

**MSS SUCCESS SPACES**Units 2K-2L, 2nd Floor E.C. Valle Commercial Center M.L.  
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## BASIC MICROSOFT POWER BI TRAINING IN THE PHILIPPINES

Turning Raw Data into Interactive Dashboards, Visual Reports, and Business Insights

A Practical and Customizable Corporate Training Program by Making Strong Success Corporation

### TRAINING OVERVIEW

Organizations collect large amounts of data from sales, operations, finance, human resources, customer service, inventory, procurement, marketing, and other business functions. However, data becomes valuable only when it can be organized, analyzed, visualized, and used for better decision-making.

Many employees still rely heavily on manual spreadsheet reports, static tables, repeated copy-paste work, disconnected files, and presentation slides that need to be updated every reporting period. These practices may lead to delays, inconsistencies, reporting errors, limited visibility, and difficulty identifying trends or performance issues.

**Microsoft Power BI** helps organizations transform raw data into interactive dashboards, visual reports, and business intelligence insights. With the right foundation, employees can connect to data sources, clean and prepare data, create data models, build visual reports, use filters and slicers, publish dashboards, and present information more clearly to decision-makers.

This **Basic Microsoft Power BI Training in the Philippines** equips participants with practical beginner-level skills in using Power BI for workplace reporting and data visualization.

Participants will learn how to:

- Understand the role of Power BI in business reporting
- Connect to common data sources
- Prepare and transform data using Power Query
- Create simple data models
- Build basic calculated fields and measures
- Design interactive visual reports
- Use charts, cards, slicers, filters, and tables
- Create beginner-friendly dashboards
- Apply good reporting and visualization practices
- Present insights clearly and professionally

This program is suitable for organizations searching for:

- **Basic Microsoft Power BI Training in the Philippines**
- **Basic MS Power BI Training in the Philippines**
- **Basic Power BI Training in the Philippines**

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- **Basic-Level Microsoft Power BI Training in the Philippines**
- **Basic-Level MS Power BI Training in the Philippines**
- **Basic-Level Power BI Training in the Philippines**
- **Power BI Training for Beginners in the Philippines**
- **Power BI Dashboard Training in the Philippines**
- **Power BI Data Visualization Training**
- **Business Intelligence Training in the Philippines**

Following the MSS **EnterTRAINment** approach, the program combines concise demonstrations, guided hands-on exercises, dashboard-building activities, practical data challenges, reporting simulations, and workplace application.

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## **TRAINING GOAL**

To equip participants with beginner-level Power BI skills so they can connect, prepare, model, visualize, and present business data through clear, interactive, and decision-oriented reports and dashboards.

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## **TRAINING OBJECTIVES**

By the end of the program, participants will be able to:

1. Explain the role of Power BI in business intelligence and workplace reporting.
2. Identify the basic components of Power BI Desktop and Power BI Service.
3. Connect Power BI to common data sources such as Excel files and tables.
4. Prepare data using basic Power Query tools.
5. Clean, rename, remove, split, merge, and transform columns.
6. Understand basic data relationships and simple data modeling.
7. Create beginner-level measures and calculated fields.
8. Build visual reports using tables, cards, charts, and matrices.
9. Use slicers, filters, and drill-down features for interactivity.
10. Apply basic dashboard design principles.
11. Format reports for readability and professional presentation.
12. Identify common report-design mistakes to avoid.
13. Present data insights clearly to users and decision-makers.
14. Create a basic Power BI dashboard using a workplace-style dataset.
15. Develop a personal Power BI application plan for workplace reporting.

## FROM POINT A TO POINT B

Point A: Common Reporting Challenges	Point B: Desired Power BI Capability
Reports are prepared manually every period	Reports can be refreshed from structured data sources
Data is scattered across files and worksheets	Data is connected, cleaned, and organized in Power BI
Reports are mostly static tables	Reports become interactive and visual
Decision-makers wait for manual updates	Dashboards provide faster visibility
Charts are copied into slides repeatedly	Visual reports are built directly in Power BI
Users struggle to identify trends and exceptions	Visuals highlight patterns, performance, and priorities
Different teams maintain different report versions	Shared dashboards support consistent reporting
Reports show data but not insights	Participants learn to communicate findings clearly
Data cleaning is repeated manually	Power Query supports repeatable transformation steps
Employees lack business-intelligence skills	Participants build foundational Power BI capability

## ORGANIZATIONAL BENEFITS

This **Basic Power BI Training in the Philippines** can help organizations:

