




Leading Your Business Transformation

The background of the middle section is a blurred image of business professionals in a modern office setting. Overlaid on the right side of this background are several white, stylized gear icons of varying sizes, arranged in a cluster. A dark blue horizontal band spans across the middle of the page, containing the course title and syllabus information.

## Microsoft Power BI (Beginner)

Course syllabus V1.0

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## 1. Introduction to the course syllabus

This document provides the detailed outline of the 2-day Microsoft Power BI Beginner course. Upon registering for the course, you will be provided you with:

- Course syllabus
- Presentation material
- Exercise material

Power BI is a radically new tool in the hands of business enterprises who are overwhelmed with the amount of data at hand and until now did not have a cost-effective tool to extract insights from it.

Upon the completion of this Power BI course online, as a trained professional, you can start using this BI tool, which is a set of tools and applications that let you extract data from multiple unrelated sources and convert it into a neatly managed and coherent set of information, visually appealing insights, interactive data, charts, graphs, and reports, etc.

Today, all business enterprises and departments need extensive business insights, and this Business Intelligence tool puts the power in your hands. You can easily work with multiple sources of data, convert the data into a report, graph, or data visualization as needed. By deploying Power BI, you get real-time insights and can deploy them faster than any other BI tool available in the market. It is open-source and highly intuitive and does not need technical knowledge or IT support.

## 2. Course preparation

You do not need any prior knowledge to benefit from this Microsoft Power BI training.

## 3. Administrative and logistical activities

There is no specific administrative nor logistical activities for this course.

## 4. Target group

The target group of the IT Security Planning training is drawn from:

- Managers
- Analysts
- Accountants
- Report Builders



## 5. Course objectives

This training course is intended to help participants understand and become familiar with the different advanced concepts of Power BI.

The following are the course objectives:

- Master the Microsoft Power BI Service environment
- Build [this interactive report](#) with Power BI Desktop application
- Explore resources to pursue self-learning

For virtual training, it is recommended to have access to 2 monitors: using a laptop and a second monitor is adequate. With this setting, participants may display the instructor desktop on one monitor and complete activities on the other monitor.

## 6. Delivery method

### 6.1 Educational alternatives

This course was designed so that it makes use of the following educational alternatives:

- **Deduction:** Using anecdotes and examples, the training presents use cases before the concepts have even been covered. The students deduct the learning from their own analysis. The topic and its concepts are presented afterwards to demonstrate how theory applies to what was deducted.
- **Questioning:** Asking questions forces participants to stop and think about different variables. It also enables the participants to put the newly acquired knowledge to the test. Quizzes have been incorporated as part of the training to make sure that the concepts are well understood by the participants.
- **Demonstrating:** Multiple use cases have been incorporated to the training AFTER the concepts. These serve to explain a cause and effect relationship using the newly acquired knowledge.

## 7. Session plans

The following provides individual session objectives for the different modules covered in the training.

### Course Outline:

#### 1. Master Power BI Service

- Understand the terminology
- Navigate the interface
- Interact with a report: use filters, slicers, sort order, export, print, publish to web, etc.
- Use storytelling tools: bookmarks, spotlight, focus, tooltip etc.
- Collaborate within an App Workspace

- Build a dashboard: Format dashboard tiles, add an image tile, Review Mobile Display, Set alerts
  - Publish an app to share
  - Explore Quick Insights functionality
2. Build a report with Power BI Desktop
- Explore the Desktop application
  - Import an Excel file or Import a Text file
  - Use Power Query Editor to transform data: remove lines, use first row as header, remove columns, extract text using delimiters, replace values, set data types, rename fields and queries
  - Add relationships between tables
  - Edit fields data type, aggregation, categorization and sort by order
  - Create visualizations: bar chart, column chart, tree map, gauge, KPI, slicer, map
  - Customize visualizations: format axis, title, color theme, header
  - Insert visual elements: image, text box
  - Create and use a hierarchy
  - Edit interactions between visualizations
  - Add page filters
  - Create measures with functions: SUM, DIVIDE, CALCULATE, TOTALYTD, SAMEPERIODLASTYEAR
- Publish to Power BI Service

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