

Power Pivot Training - Excel Data Modelling, DAX & Reporting

Practical corporate training for experienced Excel users

Recommended duration	Two days
Position in pathway	Advanced Excel -> Power Pivot / Data Modelling
Delivery	Onsite instructor-led or live virtual training

Course Overview

Power Pivot extends Microsoft Excel beyond ordinary worksheet analysis by allowing experienced users to work with multiple related tables in the Excel Data Model, create reusable business calculations with DAX, and build interactive PivotTable and PivotChart reports.

This course is designed around practical business reporting. Delegates learn how to connect data, build relationships, create calculations and turn the resulting model into useful management information.

Who Should Attend?

Experienced Excel users in finance, accounting, HR, payroll, sales, operations, reporting, business analysis and management who regularly work with larger datasets, multiple tables or recurring analytical reports.

Delegates should already be comfortable with formulas, structured data, sorting and filtering, Excel Tables and PivotTables. This is not an introductory Excel course.

What Will Delegates Be Able to Do?

- Build an Excel Data Model using multiple related business tables.
- Create and manage relationships between tables.
- Use calculated columns and measures to answer business questions.
- Apply practical DAX concepts in analytical reporting.
- Create PivotTables and PivotCharts from the Data Model.
- Use slicers, timelines, hierarchies and KPIs in interactive reports.
- Build a practical Power Pivot reporting solution.

Course Content

1. Power Pivot and the Excel Data Model

- Understand what Power Pivot is and where it fits within modern Excel reporting.
- Open and navigate the Power Pivot window.
- Understand the Excel Data Model.
- Recognise when ordinary worksheet formulas or PivotTables are no longer enough.

2. Importing and Combining Business Data

- Import data from Excel tables and other supported business data sources.
- Prepare data for analysis in the Data Model.
- Work with larger datasets without placing all source data on ordinary worksheets.
- Refresh imported information when source data changes.

3. Relationships Between Tables

- Understand why relationships are used instead of repeatedly looking up values between tables.
- Identify key fields used to connect business tables.
- Create and manage relationships between tables.
- Use Diagram View to understand the structure of the Data Model.
- Troubleshoot common relationship problems.

4. Calculated Columns and DAX Fundamentals

- Understand the purpose of DAX in Power Pivot.
- Create calculated columns.
- Use common DAX concepts in practical business calculations.
- Understand row context at an introductory level.
- Use date-related calculations where appropriate.

5. Measures and Business Calculations

- Understand the difference between calculated columns and measures.
- Create reusable measures for reporting.
- Use SUM, COUNTROWS and related aggregation concepts.
- Use CALCULATE to change calculation context.
- Use FILTER with calculations where appropriate.
- Build measures that answer practical business questions.

6. Date Tables and Time-Based Analysis

- Understand why a dedicated Date Table improves analytical reporting.
- Create or use a suitable Date Table.
- Connect dates to transactional data.
- Analyse results by year, quarter, month or other reporting periods.

7. PivotTables from the Data Model

- Create PivotTables using multiple related tables.
- Arrange fields into useful analytical reports.
- Filter and group information.
- Use measures in PivotTable reports.
- Refresh reports when underlying information changes.

8. Slicers, Timelines, Hierarchies and KPIs

- Add slicers to make reports easier to explore.
- Use timelines for date-based filtering.
- Create useful hierarchies for drill-down analysis.
- Understand KPIs and how they can support management reporting.

9. PivotCharts and Dashboard Reporting

- Create PivotCharts from Data Model analysis.
- Choose appropriate chart types for the business question.
- Connect slicers to report elements.
- Arrange key measures, PivotTables and PivotCharts into a clear dashboard.
- Apply practical dashboard design principles.

10. Integrated Workplace Exercise

- Build a small Power Pivot reporting solution from multiple business tables.
- Create relationships between the tables.
- Add calculated columns and measures.
- Create a PivotTable and PivotChart report.
- Add interactive filtering and present the resulting business information clearly.

How Power Pivot Fits with Power Query and Power BI

Power Query, Power Pivot and Power BI solve related but different problems. Power Query is primarily used to import, clean, reshape and combine data. Power Pivot is used to create relationships, analytical models and DAX calculations inside Excel. Power BI extends these concepts into a dedicated business-intelligence and visualisation environment.

For organisations repeatedly cleaning or combining source files before reporting, College Africa Group also offers Power Query training. Teams moving toward Microsoft 365 AI-assisted analysis can separately consider Microsoft Copilot for Excel training.

Training Format

- Recommended duration: Two days.
- Delivery: Onsite instructor-led corporate training or live virtual instructor-led training.
- Methodology: See it -> Understand it -> Practise it -> Apply it -> Check it.
- Delegates receive training material and an electronic Certificate of Attendance.
- Corporate training can place additional emphasis on reporting situations relevant to the organisation.

Frequently Asked Questions

What is Power Pivot used for?

Power Pivot is used to analyse larger or more complex business datasets, connect related tables in an Excel Data Model, create reusable calculations with DAX and build PivotTable-based reports without repeatedly combining everything into one worksheet.

Who should attend Power Pivot training?

The course is intended for experienced Excel users who already work confidently with formulas, structured business data and PivotTables and now need stronger data modelling and analytical reporting capability.

Do delegates need Advanced Excel before Power Pivot?

Delegates should be comfortable with Excel formulas, sorting and filtering, Tables and PivotTables. Employees who are not yet confident with these skills should strengthen their Excel capability before attending Power Pivot training.

Is Power Pivot the same as Power Query?

No. Power Query is primarily used to import, clean, reshape and combine data. Power Pivot is used to model related data and create analytical calculations and reports. They are often used together in modern Excel reporting workflows.

Does the course include DAX?

Yes. The course introduces practical DAX concepts including calculated columns, measures and functions such as CALCULATE, COUNTROWS and FILTER where appropriate.

Does Power Pivot work with multiple tables?

Yes. A major purpose of Power Pivot is to create relationships between multiple business tables and analyse them together through the Excel Data Model.

Can Power Pivot be used for dashboards?

Yes. Power Pivot can support interactive Excel reporting using PivotTables, PivotCharts, slicers, timelines, measures and KPIs.

Is this course available onsite or virtually?

Yes. College Africa Group can deliver instructor-led corporate training onsite or as live virtual training, subject to the organisation's requirements.

Continue Your Excel & Data Journey

Advanced Excel - Formulas, Data & Reporting - Strengthen formulas, data control, lookups, PivotTables and practical reporting.

<https://collegeafricagroup.com/advanced-excel/>

Advanced Excel - Business Modelling - Use What-If Analysis, XLOOKUP and modelling techniques for business decisions.

<https://collegeafricagroup.com/advanced-excel-part-2/>

Advanced Modern Excel 365 - Use newer Microsoft 365 Excel capabilities and dynamic formulas.

<https://collegeafricagroup.com/advanced-modern-excel/>

Excel Skills Assessment - Assess Excel readiness before selecting the appropriate training level.

<https://collegeafricagroup.com/excel-skills-diagnostic/>

Microsoft Copilot Training South Africa - Develop practical Microsoft 365 Copilot skills for workplace productivity.

<https://collegeafricagroup.com/microsoft-copilot-training-south-africa/>

Contact College Africa Group

For corporate Power Pivot training enquiries and quotations:

College Africa Group (Pty) Ltd

22 Amaryllis Grove, Northdene, Durban, KZN 4093

Direct: 083 778 4903

Email: sales@collegeafricagroup.com

Web: <https://collegeafricagroup.com/>

Power Pivot page: <https://collegeafricagroup.com/ms-excel/power-pivot/>