- Improve reporting efficiency
- Reduce repetitive manual report preparation
- Strengthen data visualization capability
- Improve visibility of business performance
- Support faster and better decision-making
- Improve consistency of recurring reports
- Strengthen data-driven communication
- Help employees transition from static spreadsheets to interactive dashboards
- Improve monitoring of sales, finance, HR, operations, inventory, customer service, and other business metrics
- Build foundational business-intelligence capability
- Prepare employees for intermediate Power BI, DAX, data modeling, and analytics training

## ONE-DAY TRAINING PROGRAM OUTLINE

Recommended Schedule: 8:00 AM–5:00 PM

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
8:00–10:00 AM	<p><b>MODULE 1: POWER BI FUNDAMENTALS AND DATA CONNECTION</b></p> <ul style="list-style-type: none"> <li>• <b>Understanding Power BI</b> <ul style="list-style-type: none"> <li>○ Business intelligence and reporting role</li> <li>○ Power BI Desktop, Service, and reports</li> </ul> </li> <li>• <b>Understanding the Power BI Workflow</b> <ul style="list-style-type: none"> <li>○ Connect, transform, model, visualize, share</li> <li>○ Raw data versus report-ready data</li> </ul> </li> <li>• <b>Connecting to Data Sources</b> <ul style="list-style-type: none"> <li>○ Excel files and tables</li> <li>○ Basic data-source considerations</li> </ul> </li> <li>• <b>Exploring the Power BI Interface</b> <ul style="list-style-type: none"> <li>○ Report, Data, Model, and Transform views</li> <li>○ Fields, visuals, filters, and panes</li> </ul> </li> </ul>	<p><b>Power BI Reporting Reality Check</b></p> <p>Participants identify manual reports that could benefit from Power BI visualization.</p> <p><b>Connect the Data Exercise</b></p> <p>Participants connect Power BI to a sample Excel dataset and inspect available fields.</p> <p><b>Output:</b> Connected Basic Power BI Report File</p>
10:00–10:15 AM	<b>Morning Break</b>	
10:15 AM–12:00 NN	<p><b>MODULE 2: CLEANING AND PREPARING DATA WITH POWER QUERY</b></p> <ul style="list-style-type: none"> <li>• <b>Introduction to Power Query</b> <ul style="list-style-type: none"> <li>○ Data transformation purpose</li> <li>○ Applied steps and refresh logic</li> </ul> </li> <li>• <b>Cleaning Basic Data Issues</b> <ul style="list-style-type: none"> <li>○ Renaming columns and changing data types</li> <li>○ Removing duplicates, blanks, and errors</li> </ul> </li> </ul>	<p><b>Messy Data Makeover</b></p> <p>Participants clean and transform a raw dataset using basic Power Query steps.</p> <p><b>Refresh and Repeat Challenge</b></p> <p>Participants observe how transformation steps are reapplied when data is refreshed.</p> <p><b>Output:</b> Cleaned and Report-Ready Dataset</p>

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	<ul style="list-style-type: none"> <li>• <b>Transforming Data for Reporting</b> <ul style="list-style-type: none"> <li>○ Splitting and merging columns</li> <li>○ Filtering, replacing, and formatting values</li> </ul> </li> <li>• <b>Loading Prepared Data</b> <ul style="list-style-type: none"> <li>○ Close and apply</li> <li>○ Checking report-ready tables</li> </ul> </li> </ul>	
12:00–1:00 PM	<b>Lunch Break</b>	
1:00–3:00 PM	<p><b>MODULE 3: CREATING BASIC DATA MODELS, MEASURES, AND VISUAL REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b>Understanding Simple Data Models</b> <ul style="list-style-type: none"> <li>○ Tables, fields, and relationships</li> <li>○ Basic model view awareness</li> </ul> </li> <li>• <b>Creating Basic Measures</b> <ul style="list-style-type: none"> <li>○ Sum, count, average, and basic calculations</li> <li>○ Calculated fields versus measures</li> </ul> </li> <li>• <b>Building Core Visuals</b> <ul style="list-style-type: none"> <li>○ Cards, tables, matrices, and bar charts</li> <li>○ Line charts, column charts, and pie charts</li> </ul> </li> <li>• <b>Adding Report Interactivity</b> <ul style="list-style-type: none"> <li>○ Filters and slicers</li> <li>○ Drill-down and visual interaction basics</li> </ul> </li> </ul>	<p><b>Build the Visual Report Laboratory</b></p> <p>Participants create a report page with cards, charts, tables, and filters.</p> <p><b>Measure What Matters Exercise</b></p> <p>Participants create basic measures for totals, counts, averages, and simple performance indicators.</p> <p><b>Output:</b> Interactive Basic Power BI Report Page</p>
3:00–3:15 PM	<b>Afternoon Break</b>	
3:15–5:00 PM	<p><b>MODULE 4: DESIGNING BASIC DASHBOARDS AND PRESENTING INSIGHTS</b></p> <ul style="list-style-type: none"> <li>• <b>Applying Dashboard Design Principles</b> <ul style="list-style-type: none"> <li>○ Layout, hierarchy, and visual clarity</li> </ul> </li> </ul>	<p><b>Dashboard Makeover Challenge</b></p> <p>Participants improve a cluttered report page by applying clearer layout and visual hierarchy.</p> <p><b>Final Power BI Dashboard Challenge</b></p>

