Sangy Academy

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Power BI Introductory Course Outline (4 Weeks)

Week 1: Introduction & Basics

- What is Power BI? Overview and key features
- Installing and setting up Power BI Desktop
- Understanding the Power BI interface
- Connecting to data sources (Excel, CSV, online data)
- Basic data loading and navigation

Week 2: Data Preparation & Transformation

- Using Power Query Editor to clean and shape data
- Removing errors and duplicates
- Filtering and sorting data
- Creating simple calculated columns without formulas
- Understanding relationships between tables (basic concepts)

Week 3: Building Reports & Visualizations

- Introduction to visualizations (charts, tables, maps)
- Creating simple, interactive reports
- Using slicers and filters to explore data
- Formatting visuals for clarity and presentation
- Saving and publishing reports to Power BI Service

Week 4: Sharing & Collaboration

- Overview of Power BI Service (online platform)
- Sharing reports and dashboards with others
- Using Power BI Mobile app basics
- Exporting reports to PDF or PowerPoint
- Best practices for real-world business use cases
- Recap and preparation for job-ready application