

POWER BI- INTRODUCTION



Corporate IT Course

LEARNING OUTCOMES

- Navigate Power BI confidently, understanding its ecosystem, key views, and the end-to-end report-building process.
- Connect to and prepare data from multiple sources, including Excel, SQL, web, and folders.
- Model and relate data effectively to build structured, accurate data models.
- Design interactive dashboards using visuals, filters, and formatting tools for professional-quality reports.
- Apply advanced formulas and calculations with M functions and DAX measures for deeper insights.
- Use time intelligence and hierarchies to analyze trends and compare data across time periods.
- Publish, share, and collaborate on reports through the Power BI service and export for presentations.
- Transform raw data into actionable insights to support informed, data-driven decisions.

COURSE OVERVIEW

Transform data into impactful insights with this practical Power BI course. Learn to connect, clean, and visualise data across Report, Data, Model, and Query Editor views — and share your dashboards using the Power BI online service. Explore powerful M functions and DAX formulas to create dynamic, interactive reports. By the end, you'll be ready to build professional dashboards and make confident, data-driven decisions.

TOPICS COVERED IN THIS COURSE

Getting Started with Power BI

Explore the Power BI ecosystem and learn the basics of navigating Power BI Desktop, including its four main views and visualisation options.

Connecting and Importing Data

Learn how to import data from Excel, CSV, databases, web sources, and folders. Understand Import vs. Direct Query modes and how to manage your data connections.

Shaping and Cleaning Data

Master the Query Editor to clean and transform data — manage data types, remove errors, combine tables, and create custom columns for better analysis.

Building Data Models

Discover how to build relationships between tables, define key properties, and structure your data model for accurate and efficient reporting.

Designing Interactive Reports

Create engaging visuals like charts, maps, tables, and KPIs. Apply formatting, filters, slicers, and themes to build dynamic, user-friendly dashboards.

Writing Formulas with M and DAX

Unlock advanced analytics using M functions in the Query Editor and DAX formulas in Report view. Learn to write calculated columns, measures, and logical expressions.

Advanced Calculations and Time Intelligence

Dive deeper into DAX with functions like CALCULATE, SUMX, and TOTALYTD. Learn to work with calendar tables, financial years, hierarchies, and grouped data comparisons.

Publishing and Sharing Insights

Publish reports to the Power BI service, collaborate online, use Q&A for natural language queries, and export dashboards to PowerPoint or PDF for sharing.