

15-Day Power BI Basics Training Plan

Week 1: Getting Started & Core Concepts

Day 1: Introduction to Power BI

- What is Power BI?
- Components: Power BI Desktop, Service, Mobile App
- Types of users: Developers, Consumers, Admins
- Install Power BI Desktop

Day 2: Power BI Interface & Navigation

- Overview of UI: Ribbon, panes, fields, filters etc
- Working with reports and dashboards
- Connecting to sample data (Excel/CSV)

Day 3: Data Loading and Transformation (Power Query Editor)

- Importing data from Excel/CSV
- Cleaning data: remove columns, rename, fill, split
- Basic transformations: filter, sort, merge etc

Day 4: Data Modelling Basics

- Introduction to relationships
- Schema Design
- Data types and calculated columns

Day 5: Introduction to DAX (Basic Formulas)

- What is DAX?
- Basic functions: SUM, COUNT, AVERAGE, IF etc
- Create simple measures and calculated columns

Week 2: Visualizations & Power BI Premium

Day 6: Basic Visualizations

- Bar, Column, Pie, Line charts
- Cards, Tables, Matrix
- Formatting and customizing visuals

Day 7: Working with Filters and Slicers

- Page-level, visual-level, report-level filters
- Creating and formatting slicers

Day 8: Creating Interactive Dashboards

- Designing a report page
- Syncing slicers and linking visuals
- Drillthrough (basic)

Day 9: Introduction to Power BI Service & Workspace

- Publish to Power BI Service
- Navigating the workspace
- Creating and managing dashboards online

Day 10: Exploring Power BI Premium Features

- What is Power BI Premium?
- Using Premium visuals (e.g., Decomposition Tree, Smart Narrative)
- Exporting reports as PDF, embedding options

Week 3: Hands-On & Wrap Up

Day 11: Hands-On Mini Project Kickoff

- Use a small dataset (e.g., sales data)
- Define the goal (e.g., create a simple dashboard)

Day 12: Data Cleaning & Modeling (Mini Project)

- Guide them through Power Query & relationships

Day 13: Building Visuals & Measures (Mini Project)

- Help students design dashboards and apply DAX

Day 14: Publishing & Sharing

- Upload to Power BI Service overview
- Share reports, use workspace features

Day 15: Final Review + Q&A

- Recap key concepts
- Showcase student dashboards
- Feedback and open Q&A session