Power BI

Connect, model and visualise data in Power BI and publish secure reports, aligned to PL-300.

DURATION	FORMAT	LEVEL	LABS
45 hours	Onsite, online or hybrid	Foundation	Cloud sandbox included

About this programme

Takes analysts from first connection to published, governed reports: Power Query, data modelling and DAX, interactive report design, sharing and row-level security, gateways and refresh, with preparation for the PL-300 Power BI Data Analyst exam.

Who it is for: Business, finance and operations analysts, and report developers

What your team will be able to do

- Connect to Excel, SQL Server and Azure sources using Import or DirectQuery
- Clean and shape data with Power Query
- Build data models and DAX measures with CALCULATE and FILTER
- Design interactive reports and dashboards that tell a clear story
- Publish, share and secure content with workspaces, RLS and gateways

Before you start

- Comfortable with Excel: formulas, tables and pivot tables
- No programming needed

Course outline

1. Foundations and data connections

- Power BI Desktop, Service, Mobile and Report Server
- Connecting to Excel, SQL Server, Azure and other sources
- Import, DirectQuery and Live Connection

2. Data transformation and modelling

- Cleaning and shaping data in Power Query Editor
- Relationships, cardinality, cross-filtering and hierarchies
- Calculated columns and measures with DAX
- CALCULATE, FILTER and aggregation functions
- Optimising models for performance

3. Visualisation and reporting

- Choosing and customising visuals and layouts
- Slicers, filters and conditional formatting
- Bookmarks, drill-through and tooltips for storytelling
- Building dashboards from pinned visuals

4. Sharing and collaboration

- Publishing to the Power BI Service and managing workspaces
- Sharing securely with people, groups and the organisation
- Row-level security
- Working with SharePoint and Teams

5. Administration and advanced topics

- Gateways and scheduled refresh
- Security features: role-based access, auditing and sensitivity labels
- Power BI Embedded
- Custom visuals and analytics with R and Python

6. Applied practice and exam preparation

- Industry scenarios in finance, healthcare and retail
- PL-300 exam preparation

Sample schedule

6 days onsite, or 12 half-day sessions online. We fit days and session lengths to your team's calendar.

Day 1	8 h	Foundations and data connections; Data transformation and modelling
Day 2	8 h	Data transformation and modelling (continued)
Day 3	8 h	Visualisation and reporting
Day 4	8 h	Visualisation and reporting (continued); Sharing and collaboration
Day 5	8 h	Sharing and collaboration (continued); Administration and advanced topics
Day 6	5 h	Administration and advanced topics (continued); Applied practice and exam preparation

Assessment and certification

How learning is checked

- A short knowledge check on day one and again at the end, so you can see each person's progress
- Graded hands-on labs in every module, reviewed by the trainer
- A final exercise that applies the programme to a problem like your team's own

Certificate and exams

- Participants who complete the programme receive a Cognitive Networks AI certificate of completion.

Formats and cohort size

- Onsite: At your office or a venue you choose, in full days.
- Online, live: Instructor-led over video, usually in half-day sessions so people can keep up with work.
- Hybrid: Some days in a room together, the rest online. Useful when a team works across cities.

Cohort size: 15 to 25 people per trainer. Larger teams run as parallel cohorts on the same outline, so everyone learns the same thing.

Pricing: We quote per cohort, based on duration, format and number of cohorts. There is no per-seat price list: tell us your team and we send a proposal within one business day.

Bring this programme to your team

Request a proposal at cognitivenetworks.ai/contact?programme=power-bi

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