Microsoft Power BI Level 1 Course Outline

Duration: 1 Day

Discover the power of data with this Microsoft Power BI Level 1 beginners training course. Learn to import, model, and visualise data effectively while mastering professional reporting techniques. By the end of the course, you'll confidently create interactive dashboards and share insights with your team.

What You'll Learn

- Learn the fundamentals of Power BI, including its interface and core components.
- Import and integrate data from Excel while building basic data models.
- Create impactful visualisations and explore data using slicers, filters, and sorting.
- Design professional Power BI reports and publish them via Power BI Service.
- Gain resources for further learning and practical steps to continue your Power BI journey.

Course Prerequisites

This is a beginners training course, so no prior Power BI experience is required—just a curiosity to explore data! To make the most of your training, we recommend:

- **Basic computer skills**: Familiarity with using a PC or Mac, including navigating software interfaces.
- **Excel knowledge**: Comfort with creating and editing tables or working with basic data in Excel.

Full Course Outline

Getting Started with Power BI

Introduction
Overview of Power BI and its uses
Course structure and what to expect

Power BI Interface Tour

Overview of the Power BI Desktop interface
Key components: Reports, data, and model views

Step-by-Step Power BI Installation Guide

Installation process
Ensuring compatibility: Checking your Office version

enjoy learning

Data Integration Techniques in Power BI

Seamlessly importing data from Excel to Power BI
Introduction to data integration techniques

Basic Data Modelling

Understanding relationships and keys in Power BI
Introduction to the data model and basic concepts

Creating Basic Visualisations

Creating impactful visualisations
Types of visualisations available in Power BI
Creating and customising basic visuals

Interactive Data Exploration

Using slicers and filters for data exploration
Basic sorting techniques

Designing Effective Reports

Professional layout design for Power BI reports
Best practices for report design

Publishing and Sharing Reports

User-friendly sign-in process
Publishing reports to Power BI Service
Basic navigation of the Power BI Online interface
Sharing reports and dashboards with others

Course Wrap-Up and Q&A

Recap of key concepts
Q&A session
Resources for further learning
Feedback and next steps

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence