# POWER BI DESKTOP ESSENTIAL SKILLS

**22-23 JAN 2026 | 9-10 FEB 2026 | 12-13 MAR 2026**
**9.00AM - 5.00PM**
**ONLINE VIA MICROSOFT TEAMS**

## Course Overview

Power BI Desktop is a free application that enables users to connect, transform, and visualize data. With Power BI Desktop, users can connect to multiple different sources of data and combine them (often called modeling) into a data model. This data model enables users to create data visualization, build customized dashboards which can be shared as reports with colleagues within the organization. Most users who work on business analytics projects use Power BI Desktop to create reports and then use the Power BI services to collaboratively share their reports with others.

## Who Should Attend

Users who manage, analyse, and present data visualisations and dashboards. It is suitable for participants who already have experience working with Excel charts

## Pre-requisite

This course is relevant for users who manages, analyze and presents compelling data visualization and dashboards. Participant must already have experience working with Excel charts.

## Course Registration

https://forms.gle/mm594CJrxs24U8Rv6

**RM1501.20**
(Price Inclusive of 8% SST)
HRDC Claimable*

# Course Structure

| Time | Agenda |
|---|---|
| 9.00AM - 12:30PM | **Module 1: What is Power BI**<br>• Where to get?<br>• Installation<br><br>**Module 2: Get started with Power BI**<br>• Knowing your way around |
| 12.30PM - 1:30PM | Lunch Break |
| 1:30PM - 5.00PM | **Module 3: Getting Data in Power BI**<br>Learn to join multiple data sources into one in order to combine diverse sources of information in an analytical solution.<br>• Getting data from one source<br>• Getting data from multiple sources<br>• Data Transformations |
| DAY 2 | |
| 9.00AM - 12:30PM | **Module 4: Creating and Managing Relationships in Power BI**<br>Relationship in Power BI is used to define the connections or the relation between two or more tables and perform analysis.<br>• Power BI relationship<br>• Creating Power BI relationships |
| 12.30PM - 1:30PM | Lunch Break |
| 1:30PM - 5.00PM | **Module 5: Applying Data Analysis Expressions (DAX)**<br>• Calculated columns – Creating column with filtered/sorted information<br>• Measures – Create field having aggregated values e.g., sum, percentages, averages etc.<br><br>**Module 6: Data Visualization with Power BI**<br>Select the most relevant type of visualization for different presentation, scenarios and presentations – bubble chart, line chart, card, matrix, KPI, etc.<br>• Formatting of visualizations<br>• Color saturation in charts<br>• Insert of custom visualization<br>• Deliver your presentation in a focused, comprehensible and convincing manner. |