

What You'll Walk Away With

By the end of this hands-on day, you will have built a complete, interactive Power BI report from scratch — using a real retail dataset with sales transactions, products, stores, and targets.

Course Modules

01

Power BI Ecosystem & Desktop UI

40 min

Desktop vs Service overview, ribbon tour, three views (Report / Data / Model), canvas layout tools, Selection & Bookmarks panes

02

Getting Data into Power BI

45 min

Enter Data for training, Excel & CSV connectors, Import vs DirectQuery modes, connector gallery orientation

03

Power Query (Transform Data)

100 min

Data types (the #1 beginner mistake), cleaning steps (trim, filter, replace, fill), data profiling, custom & conditional columns, Append vs Merge, build a Calendar table with M code

04

Data Modeling

40 min

Star schema design, fact vs dimension tables, 1:many relationships, cross-filter direction, Mark as Date Table for time intelligence

05

DAX Measures

85 min

Filter context explained, core measures (SUM, DISTINCTCOUNT, DIVIDE), target comparison with SELECTEDVALUE + CALCULATE, TOTALMTD, KPI status with SWITCH(TRUE()), aggregations vs iterators (X functions)

06

Building Report Pages

80 min

Page 1: Executive Overview — KPI cards, line chart, column chart, bar chart. Page 2: Store & Product Analysis — matrix with conditional formatting, ranking chart, detail table

07

Filters & Interactivity

40 min

Sync Slicers across pages, Edit Interactions, Bookmarks + navigation buttons, Performance Analyzer, troubleshooting common issues

What You'll Learn to Build

- ✓ Connect to data sources and shape raw data with Power Query
- ✓ Set correct data types — the single most common beginner mistake
- ✓ Build a Calendar (Date) table from scratch using M code
- ✓ Design a proper star schema with fact and dimension tables
- ✓ Write DAX measures: SUM, DIVIDE, DISTINCTCOUNT, TOTALMTD, CALCULATE
- ✓ Compare actuals vs targets and create KPI status indicators
- ✓ Build two interactive report pages with KPI cards, charts, and matrices
- ✓ Apply conditional formatting, slicers, and cross-filtering
- ✓ Use Bookmarks and Buttons for page navigation
- ✓ Diagnose and fix the 6 most common Power BI problems

Practice Dataset Included

Retail Sales & Targets — real-world scenario with multiple tables:

Sales (transactions) • Products (categories & brands) • Stores (cities & regions) • Targets (monthly goals)
Everything you need to follow along is provided — just bring Power BI Desktop installed on your laptop.

Prerequisites

- Power BI Desktop installed (free download from Microsoft)
- Basic familiarity with spreadsheets (Excel or Google Sheets)
- No prior Power BI or DAX experience required — this course starts from zero

Who Is This For?

- Business analysts moving beyond Excel pivot tables
- Finance, operations, or HR teams who need self-service reporting
- Managers who want to understand what their BI team builds
- Students and career changers entering the data analytics field

After This Course You Will...

- ✓ Understand the full Power BI workflow from data ingestion to published report
- ✓ Be able to build your own reports independently using real company data
- ✓ Know how to troubleshoot the most common beginner issues
- ✓ Have a reusable .pbix file as a template for future projects