Power BI Foundations and First Report Building Course

9 – 13 August 2027
Munich

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Training Center

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Ref: 859_164953 **Date:** 9 – 13 August 2027 **Location:** Munich **Fees:** 5700 Euro

Overview

Power BI Foundations and First Report Building Course is a one-week course for new users, business staff, junior analysts, reporting assistants, and managers who leave with a First Power BI Report Pack. Participants navigate the workspace, connect and clean source tables, create simple relationships and calculations, arrange report pages, apply filters, and publish a working report. The course replaces trial-and-error use with a guided reporting sequence and basic quality checks. Agile Leaders Training Center develops Power BI foundation and first-report practice.

Who Should Attend

- Business functions responsible for preparing recurring tables and basic management reports
- Reporting support functions responsible for assembling data and maintaining report pages
- Junior analysis functions responsible for checking figures and presenting simple patterns
- Management functions responsible for viewing indicators and asking follow-up questions
- Operations functions responsible for tracking service, sales, workforce, or process results

The course assumes participants can use spreadsheets, tables, and basic formulas; it leaves out advanced DAX, performance optimization, data engineering, and tenant administration.

Departments and Industries

The course supports departments and industries beginning to create repeatable reports with Power BI.

- Finance, sales, operations, procurement, and human resources
- Retail, logistics, manufacturing, and hospitality
- Healthcare, education, utilities, and infrastructure
- Technology, professional services, and telecommunications

Learning Objectives

By the end of this course, participants will be able to:

- Use the Power BI Desktop workspace and reporting workflow.
- Apply basic Power Query steps to clean source tables.
- Build simple table relationships and introductory measures.
- Compare visuals and choose suitable report displays.
- Build filtered report pages with clear navigation.
- Apply publishing, sharing, refresh, and review checks.

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Course Agenda

Day 1: Start the First Report

- Power BI Desktop Interface and View Map
- Business Question and Report Purpose Card
- Source Table and Field Inventory
- File Connection and Import Checklist
- First Report Folder and Naming Structure

Day 2: Prepare Source Tables

- Power Query Editor Navigation Guide
- Column Type and Header Correction Steps
- Blank, Error, and Duplicate Row Treatment
- Filter, Split, Replace, and Rename Sequence
- Applied Steps Review and Load Check

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Day 3: Connect and Calculate

- Simple Table Relationship Diagram
- Key Column and Cardinality Check
- Basic Sum, Count, and Ratio Measure Pattern
- Filter Context Demonstration Table
- Source Total and Measure Reconciliation Sheet

Day 4: Build and Share Report Pages

- Chart and Table Selection Guide
- Page Layout and Visual Alignment Grid
- Slicer, Filter, and Cross-Highlight Interaction
- Report Navigation and Accessibility Checklist
- Publish, Share, and Refresh Responsibility Map

Day 5: Practice First-Report Delivery

- Exercise: Repair a Source Table Query
- Exercise: Connect Tables and Check Totals
- Exercise: Assemble a Filtered Report Page
- Exercise: Test Publishing and Refresh Readiness
- Capstone: First Power BI Report Pack

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Practical Exercises

The course uses suggested activities based on sales, service, workforce, and operational tables.

- Suggested activity: connect a source file, correct types and headers, remove errors, and document the applied steps.
- Suggested activity: relate two tables, create basic measures, and reconcile report figures to source totals.
- Suggested activity: arrange visuals, add filters and navigation, and check report readability.
- Suggested activity: prepare a publishing and refresh checklist with owners and review points.

FAQs

Who suits Power BI foundations training, and what does it assume?

New users, business staff, junior analysts, reporting assistants, and managers suit the training. It assumes basic spreadsheet, table, and formula skills.

How does Power BI foundations training differ from advanced Power BI analytics?

Foundation training emphasizes navigation, source preparation, simple relationships, introductory measures, basic visuals, and guided publishing, while advanced analytics adds complex DAX, optimization, analytical features, and larger model design.

What should a first Power BI report include?

A first report should include a defined business question, checked sources, simple relationships, reconciled measures, suitable visuals, usable filters, clear page navigation, and an identified refresh owner.

How should beginners check Power BI report figures?

Beginners should compare row counts and totals with the source, test filters, review blanks and errors, inspect relationship behavior, and record the calculation used for each measure.

What happens when a beginner publishes a Power BI report?

Publishing moves the report to a workspace where access, sharing, refresh, ownership, and later changes require defined responsibilities and checks.

Conclusion

Participants take back a First Power BI Report Pack containing prepared tables, simple relationships, basic measures, report pages, and delivery checks. It changes an unfamiliar reporting task into a repeatable sequence. The pack supports clearer source handling, figure checks, visual choices, publishing, and refresh ownership.