Design Considerations in Microsoft Power BI Desktop Training

Duration: **2 Day**

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Overview

This comprehensive **2-day {*training}** introduces participants to the essential principles of **data visualisation best practices and effective report design using Power BI Desktop**.

Through real-world exercises and instructor-led examples, you'll explore how to choose the right visuals for your audience, improve data clarity, and avoid common dashboard design mistakes. This training focuses on **enhancing storytelling with data** using visual tools built into Power BI.

Whether you're building dashboards for executives, analysts, or operational users, this course will help you **elevate the impact and usability of your Power BI reports** .

Why Choose This Power BI Visualisation Course?

- Enhance the storytelling power of your reports
- Improve decision-making through clearer data communication
- Build visually compelling and user-friendly dashboards
- Apply industry best practices in real-world use cases
- Get hands-on experience with Power BI Desktop labs

Prerequisites

Participants should already be familiar with **Power BI Desktop**, and be comfortable building basic reports and dashboards.

Virtual Learning Requirements

For remote learners, an additional **external monitor (minimum 19")** with at least **1280x1024 resolution** is required to comfortably follow lab activities and course material.
Remote labs will be accessed via **GoToMyPC** or **LearnOnDemand** environments.

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Who Should Attend

- Power BI users with basic knowledge of report and dashboard creation
- Business intelligence professionals aiming to improve visual design skills
- Data analysts and professionals who want to create impactful and accessible dashboards

What You Will Learn

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

- Master the principles of **data storytelling with Power BI**
- Identify and fix poor dashboard practices
- Choose appropriate visuals for different business contexts
- Apply colour, layout, and typography best practices
- Improve user experience with clear and consistent design
- Learn to communicate data with impact using charts, graphs, and visuals

Outline

Reviewing Existing Reports

- Analyse and critique sample reports
- Identify design flaws and suggest improvements

Understanding User Requirements

- Gather and prioritise user needs
- Storyboarding and content planning
- Identifying key insights for the intended audience

Common Dashboard Mistakes

- Exceeding screen limits

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- Lack of context
- Overloading with unnecessary detail
- Visual clutter and confusing media
- Incorrect data displays
- Ineffective highlights and misuse of colour

Visual Design Fundamentals

- Grouping and alignment
- Visual continuity and pattern recognition
- Comparing metrics across different scales
- Building narrative through visuals

Colour Theory in Data Visualisation

- Best practices for using colour
- Accessible colour combinations
- Designing for colour vision deficiencies

Typography in Dashboards

- Font selection and visual tone
- Consistency vs variety in typefaces
- Readability and perception management

Visual Elements and Chart Types (Appendix)

Explore Power BI's wide range of visualisation tools:

- Bar, Column, Area, Ribbon, Histogram
- Line Charts, Slope Charts
- Pie, Doughnut, Treemap / Mosaic

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- Scatter, Bubble, and Point charts
- Waterfall, Boxplot, Bullet, Strip, and Violin charts
- Map-based visuals