

€ TRAINING

Basic Power BI Training Program





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Introduction:

Microsoft Power BI is a powerful business analytics tool designed to help organizations visualize and analyze their data. It allows users to import data from various sources, transform it into meaningful insights through interactive dashboards and reports, and share these insights across the organization. With its user-friendly interface and integration capabilities with other Microsoft products like Excel and Azure, Power BI empowers users to make data-driven decisions swiftly and effectively. Whether you're a data analyst, business user, or IT professional, mastering Power BI equips you with the skills to unlock the full potential of your data for informed decision-making and business intelligence.

Program Objectives:

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

- Navigate Power BI, import data, and grasp data modeling fundamentals.
- Create interactive reports and dashboards to visualize data effectively.
- Use Power Query for data manipulation and transformation.
- Collaborate securely and integrate Power BI with Microsoft tools.
- Apply advanced DAX calculations for complex data analysis and decision-making.

Targeted Audience:

- Data analysts.
- Business intelligence professionals.
- IT professionals.
- Business users.

Program Outlines:

Unit 1:

Introduction to Power BI Basics:

- Overview of Power BI and its benefits for data analysis.

- Understanding Power BI Desktop vs. Power BI Service.
- Navigating the Power BI interface and workspace.
- Importing data from Excel and CSV files.
- Basic data cleaning and shaping using Power Query.

Unit 2:

Data Visualization Fundamentals:

- Creating basic visualizations bar charts, line charts, pie charts.
- Applying formatting and customization to visuals.
- Using filters and slicers for interactive reporting.
- Designing simple dashboards to visualize data insights.
- Best practices for visual design and layout in Power BI.

Unit 3:

Introduction to Data Modeling:

- Basics of data modeling in Power BI tables, columns, relationships.
- Creating simple relationships between tables.
- Introduction to calculated columns and basic DAX measures.
- Understanding basic data modeling techniques for effective analysis.
- Optimizing data models for performance and usability.

Unit 4:

Sharing and Collaboration:

- Overview of sharing options in Power BI publish to web, share within organization.
- Managing security and permissions for shared reports and dashboards.
- Collaborating on reports and dashboards with colleagues.
- Using Power BI apps for distributing content to users.
- Integrating Power BI with other Microsoft tools like Excel and SharePoint.



Unit 5:

Practical Applications and Next Steps:

- Reviewing practical applications of Power BI in business scenarios.
- Exploring additional resources and learning paths for continued skill development.
- Q&A and troubleshooting common issues in Power BI usage.
- Guidance on next steps for further exploring Power BI capabilities.