

Power BI – Build Your Reports and Visuals Independently

Description

Learn to use Power BI independently

Are you looking to better understand and make use of your data? This course teaches you how to use Power BI in a simple, clear, and structured way. Over three days, you'll learn how to import, transform, and model your data to build interactive reports. The goal is to make you fully autonomous in visual data analysis.

Through hands-on exercises, you'll explore the tool's key features, design best practices, and sharing options. You'll be able to create visually impactful dashboards that are useful for your business. Each module includes real-world scenarios to strengthen your skills, whether in finance, HR, or business performance tracking.

A course designed for non-technical professionals

This training is ideal for business analysts, team leaders, or Excel users who want to build their skills. No prior Power BI experience is required. If you understand the basics of data and already use Excel, you're fully equipped to take the course. You'll leave with practical skills you can apply immediately to your reporting projects.

Course Content

Module 1: Introduction to Power BI

- Overview of Power BI (Desktop, Service, Mobile)
- User interface: ribbon, panes, views
- Navigation and shortcuts
- Connecting to data sources

Module 2: Data import and transformation

- Import from Excel, CSV, Web
- Cleaning and transforming data with Power Query
- Data types, removing duplicates, pivoting

Module 3: Basic data modeling

- Relationships between tables
- Managing dimension and fact tables
- Introduction to basic DAX (columns and measures)

Module 4: Creating effective visualizations

- Chart types and use cases
- Maps, gauges, combined charts
- Visual customization: colors, formats, dynamic titles

Module 5: Interactive reports

- Slicers, filters, drill-down, drill-through
- Report pages and navigation
- Interactions between visuals

Module 6: Themes, formatting and design

- Using themes
- Visual hierarchies and readability
- UX/UI best practices

Module 7: Sharing and collaboration

- Publishing to Power BI Service
- Setting access and roles
- Exporting (PDF, Excel, web)
- Viewing on mobile app

Module 8: Guided business scenarios

- Real-world analysis cases (sales, HR, finance)
- Adapting visuals to specific business needs
- Applying previous modules to guided scenarios

Documentation

- Digital course materials included

Participant profiles

- Business analysts
- Data professionals
- Project managers
- Managers or team leads looking to improve reporting
- Excel users wanting to transition to Power BI

Prerequisites

- Basic understanding of data structures
- Proficiency with formulas and tables in Excel
- No prior knowledge of Power BI required

Objectives

- Understand the Power BI environment (Desktop, Service, Mobile)
- Import and transform data using Power Query
- Model data with relationships and basic formulas
- Create clear and relevant visualizations
- Build interactive reports with filters and slicers
- Apply design principles and UX best practices
- Publish and share reports via Power BI Service
- Adapt analyses to real-world business scenarios

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Niveau

Intermédiaire

Classroom Registration Price (CHF)

2500

Virtual Classroom Registration Price (CHF)

2350

Duration (in Days)

3

Reference

MPB-21