Power BI Beginner-Level Course

Course Introduction –

This beginner-friendly workshop is designed for Excel users ready to level up—learn how to turn your spreadsheets into stunning visual stories with ease!

Power BI is a comprehensive business intelligence and analytics tool that empowers users to turn their data into actionable insights through data visualization, analytics, and collaboration features. It allows users to visualize and analyse data, gain insights, and share reports and dashboards across their organization.

Course Prerequisites –

To get the most out of this course, you should have:

- Basic Data Analysis Knowledge: Understanding of data concepts such as data tables, relationships, and common visualization types.
- Familiarity with Basic Statistical Concepts: Knowledge of basic statistical concepts like averages, sums, and trends.

Software Requirements –

- Operating System: Windows 10, Windows 8.1, or Windows Server 2012 R2 or later
  (**Note –** Mac OS does not support installation of Power BI Desktop software)
- Power BI Desktop: Available for both 32-bit (x86) and 64-bit (x64) platforms
- A work email address is required to log in to the Power BI Service through a browser to publish your work.

Course Contents –

1. Introduction to Power BI

- Overview of Power BI and its components (Power BI Desktop, Service, Mobile)
- Understanding the workflow: from data to dashboards
- Real-world applications of Power BI in business

2. Connecting to Data Sources

- Importing data from Excel, CSV, and databases
- Exploring Power Query Editor: data loading vs data transformation
- Data cleaning basics: remove columns/rows, filter data, change data types

3. Data Transformation using Power Query

- Splitting and merging columns

- Removing duplicates, filling blanks, and handling nulls

- Adding custom columns and calculated fields

- Grouping and summarizing data

4. Visualizations in Power BI

- Creating common visuals: bar, column, pie, line charts

- Using slicers, cards, tables, and matrix visuals

- Customizing charts with formatting options

- Tooltips and interactions between visuals

5. Creating Interactive Dashboards

- Designing clean and insightful report pages

- Adding filters and slicers for interactivity

- Drill-downs and drill-throughs for deeper analysis

- Best practices for layout and visual storytelling

6. Publishing and Sharing Reports

- Publishing reports to Power BI Service

- Introduction to workspaces, dashboards, and sharing options

- Exporting to PDF or embedding reports in other app