

Power BI Beginner Training Preliminary Agenda

May 27, 2025 – Sacramento, CA

Goal: To empower participants with the foundational knowledge of Power BI. This training will guide participants through understanding the core components of Power BI, navigating the interface, connecting to various data sources, and performing basic data cleaning. By the end of this session, participants will be equipped to create simple, visually appealing charts and dashboards that transform raw data into actionable insights.

Target Audience: This training is designed for individuals new to Power BI, including economic and workforce development researchers, analysts, and professionals who want to create basic reports and dashboards. It is ideal for non-technical users seeking to visualize data and derive insights without advanced technical expertise.

Agenda

8:00 AM – 9:00 AM	Breakfast on your own
9:00 AM – 9:30 AM	Introduction to Power BI <ul style="list-style-type: none"> Overview of Power BI. Navigating the Power BI interface. Activity: Discuss how Power BI can be applied in participants' work.
9:30 AM – 10:45 AM	Getting Started with Data <ul style="list-style-type: none"> Importing data from Excel, CSV, and web sources. Basic data cleaning with Power Query (renaming columns, filtering rows). Activity: Hands-on exercise to clean a dataset and load it into Power BI.
10:45 AM – 11:00 AM	Break
11:00 AM – 12:00 PM	Creating Basic Visualizations <ul style="list-style-type: none"> Visual types: Bar, line, pie, clustered/stacked column charts, treemaps, and tables. Adding slicers and cards to enhance reports. Activity: Create and format a bar chart and treemap.
12:00 PM – 1:30 PM	Lunch on your own
1:30 PM – 2:45 PM	Interactivity in Reports <ul style="list-style-type: none"> Adding slicers and filters to reports. Adding hierarchy slicers and conditional formatting. Drill-through pages and creating tooltips. Creating bookmarks and navigation buttons. Activity: Add a slicer and drill-through page to a report.
2:45 PM – 3:00 PM	Break
3:00 PM – 3:30 PM	Introduction to DAX <ul style="list-style-type: none"> Basics of DAX expressions and calculations. Activity: Add a dynamic title to a card or chart.
3:30 PM – 4:30 PM	Building a Simple Dashboard <ul style="list-style-type: none"> Combining visuals into a dashboard. Publishing dashboards to Power BI Service. Activity: Build and publish a dashboard from a dataset.
4:30 PM – 5:00 PM	Q&A and Wrap-Up <ul style="list-style-type: none"> Recap of the day's lessons. Answer participant questions and provide next steps for learning. Resources (Microsoft Fabric Community, etc.)