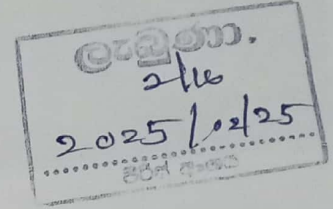
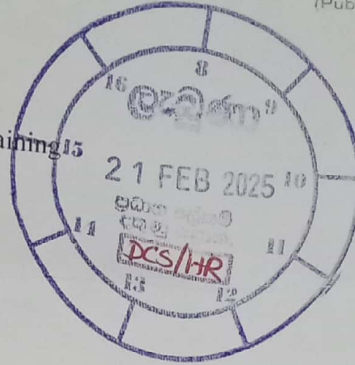


18<sup>th</sup> February 2025

Deputy Chief Secretary -Personnel and Training  
Southern Provincial Council  
S.H Dahanayaka Mawatha  
Galle



Dear Sir,

### Customized IT Training Program on Advanced Excel and Power BI for Public Sector Staff

We are pleased to inform you about our highly sought-after training program on **Productivity Improvement in the Public Sector through Data Analysis and Visualization** using **Advanced Excel, Power Query, Power BI, and Power DAX**. Since its launch late last year, this course has become one of the most in-demand programs for public sector professionals. Due to overwhelming demand, many institutions have requested exclusive sessions for their staff.

#### Program Overview

This program is designed to enhance productivity by equipping participants with advanced data analysis skills, enabling them to automate tasks, improve forecasting, and build interactive dashboards. The training includes:

1. **Mastering Advanced Excel** – Automate and transform data with Power Query, financial modeling, and advanced data transformation techniques.
2. **Power BI & DAX for Data Analysis** – Learn to create dashboards, write DAX formulas, and visualize data effectively.

#### Why Join This Training?

- **Expert-Led Learning** – Sessions conducted by experienced resource persons with dedicated demonstrators for additional guidance.
- **Comprehensive Package** – Course fees include training materials, training/teaching and practical support on-site for two days.
- **Certification** – A certificate on completion of the program by CA Sri Lanka/APFASL

#### Customized Training for Provincial/Regional Staff

For staff attached to outstation and regional public sector organizations, we are pleased to offer the training program at your location, subject to the following requirements:

1. **IT Lab Facilities** – A fully equipped IT lab with multimedia and/or smartboard facilities.
2. **Software Requirements** – Training PCs/laptops must have **MS Office 365** installed and run on **Windows 10 or above**.

3. **Participant Numbers** – A minimum of **25 participants** and a maximum of **30 participants** per session.
4. **Logistic Support** – Accommodation for our resource personnel and support staff (3 persons for 2 days) and arrangements for lunch and refreshments for participants during the training.
  - Duration: 2 Days | 9:00 AM – 4:30 PM
  - Location: As determined by you

The cost for this customized program is **Rs. 10,000 per participant**.

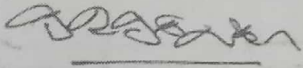
#### **How to Arrange a Session**

To arrange a customized training program for your staff or more information, please contact:  
**Mr. Vijayanga Kolombage** on Phone: **076 964 5968** Email: [apfasl@casrilanka.org](mailto:apfasl@casrilanka.org)

This is an opportunity not to be missed to boost your team's skills and advance their careers in the public sector. We look forward to your positive response and collaboration.

Yours sincerely,

**Association of Public Finance Accountants of Sri Lanka**

  
Dr Asela Athapathu  
Secretary

# DATA ANALYSIS AND VISUALIZATION WITH POWER QUERY, POWER BI, AND POWER DAX

## 2-DAY TRAINING PROGRAM FOR PUBLIC SECTOR FINANCIAL PROFESSIONALS

This two-day intensive training program is designed to equip public sector financial professionals with the skills to harness the power of modern data analysis tools, transforming raw data into insightful reports and interactive dashboards. Participants will gain hands-on experience with Power Query, Power BI, and Power DAX, essential tools for improving decision-making in government institutions.

**Organized by** : The Association of Public Finance Accountants of Sri Lanka (APFASL)  
**Target Audience** : Staff from Ministries, Departments, State-Owned Enterprises, and Local Government Institutions

### Key Benefits of Attending

- Enhance productivity by automating data analysis processes.
- Improve the quality and accuracy of reports.
- Unlock the potential of data to make informed decisions.
- Boost your career by gaining sought-after skills in Power BI and DAX.

### FOR INQUIRIES AND REGISTRATION

APFASL Office 1st Floor (CA Building)  
 Phone - 0112 055857  
 Mobile - 0769645968



#### Duration

**2 Days** (6 hours per day)



#### Participants per Batch

**25-30**



#### Investment

**10,000/=**



#### Location

**As determined by you**



#### Minimum Knowledge

**Basic Excel**

# TRAINING OUTLINE

## Day 1 : Power Query and Data Transformation

### Morning Session (3 Hours)

- Introduction to Power Query
- Overview of the Power Query Interface
- Data Cleaning and Transformation Techniques
- Advanced Data Transformation
- Merging and Appending Queries

### Afternoon Session (3 Hours)

- Practical Exercises in Power Query
- Hands-on Project Work: Transforming Real-World Datasets

## Day 2 : Power BI and Power DAX for Data Analysis

### Morning Session (3 Hours)

- Introduction to Power BI
- Overview of the Power BI Interface
- Creating Basic Visualizations (Bar charts, Line charts, etc.)
- Introduction to Power Pivot and Data Modeling
- Writing Basic DAX Formulas for Calculations

### Afternoon Session (3 Hours)

- Advanced Data Analysis with Power DAX
- Building Interactive Dashboards with Power BI and DAX
- Final Project: Building a comprehensive dashboard using provided datasets

ASSOCIATION OF PUBLIC FINANCE ACCOUNTANTS OF SRI LANKA

No. 30A,  
Malalasekara Mawatha  
Colombo 07