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	<ul style="list-style-type: none"> <li>○ Choosing the right visual for the message</li> <li>• <b>Formatting Reports Professionally</b> <ul style="list-style-type: none"> <li>○ Titles, labels, colors, and spacing</li> <li>○ Readability and consistency</li> </ul> </li> <li>• <b>Preparing Reports for Users</b> <ul style="list-style-type: none"> <li>○ Navigation and user experience</li> <li>○ Report review and quality checks</li> </ul> </li> <li>• <b>Applying the P.O.W.E.R. BI Workflow</b> <ul style="list-style-type: none"> <li>○ Practical reporting discipline</li> <li>○ Workplace application planning</li> </ul> </li> </ul>	<p>Participants build and present a basic Power BI dashboard using a workplace-style dataset.</p> <p><b>Final Outputs:</b></p> <ul style="list-style-type: none"> <li>• Basic Power BI Dashboard</li> <li>• Personal Power BI Workplace Application Plan</li> </ul>

## THE P.O.W.E.R. BI BEGINNER WORKFLOW

### P — Prepare the Business Question

Clarify:

- What decision the report should support
- Who will use the report
- What information matters most
- What level of detail is needed
- How often the report will be updated

### O — Organize and Connect the Data

- Identify source files or tables
- Check whether data is complete and structured
- Connect Power BI to the correct source
- Confirm field names and data types
- Avoid loading unnecessary data

### W — Wash and Transform the Data

- Remove errors, blanks, and duplicates
- Rename unclear fields
- Split or merge columns when needed
- Apply proper data types
- Create report-ready tables

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**E — Explore, Model, and Visualize**

- Review tables and relationships
- Create basic measures
- Choose appropriate visuals
- Add slicers and filters
- Build interactive report pages

**R — Review, Refine, and Report Insights**

- Check visual accuracy
- Improve formatting and layout
- Remove clutter
- Highlight key messages
- Present insights clearly
- Plan the next improvement

**POWER BI CONCEPTS AND FEATURES COVERED**

The program may cover the following beginner-level Power BI concepts and features:

**Power BI Foundations**

- Business intelligence overview
- Power BI Desktop
- Power BI Service overview
- Report pages
- Data, Report, Model, and Power Query views
- Fields and visuals
- Filters and slicers

**Data Connection**

- Excel workbook connection
- Excel table connection
- Basic file-source preparation
- Data preview
- Import mode basics

**Power Query Basics**

- Applied steps
- Rename columns
- Remove columns
- Change data types
- Remove duplicates
- Remove blanks

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- Replace values
- Split columns
- Merge columns
- Filter rows
- Load transformed data

**Basic Data Modeling**

- Tables and fields
- Simple relationships
- One-to-many relationship awareness
- Primary and reference tables
- Basic model-checking

**Basic Calculations**

- Simple calculated columns
- Basic measures
- Sum, count, average, minimum, and maximum
- Percentage calculations, when appropriate
- Basic KPI indicators

**Data Visualization**

- Cards
- Tables
- Matrices
- Bar charts
- Column charts
- Line charts
- Pie or donut charts
- Slicers
- Filters
- Drill-down basics
- Visual formatting

**Dashboard and Report Design**

- Report layout
- Visual hierarchy
- Titles and labels
- Appropriate chart selection
- Consistent formatting
- Basic user experience
- Report review and quality check

Feature availability may vary depending on the Power BI version and account permissions.

