



# The Modern Excel Power BI Essentials



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## Power BI Essentials – The Practical Skills

A customizable course according to your company's requirements.

### Duration

8 hours

### Objectives

- 1) Advanced Data Modeling
- 2) Advanced Data Visualization Techniques
- 3)
- 4) Visualization Basics
- 5) Power BI Service Usage
- 6) Report Building
- 7) Custom Visualizations and Themes
- 8) Power BI Dashboards
- 9) Power BI Service and Mobile App
- 10) Real-world Applications and Case Studies
- 11) Q&A and Troubleshooting

The course is totally hands-on. No theory! No PowerPoint presentation. Throughout the course you practice the skills on Excel. The exercises are based on real life data scenarios.

### Pre-requisite

You must have worked on Excel for at least 6 months.



# Outline of Power BI Essentials course:

## 1. Introduction to Power BI

### 1.1 Overview of Power BI

- Understanding the purpose and capabilities of Power BI
- Significance of Power BI in data analysis and visualization

### 1.2 Introduction to Power BI Components

- Exploring Power BI Desktop, Service, and Mobile
- Navigating the Power BI Desktop interface

### 1.3 Getting Started with Power BI Desktop

- Installing Power BI Desktop
- Basic navigation within Power BI Desktop

## 2. Visualization Basics

### 2.1 Building Basic Visualizations

- Creating fundamental visualizations in Power BI
- Customizing and formatting visualizations for improved insights

### 2.2 Formatting and Styling Visualizations

- Enhancing the visual appeal of reports
- Applying consistent formatting to visual elements

## 3. Power BI Service Usage

### 3.1 Publishing Reports to Power BI Service

- Uploading and sharing reports in Power BI Service
- Collaborating with colleagues on shared reports



### 3.2 Navigating Power BI Service

- Overview of Power BI Service features
- Interacting with reports in Power BI Service

## 4. Report Building

### 4.1 Creating Reports in Power BI

- Constructing cohesive reports in Power BI
- Adding pages and organizing content
- Using filters and slicers for targeted data analysis

## 5. Custom Visualizations and Themes

### 5.1 Introduction to Custom Visualizations

- Exploring additional visualizations from Power BI marketplace
- Adding custom visualizations to reports

### 5.2 Introduction to Custom Visualizations

- Customizing the overall appearance of reports using themes
- Utilizing pre-built and custom themes

## 6. Power BI Dashboards

### 6.1 Designing Dashboards

- Creating interactive and informative dashboards
- Adding tiles, images, and web content to dashboards

### 6.2 Sharing and Collaborating on Dashboards

- Sharing dashboards with stakeholders
- Collaborating with others through dashboard sharing

## 7. Power BI Service and Mobile App

### 7.1 Accessing Reports on Power BI Mobile App

- Using Power BI Mobile for on-the-go access
- Interacting with reports on mobile devices



## 7.2 Exploring Power BI Service Features

- Overview of additional Power BI Service features
- Managing datasets, workspaces, and settings in Power BI Service

# 8. Real-world Applications and Case Studies

## 8.1 Building a Sample Report

- Applying all learned concepts to create a sample report
- Addressing common challenges in report design

## 8.2 Power BI for Business Decision-making

- Analyzing real-world scenarios using Power BI
- Demonstrating the impact of Power BI on decision-making

# 9. Q&A and Troubleshooting

## 9.1 Addressing Common Issues

- Troubleshooting common problems in Power BI
- Providing solutions to participant questions