Microsoft Power BI: Data Analysis Practitioner

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course introduces participants to using Power BI to turn raw data into meaningful insights. In today's era of big data, organisations need tools to analyse, visualise, and report information effectively. Power BI connects to a wide range of data sources and enables users to create interactive dashboards, reports, and visualisations that reveal trends and support informed decision-making. With features that go beyond traditional spreadsheets, Power BI helps professionals transform data into clear, actionable insights. By the end of this course, participants will gain the skills to connect data from multiple sources, create interactive visualisations, and build insightful reports and dashboards that support data-driven decisions.

Target Audience

This course is intended for professionals:

- Use desktop or web-based data management tools such as Microsoft Excel® or SQL Server® Reporting Services to perform numerical or general data analysis.
- Are responsible for connecting to cloud-based data sources and shaping and combining data for analysis.
- Are looking for alternative methods to analyse business data, visualize insights, and share findings with peers across the enterprise.
- Need to capture, report, and communicate data effectively to colleagues, executives, and clients.

Prerequisites

To attend this course, candidates must have:

- Completed the following course, or have the equivalent knowledge and skills:
    - *Microsoft® Excel® for Office 365™/2021: Part 1*
    - *Microsoft® Excel® for Office 365™/2021: Part 2*

    NOTE: *Optionally, having experience with other data analytics tools, such as Google Analytics™ or Customer Relationship Management (CRM) systems such as Salesforce®, as well as a knowledge of database design concepts and basic programming constructs such as looping and branching, will help you get even more out of this course. The following courses are helpful but not required:*
    - *Database Design: A Modern Approach*
    - *Microsoft® Excel® for Office 365™/2021: Data Analysis with Power Pivot*
    - *Data Analysis and Visualization with Microsoft® Excel®*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Analyse data and create reports with Power BI.
- Connect to data.
- Clean, transform, and load data.
- Visualize data with Power BI.
- Enhance visuals to support data analysis.
- Customize and filter reports.
- Share reports and create dashboards in the Power BI Service.

Course Topics

Module 1: Analysing Data and Reporting with Power BI

- Data Analysis and Visualization for Business Intelligence
- Interact with Reports in Power BI

Module 2: Connecting to Data

- Create Data Source Connections
- Configure and Manage Relationships
- Save Files in Power BI

Microsoft® Partner

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Course Topics *Continued*

Module 3: Cleaning, Transforming, and Loading Data
- Load, Clean, and Shape Data with the Query Editor
- Profile Data with the Query Editor
- Shape Data with the Query Editor
- Transform Data with the Query Editor

Module 4: Visualizing Data with Power BI
- Create Visualizations with Power BI
- Select Visualization Types with Power BI

Module 5: Enhancing Visuals for Data Analysis
- Customize Visuals and Pages
- Incorporate Tooltips in Visualizations

Module 6: Customizing and Filtering Reports
- Create Data Hierarchies
- Filter Reports
- Configure Slicers for Interactive Filtering

Module 7: Sharing Reports and Creating Dashboards in the Power BI Service
- Publish and Explore Reports in the Power BI Service
- Create Dashboards
- Add Q&A to Dashboards

ACTIVITIES INCLUDED

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