

Power BI Level 1

Data Preparation,
Modeling,
and Visualization



Duration

3 Days

Date

October 12 - 14

Time

6:00 PM - 9:00 PM

Language

English

Format

In-person
hands-on workshop

PROGRAM DESCRIPTION

- ▶ This introductory Power BI workshop is designed to provide participants with practical, hands-on experience in preparing, modeling, and visualizing data using Microsoft Power BI.
- ▶ The program focuses on building a strong foundation in data analysis, enabling participants to transform raw data into meaningful insights and interactive reports.



TARGET AUDIENCE

This workshop is intended for:



Professionals responsible for reporting & dashboards.



Finance, operations, and strategy professionals.



Business & data analysts.



Beginners with little or no prior Power BI experience.



Managers seeking data-driven insights.



LEARNING OUTCOMES

By the end of the program, participants will be able to:

- 1 Understand the fundamentals of data analysis and business intelligence.
- 2 Clean, transform, and prepare data using Power Query.
- 3 Create calculations using DAX.
- 4 Import data from multiple sources into Power BI.
- 5 Build basic data models and relationships.
- 6 Design and enhance interactive reports and dashboards.
- 7 Analyze data to identify patterns and trends.
- 8 Manage and share Power BI content securely.



PREREQUISITES & PREPARATION

Participants are required to:



Bring a laptop with Windows OS



Have basic familiarity with Excel
(Recommended but not mandatory)



Datasets will be shared before
each day of the workshop.



Install Power BI Desktop in advance
via Microsoft Store or official Microsoft

[Download Link](#)

WORKSHOP OUTLINE

Day 1

Prepare the Data

- Introduction to Data Analysis and Business Intelligence.
- Getting Data from Various Sources.
- Data Transformation and Loading using Power Query.
- Data Cleaning and Preparation Best Practices.

Day 2

Model the Data

- Basics of Data Modeling.
- Creating Model Calculations using DAX.
- Understanding and Managing Relationships.

Day 3

Visualize and Analyze the Data

- Report Creation and Dashboard Design.
- Report Optimization and Enhancement.
- Data Analysis using Excel and Power BI integration.
- Identifying Patterns and Trends.
- Managing and Securing Power BI Content.
- Creating and Managing Workspaces.