Power BI for Business Users

Course Duration: 8 hours

🎯 Course Overview

This course empowers business professionals to harness the full potential of Power BI and Copilot for data-driven decision-making. Participants will learn to navigate Power BI's ecosystem, interpret dashboards and reports, collaborate across teams, and leverage Copilot's AI capabilities to generate insights and automate analytics workflows.

By the end of the course, learners will:

- Understand the core components and terminology of Power BI

- Confidently navigate reports, dashboards, and workspaces

- Apply filters, slicers, and drill-through techniques to explore data

- Collaborate and share insights securely within their organization

- Use Copilot to ask natural language questions, generate visuals, and uncover trends

- Adopt best practices for maintaining data accuracy and relevance

🎯 Audience Profile

This course is designed for:

- **Business Analysts** seeking to enhance their reporting and dashboarding skills

- **Functional Managers** who rely on data to monitor KPIs and make strategic decisions

- **Sales, Marketing, Finance, and HR Professionals** aiming to interpret and act on data insights

- **Citizen Developers and Power Users** interested in exploring AI-driven analytics with Copilot

- **Team Leads and Project Managers** who collaborate across departments and need real-time visibility into metrics

Prerequisites:

- Basic familiarity with Excel or other spreadsheet tools

- No prior experience with Power BI or AI tools required

Outline

1. Understanding Power BI

1.1 What is Power BI?
1.2 Components of Power BI
    1.2.1 Power BI Desktop
    1.2.2 Power BI Service (Cloud)
    1.2.3 Power BI Mobile App
1.3 Key Terminology: Reports, Dashboards, Datasets, Tiles

2. Navigating Power BI

2.1 Accessing Power BI Service
2.2 Understanding Workspaces
2.3 Navigating Reports & Dashboards
2.4 Using Filters, Slicers, and Drill-through

3. Working with Power BI Reports

3.1 Reading Visualizations & Insights
3.2 Interacting with Charts, Tables, and KPIs
3.3 Applying Filters and Custom Views
3.4 Exporting Data & Visuals
3.5 Subscribing to Reports

4. Working with Power BI Dashboards

4.1 Understanding Dashboards vs. Reports
4.2 Pinning Visuals to Dashboards
4.3 Using Dashboard Tiles to Monitor Key Metrics
4.4 Setting Alerts and Notifications

5. Collaboration and Sharing

5.1 Sharing Reports and Dashboards
5.2 Setting Permissions and Access Levels
5.3 Commenting and Annotations
5.4 Collaborating in Teams and Workspaces

6. Introduction to Copilot in Power BI

6.1 What is Power BI Copilot?
6.2 How Copilot Enhances Business Analytics
6.3 Use Cases for Copilot in Daily Business

7. Using Copilot for Insights

7.1 Asking Questions in Natural Language
7.2 Generating Visuals and Summaries
7.3 Creating Custom Reports using Copilot
7.4 Analyzing Data Trends with AI Assistance

8. Best Practices for Business Users

8.1 Understanding Metrics and KPIs
8.2 Ensuring Data Accuracy
8.3 Using Dashboards for Decision Making
8.4 Keeping Reports Updated and Relevant

9. Tips and Tricks

9.1 Quick Navigation Shortcuts
9.2 Using Bookmarks for Personalized Views