## BASIC POWER BI VERSUS INTERMEDIATE POWER BI TRAINING

Basic Microsoft Power BI Training	Intermediate Microsoft Power BI Training
Introduces Power BI workflow and interface	Builds stronger modeling, DAX, and report design skills
Connects to simple data sources	Connects and combines more complex data sources
Uses basic Power Query transformations	Applies more advanced transformation and data-shaping steps
Creates beginner-level measures	Develops stronger DAX measures and calculations
Builds simple report pages	Develops more interactive and structured dashboards
Introduces relationships	Strengthens data-model design and relationship management
Focuses on foundational dashboard creation	Focuses on deeper analytics, user experience, and performance

## BASIC POWER BI VERSUS EXCEL REPORTING

Traditional Excel Reporting	Basic Power BI Reporting
Often requires repeated manual updates	Supports refreshable reports from connected data
Reports are commonly static	Reports can be interactive
Charts may be copied into presentations	Visual reports are created directly in Power BI
Multiple file versions may circulate	Shared reports can support consistency
Analysis may depend on manual filtering	Slicers and filters improve user exploration
Dashboards may be difficult to maintain	Power BI supports structured visual reporting

Excel remains useful, but Power BI improves interactive reporting, dashboarding, and business-intelligence presentation.

## COMMON BASIC POWER BI CHALLENGES COVERED

Participants learn how to avoid:

1. Loading messy data without cleaning it first
2. Creating visuals before clarifying the business question
3. Using too many charts on one page

4. Choosing visuals that do not match the message
5. Ignoring data types
6. Mislabeling fields and visuals
7. Building reports from poorly structured Excel files
8. Creating confusing filters and slicers
9. Overdesigning dashboards with unnecessary effects
10. Presenting data without explaining the insight
11. Forgetting to check numbers before presenting
12. Using Power BI as only a charting tool instead of a reporting solution

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## **SAMPLE WORKPLACE APPLICATIONS**

The program may use dashboard examples involving:

- Sales performance reports
- Customer-service dashboards
- Inventory monitoring
- Procurement and supplier reports
- HR headcount and attendance summaries
- Training attendance and evaluation reports
- Finance and budget monitoring
- Operations performance dashboards
- Project status reports
- Branch or regional performance reports
- Marketing campaign summaries
- Production and quality monitoring
- Service-level and turnaround-time reports

Exercises may be customized according to the client's industry and participant roles.

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## **TRAINING METHODS**

Consistent with the MSS **EnterTRAINment** philosophy, this **Basic-Level Power BI Training in the Philippines** minimizes lengthy lectures and maximizes hands-on practice, guided demonstrations, reporting challenges, and dashboard-building activities.

Training methods include:

- Concise facilitator demonstrations
- Guided Power BI exercises
- Hands-on data connection activities
- Power Query practice
- Basic modeling walkthroughs

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- Visual-report design exercises
- Dashboard-building challenges
- Report-review activities
- Peer feedback
- Facilitated debriefing
- Workplace application planning

Participants work directly in Power BI throughout the program.

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## TARGET PARTICIPANTS

This **Basic-Level Microsoft Power BI Training in the Philippines** is suitable for:

- Employees new to Power BI
- Reporting personnel
- Data analysts beginning to use Power BI
- Administrative employees
- Finance and accounting teams
- Human resource personnel
- Sales and marketing teams
- Operations employees
- Procurement and purchasing personnel
- Supply chain and logistics teams
- Inventory and warehouse personnel
- Customer-service teams
- Project coordinators
- Supervisors and managers
- Employees who prepare recurring reports or dashboards

Participants should have basic computer skills and basic spreadsheet familiarity.

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## EXPECTED PARTICIPANT OUTPUTS

Participants will complete:

### 1. Connected Basic Power BI Report File

A Power BI file connected to a sample dataset.

### 2. Cleaned and Report-Ready Dataset

A transformed dataset using Power Query.

### 3. Interactive Basic Power BI Report Page

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A report page containing:

- Cards
- Tables or matrices
- Charts
- Slicers
- Filters
- Basic measures

#### 4. Basic Power BI Dashboard

A beginner-friendly dashboard containing:

- Key performance indicators
- Visual summaries
- Trend visuals
- Category comparisons
- Interactive filters
- Clear titles and labels

#### 5. Personal Power BI Workplace Application Plan

Each participant identifies one existing workplace report that can be improved using Power BI.

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### DELIVERY OPTIONS

The program may be delivered as:

- Onsite or face-to-face in-house training
- Live instructor-led virtual training
- Hybrid training
- One-day intensive workshop
- Two-day expanded Basic Power BI course
- Multi-batch organizational rollout
- Department-specific Power BI training
- Excel-to-Power BI reporting transition program
- Business intelligence capability-development series

The program may be customized according to:

- Participant skill level
- Existing data sources
- Departmental reporting needs
- Industry
- Current Excel reports
- Dashboard requirements
- Power BI access and permissions
- Desired workplace outputs

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## RECOMMENDED TECHNICAL REQUIREMENTS

Each participant should have:

- A laptop or desktop computer
- Microsoft Power BI Desktop installed
- Microsoft Excel installed or access to Excel files
- Permission to open, edit, and save practice files
- Access to provided datasets
- A working keyboard and mouse
- A stable internet connection for virtual delivery
- Appropriate Power BI account access, when publishing or sharing is included

For beginner-level training, Power BI Desktop is the primary tool. Publishing, sharing, workspace management, and administration may depend on the organization's Microsoft 365 and Power BI licensing setup.

