KOENIG
step forward

Microsoft Solutions Partner
Microsoft Cloud Training Services

KOENIG SOLUTIONS · COURSE OUTLINE

Getting started with Power BI and Copilot in M365

Learn to connect, model and visualise data in Power BI while using Copilot across Microsoft 365 apps for everyday productivity.

4 Hours	6	28
DURATION	MODULES	TOPICS

COURSE OVERVIEW

This introductory course provides a practical overview of Power BI and Copilot in Microsoft 365 for beginners. Participants will learn how to connect to data, create basic reports, and understand key data visualization concepts using Power BI. The course also introduces Copilot capabilities across Microsoft 365 applications, demonstrating how AI can support data analysis, content creation, and everyday productivity tasks. Through guided demonstrations and real-world examples, attendees will gain a clear understanding of how these tools work together to support informed decision-making and more efficient ways of working.

WHO THIS COURSE IS FOR

This course is intended for professionals who are new to Power BI and Copilot in Microsoft 365 and want to build a foundational understanding of data analytics and AI-enabled productivity tools. It is suitable for business users, analysts, managers, and knowledge workers across functions who regularly work with data, reports, or Microsoft 365 applications. Prior experience with Power BI or Copilot is not required; however, basic familiarity with Excel or other Microsoft tools will be beneficial. The course is designed for learners seeking practical, easy-to-understand guidance rather than deep technical or development-focused training.

LEARNING OBJECTIVES

- Explain core business intelligence concepts and Power BI components
- Connect to and transform data using Power Query Editor
- Merge and append queries from multiple data sources
- Build data models with relationships, hierarchies and DAX measures
- Create reports using appropriate visuals and AI-based visuals
- Publish reports and build dashboards in a Power BI workspace
- Set up report and dashboard subscriptions and mobile views
- Describe how Copilot generates content in Outlook, Word and Excel

COURSE SYLLABUS

6 Modules, 28 Topics

01

Basics of Power BI

TOPICS

Concept of business Intelligence · Introduction to Power BI · Components of Power BI · Features and Capabilities of Power BI · Introduction to Data lifecycle · Performing ETL with Power BI

02

Connecting and Transforming Data

TOPICS

Using Power Query Editor to Ingest data · Bringing Data from multiple sources · Merging and Appending Queries

03

Model Data & DAX

TOPICS

- Common data modelling techniques
- Establishing relationships in data
- Creating hierarchy
- Introduction to DAX
- Creating Calculated Tables and Calculated Columns
- Creating Measures

04

Visualize Data

TOPICS

Report creation · Selecting and using appropriate visuals · Components of the visualization pane · Using AI Based Visuals · Creating Mobile view for the reports

05

Manage Data

TOPICS

- Publishing Report to Power BI Workspace
- Create Dashboard using multiple reports
- Formatting dashboard and setting up mobile view for dashboard
- Creating Report and Dashboard subscriptions

06

Copilot in M365

TOPICS

- What is Copilot and How it works
- What Copilot generates responses and Content
- Using Copilot in Productivity tools like Outlook, Word, Excel and PowerPoint
- What Copilot offers in Teams

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

Ready to Get Started?

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

Visit koenig-solutions.com | info@koenig-solutions.com