LEADERS
TRAINING CENTRE

"Empowering Minds, Transforming Careers"

Microsoft Power BI

Course Handbook
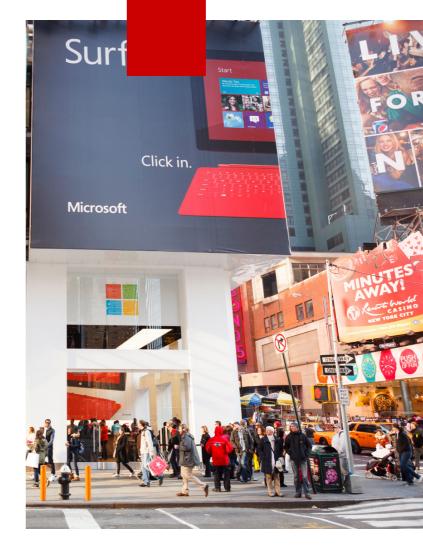
Power BI

The Microsoft Power BI - Basic Beginners Level course is designed to provide participants with a foundational understanding of Power BI and its capabilities for data visualization and business intelligence. The course will cover the basics of data preparation, creating interactive reports, and sharing insights using Power BI Desktop and Power BI Service. The course includes a variety of exercises and activities to reinforce learning and practical application of concepts. The course outline with exercises and activities is as follows

Course outline

Topic	Elements Covered
Introduction to Power BI	- Introduction to Power BI and its applications in data visualization and - business intelligence - Installing Power BI Desktop and accessing Power BI Service - Exercise 1: Navigating the Power BI interface and understanding the - components
Connecting and Preparing Data	- Connecting to data sources: Excel, CSV, online services - Transforming and shaping data using the Power Query Editor - Exercise 2: Importing and transforming data from different sources
Creating Visualizations	- Understanding Power BI visuals: charts, tables, matrices - Customizing visuals: formatting, sorting, filtering - Exercise 3: Creating basic visualizations and customizing their appearance
Building Interactive Reports	- Creating interactive dashboards with multiple visuals - Adding interactivity to dashboard - Exercise 4: Building a dashboard with interconnected visuals and - interactive elements
Advanced Visualizations	- Exploring advanced visuals: maps, gauges, cards, KPIs - Creating hierarchies and drill-down visualizations - Exercise 6: Creating advanced visualizations to present data in different formats
Sharing and Collaboration	- Publishing and sharing reports on Power BI Service - Sharing and Collaboration - Exercise 7: Publishing a report to Power BI Service and sharing it with others
Data Refresh and Mobile Reports	- Automating data refresh in Power BI - Creating reports for mobile devices - Exercise 8: Setting up data refresh and creating a mobile-friendly report

Thank You +

For inquiries, contact us.

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