Microsoft Power BI Desktop Essentials Training

Duration: **3 Day**

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Overview

This {*training} is a fast-track course designed to introduce business users and professionals to the core features of Power BI Desktop — Microsoft's leading data visualization tool.

In just **3 hours**, participants will learn how to:

- Connect Microsoft Excel data to Power BI Desktop
- Perform basic data modelling using Power Query Editor
- Create interactive reports with powerful visuals

This taster session is ideal for those looking to quickly understand Power BI's capabilities and begin building insightful dashboards.

Note: This course is not suitable for users who are new to Excel.

Why Take This Course?

- Get hands-on experience with Microsoft Power BI in just 3 hours
- Learn how to turn Excel data into dynamic dashboards
- Gain confidence in working with Power BI's essential tools
- Perfect for business professionals and data enthusiasts

Prerequisites

- Basic understanding of data types
- Ability to create and format charts

Who Should Attend

- Business professionals who work with data and reports
- Microsoft Office users looking to expand their data analysis skills
- Anyone wanting to start building dashboards in Power BI

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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 core functionality
- Load Excel data into Power BI Desktop
- Apply common query transformations using Power Query
- Explore key data visualisation techniques and tools

Outline

1. Getting Started with Power BI Desktop

- Introduction to Power BI concepts and architecture
- Overview of Power BI Desktop features

2. Connecting Excel Data to Power BI Desktop

- Using “Get Data” to import Excel workbooks
- Selecting and shaping relevant datasets
- Understanding data types and relationships in Power BI

3. Common Data Preparation Activities Using Query Editor

- Introduction to Power Query Editor
- Applying filters
- Splitting columns and extracting values

4. Adding Visuals to Your Report

- Creating tables
- Building interactive charts