

Power BI for Beginners

Course Intro

Unlock the power of **Power BI** to create **interactive dashboards and reports!** This beginner-friendly course is designed for anyone who wants to learn how to **transform raw data into meaningful insights** using Microsoft Power BI.

By the end of this course, students will be able to **connect to data sources, clean and model data, and create stunning visualizations** to tell compelling data stories.

About the Course

The **Power BI for Beginners** course is perfect for learners who are new to Power BI and want to:

- ✓ **Understand Power BI's interface** and core functionalities.
- ✓ **Connect to multiple data sources** (Excel, SQL, web data, etc.).
- ✓ **Clean and transform data** using Power Query.
- ✓ **Create dynamic dashboards** using visuals, slicers, and filters.
- ✓ **Use DAX (Data Analysis Expressions)** for calculations and measures.
- ✓ **Publish & share reports** for business intelligence.

At the end of the course, students will build their **own Power BI dashboard project** and receive a **certificate of completion!**

Course Requirements

To participate in this course, students will need:

- ✓ A **laptop** with **Power BI Desktop installed** (free version available).
 - ✓ **Internet access** for live virtual sessions.
 - ✓ Basic familiarity with Excel is **recommended** but not required.
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Course Outline

1. Introduction to Power BI

- ◆ Understanding **Business Intelligence (BI)**.
- ◆ Exploring the Power BI interface & features.
- ◆ Importing data from Excel & other sources.

2. Data Cleaning & Transformation

- ◆ Using **Power Query** to clean & reshape data.
- ◆ Handling missing values & duplicates.
- ◆ Merging & appending datasets.

3. Data Modeling & Relationships

- ◆ Understanding relationships in Power BI.
- ◆ Creating **calculated columns & measures**.
- ◆ Introduction to **DAX (Data Analysis Expressions)**.

4. Data Visualization & Report Design

- ◆ Creating interactive **charts, tables, and maps**.
- ◆ Adding slicers & filters for better analysis.
- ◆ Designing **user-friendly dashboards**.

5. Advanced DAX & Calculations

- ◆ Using **SUM, COUNT, AVERAGE** functions in DAX.
- ◆ Creating **calculated fields & advanced measures**.
- ◆ Using **time intelligence functions**.

6. Publishing & Sharing Reports

- ◆ Publishing reports to **Power BI Service**.
- ◆ Setting up scheduled refresh for live data.
- ◆ Sharing dashboards with stakeholders.

7. Final Project & Certification

- ◆ Building a **complete Power BI dashboard**.
- ◆ Presenting insights & recommendations.
- ◆ Course completion certificate.

Course Benefits

- ✓ Learn to create **professional BI dashboards**.
- ✓ Transform **raw data into interactive reports**.
- ✓ Master **Power Query, DAX, and data modeling**.
- ✓ Publish and share insights with stakeholders.
- ✓ Earn a **certificate upon completion!**