

# Introduction to MS Power BI for Beginners

## Description

This course is designed to familiarise the attendees with the fundamental concepts forming building blocks in MS Power BI. It instructs participants on how to easily build reports and dashboards, navigate a dataset and generate useful visualizations that would aid in generating insights from the dataset.

Available in Four, 1.5-hour Sessions. 2-Days in total.

## Outline

**Session 1:** Getting Started with MS Power BI

**Session 2:** Create compelling visuals

**Session 3:** Data Modelling and Visualizations

**Session 4:** Building MS Power BI Reports

## Prerequisite

None

## Objectives

Using appropriate data, introduce delegates to:

- MS Power BI Desktop
- Create Visualizations
- Data Modelling and Visualizations using MS Power BI
- Building models to represent these relationships, with Python and R

## Outcome

Delegates will leave the sessions with exploring how Power BI can make your business more efficient creating compelling visualizations and reports.

## Program

### Session 1:

1. Getting Started with Power BI
2. What is Power BI?
3. Setup – Installation
4. Desktop vs Service
5. Importing Data
6. Explore Power BI Desktop
7. Connect to Data Sources

### Session 2:

1. Get Data from Excel
2. Visuals in Power BI
3. Create and customize simple visuals
4. Create Slicers
5. Map Visualizations GIS
6. Matrices and tables
7. Create Scatter, Waterfall, and Funnel Charts
8. Modify colours in charts and visuals
9. Page layout and formatting

### Session 3:

1. Data Modelling and Visualizations
2. Security and Administration
3. Combining Data from Multiple Sources

### Session 4:

1. Building Reports
2. Power BI Canvas

3. Transforming your data & Cleaning Data
4. Drawing Shapes

#### Training Times

09:00 – 10:30 Lesson(s)

10:30 – 11:00 Break

11:00 - 12:30 Lesson(s)

(GMT+2)