

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

Description

This course is designed for learners who want to quickly master how Power BI works and discover how AI assistance can make creating dashboards faster and easier. It will also equip you with the practical skills to use Power BI as a powerful tool for data analytics, with a special focus on integrating Copilot Chat.

Who is this Course For?

This course is ideal for business professionals, those who are familiar with Microsoft Excel and wish to enhance their skill with AI, and anyone who needs to create, analyse, and share data insights at work.

Course Objectives

By the end of this course, learners will be able to:

- Understand Power BI's interface and core functionalities, from data ingestion to basic visualisation.
- Learn how to clean and shape raw data using Power Query and create a robust data model for accurate analysis.
- Master the art of designing visually appealing and interactive dashboards that tell a clear story with data.
- Explore how to use Copilot Chat as an AI assistant to generate queries.
- Understand the steps involved in publishing your reports to the Power BI Service.

Course Duration

8 Hours

Mode of Training

Classroom

Full Fee

\$400

(Subject to 9% GST)

Nett Fee

\$436

(After GST)

UTAP subsidy available for eligible participants

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



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

