

Power BI Made Simple with AI – One Day to a Dashboard

Course Objectives

Design for learners who want to quickly master how Power BI works and discover how AI assistance can make creating dashboards faster and easier. By the end of the session, participants will be able to import and clean data easily, build simple dashboards without coding, use AI assistance (Q&A, Copilot/Chatgpt) to generate insights and share dashboards.

Who is this Course For?

- Beginners (no prior Power BI or DAX knowledge required)
- Professionals who want to build dashboards quickly
- Anyone curious about how AI can simplify Power BI

Course Duration

8 Hours

Mode of Training

Classroom

Full Fee

\$400

(Subject to 9% GST)

Nett Fee

\$436

(After GST)



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Course Content

Learning Unit 1: Introduction

- What is Power BI Desktop
- Key Features of Power BI
- Installing Power BI Desktop

Learning Unit 2: Orientation & AI in Power BI

- 1. Navigating Around Power BI Desktop
- Refresh In Power BI Desktop
- The Power BI Workflow
- Setting Up Default Font and Font Size
- Power BI Page View Options
- Default Page Size in Power BI
- Power BI Setting – Why It's Needed
- Where AI Fits in Power BI

Learning Unit 3: Import & Transform Data with AI

- Importing & Transform Data
- Data Cleaning (Power Query Editor)
- Using AI Feature – Generate Email Address
- Using AI Feature – Split a Name into First Name and Last Name
- Add Year Column Using Date Tools in Power Query

Learning Unit 4: Build Your First Measures

- Creating Basic Measures
- Quick Measure in Power BI

Learning Unit 5: Visuals Made Simple

- Introduction to visuals
- Basic Visuals
- Building A Simple Visual
- Formatting Basics
- Interactivity Between Visuals
- Building Your First Dashboard
- Aligning Visuals in Power BI
- Let's Try It!
- Dashboard Assembly in a Minute
- Refresh In Power BI Desktop

Learning Unit 6: AI Assistance in Action

- AI Features in Power BI (Built in)
 - Generate Column From Examples
 - AI – Assisted Data Transformation
 - Q&A Natural Language
 - Smart Narratives
 - Decomposition Tree
- Using Chat Interface
 - Build & Explain Visual using Natural Language
 - Prompt AI to create DAX Measure
 - Ask AI To Suggest Formulas Or KPIs

Learning Unit 7: Sharing & Publishing Your Dashboard

- Power BI Analysis Services
- Create Reports on Workplace
- Creating A Dashboard in Power BI Service

