



Information Technology

Microsoft Power BI

Course Introduction

You want to analyze data from single or multiple sources? You want to create your individual datasets based on these sources and transform your results into beautiful and easy-to-make visualizations? You also want to share your results with colleagues or collaborate on your projects? Finally, you want to be able to access your data from multiple devices? Then the Power BI tools are the tools to choose for you! In this course you will learn why Power BI offers you a comprehensive set of Business Intelligence tools for your data analysis goals and how to use these tools to fulfill all of the above tasks - and more. Imagine to quickly structure your data, to easily add calculations to it and to create and publish nice-looking charts in just a few minutes.

Target Audience

- Business Analysts & Data Professionals seeking to turn data into actionable insights
- Managers & Decision Makers who need to visualize trends and KPIs in real time
- Finance, HR, Sales & Operations Teams working with large datasets and reporting needs
- IT & Database Professionals integrating and maintaining data for enterprise reporting
- Excel Power Users looking to transition from static reports to dynamic dashboards
- Anyone aspiring to build a career in Data Analytics or Business Intelligence

Learning Objectives

- Get to know the different tools of the Power BI universe and learn how to use them
- Understand Power BI Desktop and its components
- Learn how to use the Query Editor to connect Power BI to various source types, how to work on the Data Model and understand the difference between those two steps
- How to work in the different views of the Data Model

- How to create calculated columns and measures
- How to build relationships between different tables
- How to create a report with different interactive visualization types
- Learn how to use Power BI Service (Power BI Pro) to create dashboards and to share and publish your results
- How to access your results from multiple devices using Power BI Mobile
- How to create custom visuals using typescript and the Power BI Developer Tools

Course Outline

• Day 01

Introduction to Power BI

- What is PowerBI?
- How can it be used to analyze financial data?
- First Project 1/3: Installing Power BI Desktop & Source File Connection
- First Project 2/3: Working in the Query Editor
- First Project 3/3: The Data View & Creating our First Visuals
- Exploring the Interface of the Data Model
- Understanding the Power BI Desktop Workflow
- Understanding the Query Editor Interface
- Important! Creating the Project File & Recommended Settings
- Connecting Power BI Desktop to Source Files
- Keeping & Removing Rows
- Working with Filters
- Removing Empty Rows
- Appending Queries
- Working with Columns
- Formatting Data & Handling Formatting Errors
- Pivoting & Unpivoting Data Splitting Columns
- Creating Groups & Cleaning Up our Project
- Creating a Group

• Day 02

Understanding Relationships

- Cardinality: Many-to-One & One-to-One

- Cross Filter Direction & Many-to-Many
- Understanding Active Properties
- Understanding the DAX Basics
- How to properly use the DAX Syntax
- Supported DAX Data Types
- Understanding "Data Category"

• Day 03

Understanding the CALENDAR Function

- Understanding IF & RELATED
- Calculated Columns vs Measures
- Understanding Basic Visual Concepts
- Getting Started with Visuals & Reports
- Understanding Tooltips & Interactions
- Diving Intro Hierarchies & Drill Mode
- Data Colors & Conditional Formatting
- Formatting Report Pages
- Formatting Visuals

• Day 04

Working with Report Themes

- Using the Slicer
- Understanding Default Summarization & Sorting
- Understanding Default Summarization & Sorting
- Working with Treemaps & Tables
- Understanding Filter Types (Visual, Page & Report)
- Creating Combined Visuals & Waterfalls

• Day 05

Final Project

- At the end of the course, the trainer summarizes all the material explained during the previous days and focuses on the most important points which are applicable in our daily life.
- Later, the trainer splits the class into several groups (teams) and distributes the final project which is a simulation of real life tasks and challenges.
- Every team starts applying what is requested in the final project.
- Meanwhile, the trainer passes through team members and tries to help them in case of any difficulty faced. At the end of the day, every team should present his

final work in front of the class and an open discussion is held to assess the work.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 23, 2025	June 27, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 25, 2025	Aug. 29, 2025	5 days	4950.00 \$	Spain - Madrid
Dec. 8, 2025	Dec. 12, 2025	5 days	4250.00 \$	UAE - Dubai