Power BI Desktop Fundamentals Training

Duration: **1 Day**

BILGINC IT Academy
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Power BI Desktop is part of Microsoft's powerful suite of tools for data analysis and visualization. This course provides a hands-on introduction to connecting, transforming, visualizing, and publishing data using Power BI Desktop.

Learners will explore how to connect to various data sources, use the**Query Editor** to shape data, create engaging reports with visuals, and publish dashboards to Power BI Service.

> Note: This course is **not suitable for new Microsoft Excel users**.

Prerequisites

Participants should have:

- Basic data literacy and familiarity with Excel or database concepts,
- Understanding of filtering, sorting, and chart creation,
- Optionally, remote desktop access (GoToMyPC) can be provided for those without software.

Who Should Attend

Designed for professionals who need to connect, process, and visualize data across all organizational levels:

- Business analysts and data professionals,
- Report builders and decision-makers,
- Microsoft Office users familiar with charts and tables.

What You Will Learn

By the end of the course, learners will be able to:

- Understand **Power BI Desktop concepts** and key features,
- Connect to multiple data sources,
- Apply common **query transformations** to shape data,
- Build **interactive visuals** and analytical dashboards,
- Publish reports and pin visuals to dashboards.

Training Outline

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Module 1: Getting Started with Power BI Desktop

- Power BI overview and concepts
- Importing data and creating visuals
- Filters, queries, and reports

Module 2: Connecting to Data

- Supported data sources
- Data types and connectivity options

Module 3: Querying and Shaping Data

- Introduction to Query Editor
- Filtering and transforming text data

Module 4: Data Modeling

- Fundamentals of relationships
- Creating and managing relationships
- Drill-through visuals and data hierarchies

Module 5: Data Visualizations

- Overview of visual types
- Tables, matrices, and conditional formatting
- Chart creation and slicers for interactivity

Module 6: Reports and Output Options

- Report page management
- Themes and formatting
- Publishing and pinning visuals to dashboards

Hands-On Learning

This course includes:

- Instructor-led **interactive labs and guided exercises**,

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- Real-world Power BI report creation,
- Practical visual design and publishing tasks.