

Course Name : LEARN POWER BI IN A DAY
Duration : 1 day (Physical Classroom / Virtual Live Instructor)
Skill Level : Beginner

COURSE DESCRIPTION:

"Learn Power BI in a day" is a hands-on, one-day training program designed to introduce absolute beginners to the powerful world of business intelligence and data visualization using Power BI. This course starts with the basics, guiding you through the setup of Power BI Desktop and connecting to various data sources like Excel, CSV, and SQL Server. Participants will explore Power BI's intuitive interface and learn how to clean and transform raw data using the Power Query Editor, enabling them to prepare data for effective analysis and reporting.

As the day progresses, you'll delve into creating stunning visualizations, interactive reports, and dashboards, applying filters, slicers, and formatting techniques to enhance the presentation of insights. The course also covers foundational data modeling concepts, including relationships between tables and using DAX (Data Analysis Expressions) for calculations. By the end of the course, you will have built a fully interactive sales dashboard and learned how to publish and share your work through the Power BI Service. This crash course equips you with essential skills to begin your journey in data analysis and empowers you to leverage Power BI for impactful decision-making in real-world scenarios.

WHAT WILL YOU LEARN?

In this one-day crash course, you will learn the fundamentals of Power BI, from setting up and connecting to data sources to cleaning and transforming data with Power Query. You'll gain hands-on experience in creating interactive visualizations, reports, and dashboards using Power BI's powerful tools. The course will also introduce you to data modelling concepts, DAX (Data Analysis Expressions) for calculations, and best practices for publishing and sharing your insights through the Power BI Service. By the end of the day, you'll be equipped with the skills to analyse data effectively and create professional, impactful dashboards for real-world business applications.

PREREQUISITE:

This course is designed for absolute beginners with **no prior programming experience**.

METHODOLOGY:

This program will be conducted with interactive lectures, PowerPoint presentations, discussions, and practical exercises. This course can be conducted as instructor-led (ILT) or virtual instructor-led training (VILT).

JOB SCOPE:

Upon completion of this course, candidates may pursue the following career paths:

- Data Analyst
- Business Analyst
- Financial Analyst
- Reporting Analyst
- Power BI Developer

MODULE 1: INTRODUCTION TO POWER BI

- Welcome
- What is Power BI? Overview of its ecosystem.
- Installing and setting up Power BI Desktop.
- Understanding the interface: Reports, Data, and Model views.
- Connecting to data sources: Excel, CSV, SQL Server, and online services.
- Practice project: Importing and visualizing sales data.

MODULE 2: DATA PREPARATION AND TRANSFORMATION

- Cleaning and transforming data with Power Query Editor.
- Data types, columns, and rows.
- Merging and appending queries.
- Creating calculated columns and measures.
- Practice project: Preparing messy sales data for analysis.

MODULE 3: VISUALIZATIONS AND REPORTS

- Understanding visualizations: Charts, tables, and KPIs.
- Creating interactive reports and dashboards.
- Applying filters, slicers, and drill-throughs.
- Formatting and customizing visuals.
- Practice project: Building an interactive dashboard for product sales.

MODULE 4: DATA MODELING AND SHARING INSIGHTS

- Introduction to data modeling: Relationships between tables.
- Using DAX (Data Analysis Expressions) for calculations.
- Publishing reports to Power BI Service.
- Sharing dashboards and collaborating in real time.

CONCLUSION

- QA
- Useful References and Books
- Feedback