power BI! This unique and robust product is my primary tool in bringing data driven professionals closer to their data; in turn helping them make better data driven decisions. With over a decade of analytical experience, I have created reports across multiple industries spanning from USA, Europe and APAC and now I want to share these skills and Power BI knowledge with you. I realised that data driven insights might not always be apparent to the business, that stakeholders who have the most to gain are not always capable or willing to do the analysis themselves and that those who have the most to gain, might be resistant to changing the status quo. Turning data into meaningful and impactful insights, enabled me to improve customer experience, grow revenue channels, reduce waste, save time, improve staff/customer retention rates and change the mindset of an entire organisation. Business Analytics, Content Marketing, Social Media Marketing, Digital Marketing, Lead Generation, Email Marketing RonInsights

## Preparation

**This workshop is highly interactive with group activities and discussions throughout. Come prepared with some current challenges you face in your organisation.**

**To participate you'll need:**

- A computer with camera and microphone
- A working version of Power BI
- Strong internet connection
- Quiet, well-lit space
- Current process, automation and services challenges that you face



# Explore the Agenda

DAY 1 | Tuesday, January 16, 2024

---

**1:00pm ET** PSN Welcome

---

**1:10pm ET** Connecting with your data sources - “Get data”

- Discuss common data sources: General, Text, Currency, Decimal number, Whole number, Percentage, Scientific
- Common data types
- Formatting data types
- Creating data tables on the go or pasting data into Power BI

---

**1:40pm ET** Using the “Data” tab

---

**1:50pm ET** Bringing “Fields” onto the canvas

---

**2:00pm ET** Adding pages

---

**2:15pm ET** Visualizations

- Interacting with visuals
- Drilling up, down, into and through

---

**2:45pm ET** Formatting visuals

- Font
- Colours
- Conditional Formatting

---

**3:00pm ET** Using Filters

- Filters on this visual
- Filters on this page
- Filters on all pages

---

**3:30pm ET** End of Day 1

---

DAY 2 | Tuesday, January 23, 2024

---

**1:00pm ET** PSN Welcome to Day 2

---

**1:10pm ET** Navigating the “Power Query Editor”

- Home
- Transform
- Add Column
- View

---

**1:40pm ET** Common functions and queries

- Home
- Enter Data
- Choose Columns
- Remove Columns
- Keep or Remove Rows
- Sorting
- Split Columns
- Grouping
- Merge and Append queries

---

**2:40pm ET** Transform - When to use “Transform” or the “Add Column” Tab

- Detect Data Types
- Replace Values
- Move Columns
- Format
- Merge or split columns
- Date / Time / Duration

---

**3:15pm ET** Bringing it all Together & Q&A

- Clustering
- Grouping
- Using “Analytics” within Visuals
- “Get more visuals”
- Adding Buttons and Book marks
- Booked marked filters

---

**3:30pm ET** End of Day 2

---