## RECOMMENDED CUSTOMIZATION INPUTS

The client may provide anonymized or nonconfidential samples of:

- Existing Excel reports
- Sales reports
- HR reports
- Inventory reports
- Finance summaries
- Operations reports
- Procurement reports
- Customer-service data
- Project-monitoring templates
- KPI dashboards
- Recurring management reports
- Desired report outputs

Confidential employee, customer, financial, supplier, or commercially sensitive information is not required.

## FREQUENTLY ASKED QUESTIONS

### What is Basic Microsoft Power BI Training?

**Basic Microsoft Power BI Training in the Philippines** introduces beginners to Power BI reporting, data connection, Power Query, simple data models, basic measures, visual reports, slicers, filters, and dashboard design.

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**Who should attend Basic MS Power BI Training?**

The program is suitable for employees who prepare reports, analyze data, monitor performance, or want to convert static spreadsheets into interactive dashboards.

**Is this suitable for complete beginners?**

Yes.

The program is beginner-friendly. Participants should have basic computer skills and familiarity with spreadsheets.

**Does this training require advanced Excel skills?**

No.

Advanced Excel is not required. However, basic spreadsheet familiarity helps participants understand tables, columns, rows, and data sources.

**Does the training cover Power Query?**

Yes.

Participants learn basic Power Query tasks such as renaming columns, changing data types, removing unnecessary columns, filtering rows, splitting columns, replacing values, and loading cleaned data.

**Does the training cover DAX?**

The standard basic program may introduce simple measures and basic calculations.

More advanced DAX formulas are usually covered in intermediate or advanced Power BI training.

**Does the training include dashboard creation?**

Yes.

Participants create a basic interactive Power BI dashboard using cards, charts, tables, slicers, filters, and formatted report pages.

**Does the program include publishing reports online?**

The program may include an overview of publishing and sharing if the participants have appropriate Power BI accounts and organizational permissions.

Detailed workspace management, sharing governance, and administration may be covered in a separate program.

**Can the exercises use our company data?**

Yes.

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The program may use anonymized or sample data based on the client's actual reporting needs. Sensitive information should be removed before use.

**Can this program be delivered virtually?**

Yes.

The program may be delivered through live virtual training using screen-sharing, practice datasets, guided exercises, breakout activities, dashboard presentations, and individual participant outputs.

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**RELATED DIGITAL SKILLS TRAINING PROGRAMS**

Organizations may also consider:

- Basic Microsoft Excel Training
- Intermediate Microsoft Excel Training
- Advanced Microsoft Excel Training
- Microsoft Power Query Training
- Intermediate Microsoft Power BI Training
- Advanced Microsoft Power BI Training
- Power BI Dashboard Design Training
- Data Analytics for Business Training
- Microsoft Excel Dashboard Training
- Artificial Intelligence for Workplace Productivity Training
- Google Workspace Training
- Digital Collaboration Tools Training

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**WHY CHOOSE MSS CORPORATION?**

Making Strong Success Corporation delivers practical and customizable corporate training programs based on real workplace reporting and decision-making needs.

Our approach combines:

- Concise and relevant demonstrations
- Hands-on Power BI exercises
- Practical workplace-style datasets
- Beginner-friendly explanations
- EnterTRAINment-based learning activities
- Guided report-building practice
- Dashboard design challenges
- Facilitator coaching and feedback
- Reusable participant outputs
- Customization based on industry and reporting requirements

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This **Basic Power BI Training in the Philippines** is designed not merely to introduce software features. It helps participants understand data, prepare information, build meaningful visuals, design useful dashboards, and communicate insights more clearly.

## REQUEST A CUSTOMIZED PROGRAM

Organizations searching for **Basic Microsoft Power BI Training in the Philippines, Basic MS Power BI Training in the Philippines, Basic Power BI Training in the Philippines, Basic-Level Microsoft Power BI Training in the Philippines, Basic-Level MS Power BI Training in the Philippines, or Basic-Level Power BI Training in the Philippines** may request a customized program based on their reporting needs, participant skill level, available data, Power BI access, and desired dashboard outputs.

**Connect the data. Prepare the model. Visualize the story. Present better business insights.**