



*Training Course:  
Power BI Essentials: Building Interactive Reports  
and Visual Insights*

*19 - 30 October 2025  
Amman (Jordan)  
Chemisty*

## Training Course: Power BI Essentials: Building Interactive Reports and Visual Insights

Training Course code: IT236134 From: 19 - 30 October 2025 Venue: Amman (Jordan) - Chemisty Training Course Fees: 6000 € Euro

### Introduction:

In the era of digital transformation and data-driven decision-making, the ability to extract actionable insights from data is no longer a specialized function—it is a core skill required across departments and industries. Power BI, a leading business intelligence and analytics platform by Microsoft, empowers users to connect to multiple data sources, transform raw data, and create dynamic, interactive dashboards and reports.

This comprehensive 10-day training program is specifically designed for beginners who seek to build a strong foundation in Power BI. Whether you are an administrative professional, business analyst, HR officer, or anyone working with data in spreadsheets, this course will guide you step-by-step through the essential concepts and practical techniques for turning data into clear, meaningful visual stories.

Participants will learn how to work with real-world data, clean and model that data using Power Query, and build interactive reports that uncover trends, comparisons, and key performance indicators. The course also includes the fundamentals of DAX Data Analysis Expressions and introduces publishing and sharing reports through Power BI Service, making it ideal for those who want to advance their reporting capabilities and contribute to data-informed decisions in their organizations.

By the end of this course, participants will be confident in using Power BI to solve everyday data challenges and communicate results visually and persuasively.

### Target Audience:

- Individuals new to data analysis or visualization
- Business professionals who work with Excel
- Administrative, HR, finance, or operations staff needing reporting skills
- Students or fresh graduates entering data-focused roles

### Objectives:

By the end of the training, participants will:

- Navigate Power BI Desktop confidently
- Import, clean, and transform data from multiple sources
- Create interactive dashboards and reports
- Apply filters, slicers, and drill-down features

- Understand basic DAX formulas
- Publish, share, and manage reports in Power BI Service

## Outlines:

### Day 1:

#### Introduction to Power BI

- What is Business Intelligence BI?
- Overview of Power BI ecosystem Desktop, Service, Mobile
- Use cases in business functions
- Power BI interface walkthrough
- Installing Power BI Desktop

**Exercise:** Setting up Power BI and navigating the interface

### Day 2:

#### Connecting to Data Sources

- Importing data from Excel, CSV, databases
- Understanding data structures rows, columns, headers
- Overview of Power Query Editor
- Data types and format compatibility

**Exercise:** Load multiple data files and preview structure

### Day 3:

#### Data Cleaning and Transformation I

- Removing nulls, duplicates, and unwanted rows
- Renaming columns and changing data types
- Trimming and formatting data
- Splitting and merging columns

Exercise: Clean a raw sales dataset

Day 4:

#### Data Cleaning and Transformation II

- Grouping and summarizing data
- Filtering rows using conditions
- Appending and merging queries
- Creating calculated columns

Exercise: Prepare a multi-source dataset for analysis

Day 5:

#### Data Modeling Basics

- What is a data model?
- Relationships between tables 1-to-many, many-to-1
- Creating relationships in Power BI
- Star schema basics
- Data normalization and denormalization

Exercise: Build a data model from sales and customer data

Day 6:

#### Introduction to Visualizations

- Visual types overview bar, line, matrix, pie, etc.
- Building visuals from fields
- Sorting, formatting, and customization
- Using colors and labels effectively

Exercise: Create a visual summary of product sales

Day 7:

#### Filters, Slicers, and Interactivity

- Page-level and report-level filters
- Using slicers for user control
- Drill-down and drill-through setup
- Cross-filtering visuals

**Exercise:** Design a report page with dynamic slicers

**Day 8:**

#### Dashboard Design and Layout

- Designing for clarity and visual storytelling
- Organizing visuals across multiple pages
- Using bookmarks and buttons
- Hiding/showing visuals dynamically

**Exercise:** Build a multi-page dashboard with navigation

**Day 9:**

#### Introduction to DAX Data Analysis Expressions

- What is DAX?
- Basic DAX functions: SUM, COUNT, AVERAGE, IF, SWITCH
- Creating measures vs. calculated columns
- Time intelligence basics

**Exercise:** Add KPIs using DAX e.g., profit margin, YoY change

**Day 10:**

#### Publishing and Sharing Reports

- Introduction to Power BI Service
- Publishing from Desktop to Web
- Sharing dashboards with stakeholders
- Managing refresh schedules and data security

- Final recap and presentation of individual projects

## Registration form on the Training Course: Power BI Essentials: Building Interactive Reports and Visual Insights

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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