Power BI

One Day Essentials

One Day Course

Introduction to Power BI

- What is Power BI? Desktop vs Service
- How Power BI fits into Microsoft 365
- Understanding PBIX files and saving your work

Getting Data

- Importing Excel and CSV files
- Connecting to other data sources (e.g. PDFs, Web)
- Overview of the Query Editor

Transforming Data in Power Query

- Removing blank rows and unwanted headers
- Using the first row as column names
- Renaming columns and changing data types
- Filtering data and removing unwanted columns
- Splitting columns and replacing values
- Adding conditional columns
- Reviewing applied steps and M code

Working with Relationships

- Managing relationships between tables
- Understanding cardinality and cross-filter direction

Creating Visual Reports

- Building simple visuals:
- Bar Chart, Donut Chart, Table, Slicer, Card
- Choosing the right visual
- Formatting and layout tips

Basic Measures and DAX

- Creating measures using SUM, COUNT, AVERAGE
- Introduction to CALCULATE
- Using measures inside visuals

Please email wendy@buildyourskill.co.uk for more details.