



TECHHUB SOLUTIONS

...be step ahead in your field

MS Office & Power BI

Main Topic	Sub Topic
Introduction to Computer	• History and Generations of Computers • Advantages and Disadvantages of Computers • Block Diagram of a Computer • Description of Different Parts of a Computer • System Software and Application Software • Identification of Different Parts of a Computer System • Turning a Computer System On and Off
Introduction to GUI-Based Operating System	• Identifying Desktop Icons – My Computer, My Documents, etc. • Customizing Desktop Background, Mouse Pointer, Screen Saver • Using Basic Applications – Notepad, WordPad, MS Paint
Elements of MS Word	• Introduction to MS Office & Word Processing Software • Document Creation and Formatting Options • Using Tables, Bullets, and Numbering • Font Styles, Alignment, and Paragraph Formatting • Inserting Pictures, Clipart, Shapes, WordArt • Using Header & Footer, Text Box • Page Layout & Mail Merge • Spelling and Grammar Check

MS Excel (Spreadsheet)	• Introduction to Power BI Desktop • Data Connections: Excel, RDBMS, Web • Data Modelling: Relationships • Introduction to Spreadsheet • Entering, Editing, and Formatting Data • Formatting – Currency, Number, Date • Managing Worksheets • Modifying Rows and Columns • Understanding and Using Formulas • AutoFill and Custom Lists • Conditional Formatting • Creating and Formatting Tables • Conditional Logic • Introduction to Charts • Outline, Sort, Filter, and Subtotal • Protecting, Saving, and Printing Data • Tables, Hierarchies, Calculated Columns • Visualizations: Charts, Tables, KPIs, Cards, Maps, Custom Visuals • Filters, Slicers, and Drill-Down • DAX: Calculated Columns, Measures, and Basic DAX Functions • Publishing and Sharing Reports, Row-Level Security, Data Refresh
MS PowerPoint (Making Small Presentations)	• Creating and Designing Slides • Adding Text, Images, and Charts

	• Applying Transitions and Animations • Setting Slide Show and Timings • Presenting and Exporting Presentations
Statistics & Data Analytics Fundamentals	• Introduction to Networking • Understanding Email and Web Communication • Internet Browsing and Online Security Basics
WWW and Web Browser, Performing Mailing	• Using Different Web Browsers • Creating and Managing Email Accounts • Sending, Receiving, and Attaching Files in Email
Power BI Charts and Visualizations	• Column Chart • Stacked Column Chart • Pie Chart • Donut Chart • Funnel Chart • Ribbon Chart • Line Chart & Drill Down • Area Chart • Line vs Column Chart • Scatter Plot • Waterfall Chart • Tree Map • Gauge Chart

	• Number, Text, Date & Multi-Row Cards
Map Visualizations	• Basic Map & Filled Map • Map with Pie Chart • Map Formatting • Changing Map Background
Tables and Matrix	• Creating and Formatting Tables • Conditional Formatting in Table • Changing Aggregation in Table • Creating and Formatting Matrix • Hierarchies, Subtotal & Total in Matrix • Number Formatting in Tables & Matrix
Filters, Slicers & Actions	• Filter on Visual, Page, and All Pages • Drill Through • Text, Date, and Number Slicers • Formatting Slicers • Insert Objects, Index, Bookmarks, and DrillThrough Actions
Power Query Editor	• Merge, Split, Trim • Upper, Lower, Proper • Add Suffix & Prefix • LEFT, RIGHT, MID

	• Extract Text with Delimiter
Date Functions	• Year, Quarter, Month, Day • Date Differences, Earliest & Latest • Name of Day & Month • Day/Week of Month/Year • Extract Date from Date & Time • Calculate Age Automatically • Find Day of Birth (Year/Month/Quarter)
Appending & Merging Data	• Append Multiple CSV or Excel Files from Folder • Append Tables with Different Columns • Merge Data from Multiple Excel or Data Sources (VLOOKUP Alternative) • Merge Data with Multiple Matching Columns or Criteria
Column from Examples & Conditional Columns	• Creating Columns from Examples – Split, Merge, Alphanumeric Data • Conditional Columns (Single & Multiple Criteria) • Comparing Column Values and Dates
DAX Functions	1. Date & Time: DAY, MONTH, QUARTER, YEAR, WEEKNUM, WEEKDAY, TODAY(), NOW(), DATEDIFF, DATEADD, STARTOFMONTH, ENDOFMONTH, EOMONTH 2. Text: UPPER, LOWER, LEFT, RIGHT, MID, TRIM, LEN, CONCATENATE, SEARCH, SUBSTITUTE 3. Logical: IF, IFERROR, AND, OR 4. RELATED Function
Power BI Service	• Publishing Reports to Power BI Service • Sharing Dashboards and Reports • Creating Workspaces and Collaboration