

KOENIG SOLUTIONS • COURSE OUTLINE

Power BI Administration

Learn to configure, secure and monitor a Power BI tenant, from workspaces and gateways to reports and permissions.

3 Days

24 HOURS

8

MODULES

29

TOPICS

8

HANDS-ON LABS

COURSE OVERVIEW

In this intensive 3-day course, you'll dive into the world of Power BI administration. Whether you're an IT professional, data analyst, or business intelligence enthusiast, this course equips you with the skills needed to effectively manage and optimize your Power BI environment.

WHO THIS COURSE IS FOR

Who Should Attend

IT professionals responsible for Power BI deployment and management

Data analysts seeking to enhance their administration skills

Business users interested in understanding the administrative aspects of Power BI

LEARNING OBJECTIVES

- Describe the role and responsibilities of Power BI administrators
- Configure tenant settings, licensing and workspace permissions
- Monitor usage metrics and troubleshoot service incidents
- Configure gateways and data source connections
- Build data models using relationships and DAX measures
- Build reports and dashboards in Power BI Desktop
- Apply role-based access control and row-level security
- Plan workspace collaboration and content distribution

8 Modules, 29 Topics

DAY 1 Introduction to Power BI Administration

01

Lab

Understanding Power BI Administration

TOPICS

- Role and responsibilities of Power BI administrators
- Overview of Power BI service components
- **Live Demonstration:** Navigating the Power BI admin portal

02

Lab

Provisioning and Configuring Power BI Service

TOPICS

- Tenant settings and configuration
- Licensing and capacity management
- Workspace creation and management
- **Live Demonstration:** Configuring workspace permissions

03

Lab

Monitoring and Troubleshooting

TOPICS

- Usage metrics and auditing
- Diagnosing issues and resolving common problems
- Handling service incidents
- **Live Demonstration:** Monitoring resource usage

DAY 2 Data Sources, Connectivity, and Modeling

04

Lab

Data Sources and Connectivity

TOPICS

- Connecting to on-premises and cloud data sources
- Gateway configuration
- **Live Demonstration:** Setting up data source connections

05

Lab

Data Modeling in Power BI

TOPICS

Creating relationships between tables · DAX calculations and measures · Performance optimization techniques · **Live Demonstration:** Building a data model

DAY 3

Reports, Dashboards, Security, and Collaboration

06

Lab

Creating Reports and Dashboards

TOPICS

- Building visuals using Power BI Desktop
- Publishing reports to the Power BI service
- Dashboard design best practices
- **Live Demonstration:** Designing interactive dashboards

07

Lab

Security and Permissions

TOPICS

- Role-based access control (RBAC)
- Row-level security (RLS)
- Data protection and compliance
- **Live Demonstration:** Designing interactive dashboards

08

Lab

Workspace Collaboration and Administration

TOPICS

- Collaborating within workspaces
- Content distribution and sharing
- **Live Demonstration:** Designing interactive dashboards

Practise What You Learn

#	MODULE	ACTIVITY
01	Understanding Power BI Administration	Setting up your Power BI tenant and configuring basic settings
02	Provisioning and Configuring Power BI Service	Creating workspaces and managing users
03	Monitoring and Troubleshooting	Troubleshooting common Power BI issues
04	Data Sources and Connectivity	Configuring gateways and data refresh schedules
05	Data Modeling in Power BI	Designing efficient data models
06	Creating Reports and Dashboards	Creating a sample report and dashboard
07	Security and Permissions	Creating a sample report and dashboard
08	Workspace Collaboration and Administration	Creating a sample report and dashboard

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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Talk to a learning advisor about schedules, group training and customised delivery.

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