

An introduction to dashboards and reports – Lesson overview

Dashboards and reports are powerful tools that enable data professionals to **transform complex data** into **concise visual representations**, providing quick and actionable insights.

In this lesson, we will explore the fundamentals of **dashboards and reports**, focusing on the **features** and **functionalities** of **Microsoft Power BI** as a leading dashboarding and reporting tool. We will take a look at various methods of **importing** and **connecting data** to Power BI and delve into **sharing insights** and **deploying dashboards and reports** using Power BI. By the end of this lesson, you will be able to **navigate Power BI** and **connect** to various data sources.



Slide deck



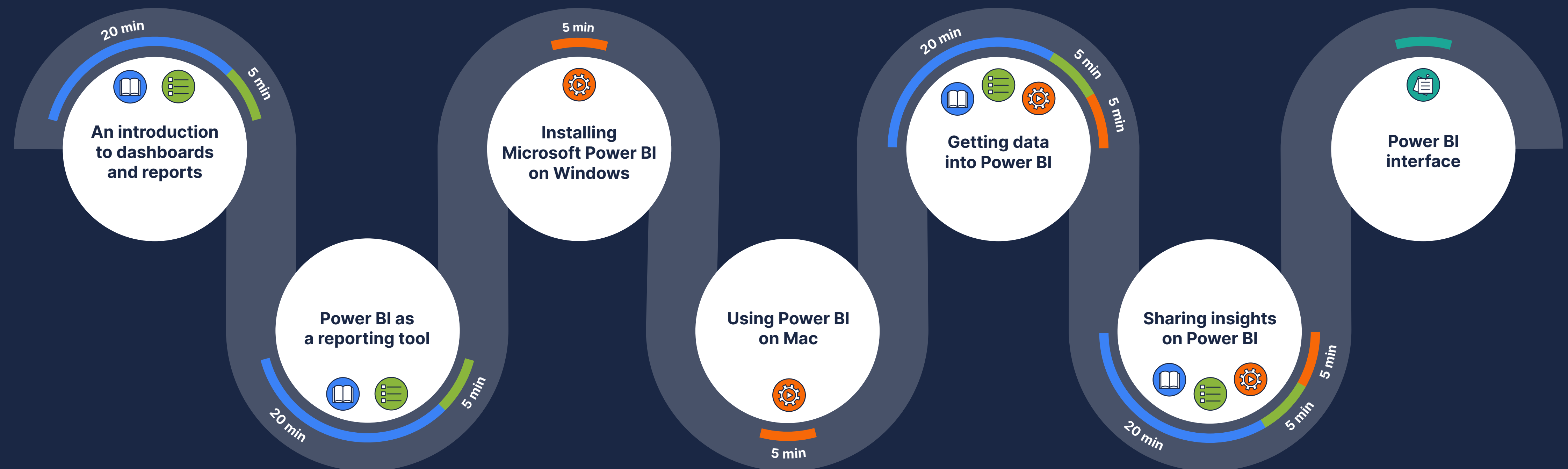
Knowledge questions



Walk-through



Reference card



Learning objectives

- Define what dashboards and reports are and explain their significance in data visualisations, analysis, and storytelling.
- Know how to import and connect to data in Microsoft Power BI.
- Understand how Power BI dashboards and reports can be shared and deployed.

