Microsoft Power BI Reports and Dashboards for Business Users Training

Duration: **1 Day**

BILGINC IT Academy
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Overview

This training is designed for professionals who work with **existing Power BI reports and dashboards** to analyze data and gain insights.

During this 1-day course, you'll discover how to effectively **navigate, filter, and interpret Power BI visuals**, utilize analytics tools, and use natural language queries for smarter decision-making.

Note: This course does **not cover creating reports or dashboards** from scratch. It focuses entirely on consuming and interacting with existing content.

Why Take This Power BI Course?

- Learn how to make informed decisions using Power BI reports
- Gain confidence in analyzing key business data
- Perfect for managers and business users looking to improve their data literacy
- Improve productivity and insight gathering from dashboards

Prerequisites

To make the most of this training, attendees should:

- Understand how to use charts and filters
- Have a basic understanding of Excel or similar data tools
- Use a **dual-monitor setup** when attending virtually for the best experience

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Who Should Attend

Ideal for professionals who need to **consume Power BI reports or dashboards** for decision-making purposes. Suitable roles include:

- Managers and team leaders
- Analysts and stakeholders
- Anyone responsible for reviewing dashboards
- Business professionals commissioning data reports

Participants should be comfortable interpreting charts.
If you're interested in **creating reports**, consider our Microsoft Power BI Desktop Training – QAPBIDT3.

What You Will Learn

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

- Understand Power BI concepts and key features
- Navigate existing reports and dashboards
- Apply filters and slicers for custom views
- Utilize built-in analytics, insights, and Q&A features
- Use natural language to extract data summaries

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Outline

Module 1: Getting Started with Power BI

- What is Power BI? Core Concepts and Versions
- Reports vs Dashboards: Key Differences
- Overview of available visuals
- Power BI structure: from data to insight
- Using visuals as filters

Module 2: Interpreting Visuals and Reports

- Understanding chart meanings
- How to refresh reports and view updated data

Module 3: Interacting with Reports

- Using filters, slicers, and sort options
- "See Data" vs "See Records"
- Drilling into visuals for more detail
- Natural language Q&A with Power BI
- Insight tools: Conditional formatting, analytics lines, forecasting
- Modifying calculations and values

Module 4: Working with Dashboards

- What is a Power BI Dashboard?
- Dashboard vs Report functionality
- Navigating within the dashboard interface
- Using Q&A for dashboard elements