

# Power BI Service Basics

Short course handout for students and internal promotion



A beginner-friendly course that explains how Power BI Service works in the real business workflow: publish, refresh, share, secure, and support reports with confidence.



## Who this course is for

Beginner users, analysts, coordinators, team leads, and business users who need to understand the browser-based Power BI Service.



## What students use

Power BI Desktop, Power BI Service, workspaces, reports, semantic models, apps, refresh settings, and gateway basics.



## What makes it practical

The course uses a real demo PBIP and a starter test page so learners can follow the full path from publish to consumption.

## What is inside this course?

- What Power BI Service is and where it fits
- Desktop versus Service explained simply
- Core objects: workspace, report, dashboard, semantic model, app
- The exact end-to-end workflow users need to understand
- Step-by-step publishing, refresh, and sharing
- Gateway basics and when refresh needs extra setup
- Permissions, roles, and internal vs external sharing
- Licensing caveats: Pro, PPU, Premium, Fabric
- Common beginner mistakes and troubleshooting paths
- Hands-on exercises and daily usage tips

# What Students Leave With

Outcome-driven summary for promotion, onboarding, and course sales



## Students will understand

How Power BI Service fits into the real business workflow, how published content is managed, where refresh and access live, and why publishing alone does not finish the job.



## Students will be able to do

Publish a report, identify the report and semantic model in a workspace, review refresh settings, decide whether a gateway is needed, and choose the right sharing path for a business scenario.

## Daily usage hacks included



### Hack 1

Open semantic model settings immediately after every publish.



### Hack 2

Check refresh history before republishing a report.



### Hack 3

Use apps or Viewer access for consumers instead of broad edit access.



### Hack 4

When something fails, check role, license, gateway, and access path first.



## Authentication and trust note

This course is built around real Microsoft 365 / Power BI Service usage and is verified against official Microsoft documentation. UI labels may change over time, but the workflow and caveats taught in the course stay relevant.