# Power BI Desktop for Business Users Training

Duration: **3 Day**

BILGINC IT Academy
info@bilginc.com
bilginc.com

## Overview

Power BI Desktop is Microsoft's powerful tool designed to analyze data and build rich, interactive reports. This 3-day training helps business users harness the full potential of Power BI Desktop—from connecting to data sources to designing and publishing visually compelling dashboards.

Participants will learn to use Power BI's Query Editor, create custom visuals, model data effectively, and prepare professional reports for business insights.

> **Note:** This course focuses solely on Power BI Desktop and does**not** cover Power BI Service.

## Why Choose This Power BI Course?

- Hands-on labs for real-world experience
- Taught by Power BI experts
- Build dashboards and visual reports from scratch
- Enhance your decision-making with powerful insights
- Ideal for business professionals who need practical analytics skills

## Prerequisites

This course is **not suitable for new Excel or database users**. Participants should have:

- A basic understanding of data concepts
- Experience creating charts and formatting outputs
- Ability to create aggregate formulas and apply pivot techniques

If you don't have access to Power BI Desktop, Bilginc can provide a remote PC via GoToMyPC.

# Power BI Desktop for Business Users Training

Duration: **3 Day**

BILGINC IT Academy
info@bilginc.com
bilginc.com

## Who Should Attend

This course is ideal for:

- Business professionals and analysts who work with data
- Microsoft Office users who want to visualize, analyze, and share data
- Those familiar with charts and PivotTable concepts in Excel

## What You Will Learn

By the end of this training, you will have gained knowledge and skills in the following areas:

- Understand the core concepts and main features of Power BI Desktop
- Connect to various data sources and use Query Editor
- Apply data shaping and transformation techniques
- Model data relationships and create calculated columns and measures
- Design compelling data visualizations and publish reports

## Outline

### Module 1: Getting Started with Power BI Desktop

- Introduction to Power BI concepts
- Overview of features: Imports, Queries, Filters, Reports

### Module 2: Connecting to Data Sources

- Supported data sources and data types
- Using Query Editor to connect, clean, and load data
- Append queries and merge data tables

### Module 3: Querying and Shaping Data

- Applying filters and text transforms
- Creating columns from examples
- Unpivoting data, adding custom columns and conditions

# Power BI Desktop for Business Users Training

Duration: **3 Day**

BILGINÇ IT Academy
info@bilginc.com
bilginc.com

### Module 4: Data Modeling

- Creating and managing relationships
- Model view, field hierarchies, and drillthrough filters
- Introduction to DAX expressions and calculated columns
- Creating measures and tables using DAX

### Module 5: Data Visualizations

- Using tables, matrix views, and charts
- Conditional formatting and slicers
- Interactive features: bookmarks, Q&A, decomposition tree
- Data grouping and binning
- Geo-data visualizations and maps

### Module 6: Reporting and Output Options

- Managing report pages, layouts, and filters
- Custom tooltips, graphic elements, and themes
- Publishing and exporting professional reports