



THE UNIVERSITY OF
SYDNEY

Power BI Course: Introduction

*Centre for
Continuing Education*

Power BI Course: Introduction

This Power BI beginner course will provide you with the skills to tackle data modelling with confidence and improve your decision-making ability with this self-service business intelligence tool. You will learn how to link and model data and create visual reports that reveal data insights. We will show you how to create dashboards for reporting, create a data visualisation, connect to data sources, use the query editor, model data and manage relationships.

The Power BI desktop client will be the primary focus but an introduction to the Power BI web app is also covered. For anyone interested in business intelligence and wanting to improve their reporting and analytical abilities, this Power BI training course is ideal.

Intended audience

This Microsoft Power BI training course is suitable for:

- Anyone who wants to get the most out of their data and reporting
- Excel users wanting to upgrade their reporting capabilities
- Data Analysts and those performing data analysis, data modelling or data visualisation
- Database Administrators
- Project Managers and those working in project management
- Financial Analysts
- Marketers



Course duration

1 session, 7 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Prerequisites

No prior knowledge of programming languages is required for this Power BI course. It is recommended that you be comfortable with the learning outcomes equivalent to our [Microsoft Excel Course: Level 1](#).



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

We want to empower you to confidently use the Power BI tool. We aim to give you the ability to create useful data visualisations that improve your business intelligence and your ability to make data-driven decisions.



Outcomes

By the end of this Microsoft Power BI training course, you should be able to:

- use the fill operations available to fill a data series
- navigate between different Power BI tools and their functionality
- build informative reports and dashboards
- work confidently with and create a variety of data visualisations
- work with measures
- create, edit and format interactive visuals
- create multiple levels of filters
- create and use custom slicers
- feature and favourite dashboards.



Content

Introducing Power BI

- An Introduction to Microsoft Power BI
- Working with Power BI desktop file
- Connecting to data sources with Power BI Desktop
- Creating a report with visualisations
- Doing more with visualisations

Working with data

- Transforming and sanitising data
- Using the Query Editor
- Data modelling
- Managing relationships

Working with reports and visualisations

- Managing report pages
- Changing report view options
- Working with visualisations
- Adding static objects to a report
- Page navigation

A closer look at visualisations

- Matrices, tables, and charts
- Maps
- Cards, gauges, and KPIs
- Slicers
- Sparklines

Introduction to the Power BI web app

- Getting started with the Power BI web app
- Connecting to data sources with the Power BI web app
- Using workspaces, dashboards, and reports
- Creating custom dashboards
- Power BI web app features



“Instructor-lead course provided a great deal of expertise that can be difficult to find with other delivery methods. Highly recommend!”

Adam Barnes

“The course was excellent and I would recommend it to others. The facilitator was very experienced and professional, and covered lots of important topics in such a short time. Thank you!”

Alexandra Kubizniakova



“The tutor was a great communicator who is very good at contextualising the content to help us understand. He was very patient with any tech issues that came up. I learnt a lot and was pretty much exactly what I was looking for. Great course

Leigh Delacy



Before the course

Please ensure Power BI Desktop is installed on your device before class. It can be downloaded from the Microsoft Website. Recommended minimum version – July 2022.

You will be provided with a login to Power BI pro – the cloud application. However, you can choose to use your own Power BI pro license if you have one.

Materials

A course workbook and exercise files are distributed electronically.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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