



MFE-IT

Reference: OF/EN/PBI

Microsoft Power BI Desktop Training Course

From Data Analysis to Creating Interactive Reports

Duration: 3 Days | Hours: 21 h

Remote · Sessions guaranteed from 1 registrant · 60% hands-on practice

DESCRIPTION

Power BI is Microsoft's flagship Business Intelligence platform, used by organisations of all sizes to turn raw data into impactful, interactive reports. From a CSV opened on a laptop to enterprise dashboards refreshed from dozens of sources, Power BI scales from personal analysis to corporate BI without changing tools.

This immersive 3-day training equips participants with the end-to-end skills needed to transform raw data into impactful, interactive reports using Microsoft Power BI. Beginning with foundational concepts and data transformation, the course dives into advanced modelling, visualisation techniques and securely sharing insights across the organisation. Through hands-on labs and real-world case studies, learners gain confidence in building dashboards that inform decisions, enforce data access controls and embed analytics within business processes.

LEARNING OBJECTIVES

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

- Connect, clean and transform data from diverse sources
- Model data following best practices for performance and scalability
- Create compelling visualisations and dashboards
- Use DAX to build custom metrics and measures
- Apply row-level security and share reports safely
- Leverage collaboration and distribution features in the Power BI service

PREREQUISITES

- Comfortable with Excel basics (formulas like SUM, AVERAGE, IF; pivot tables)
- No prior experience with Power BI required — the course starts from fundamentals

Because each participant is unique, a personalised interview is systematically organised in advance with our expert to design a training programme perfectly aligned with their objectives, level and professional challenges.

TARGET AUDIENCE

Professionals in analytics, reporting and business intelligence, and anyone who wants to leverage data to drive better decisions.

DETAILED PROGRAMME

The training alternates between theoretical input and hands-on practice (approximately 60% of the time). Modules are built around practical exercises based on real-world business use cases.

Module 1 – Foundations and Data Preparation (Day 1)

- Introduction to Power BI: Desktop and Service
- Data connection and extraction from multiple sources
- Power Query for data cleaning and transformation
- Data modelling basics: relationships and star schema
- Lab: import sample datasets, clean and structure data

Module 2 – Visualisation and DAX Introduction (Day 2)

- Building reports and dashboards
- Interactive features: filters, slicers, drill-down
- Best practices in formatting and visual design
- Introduction to DAX: measures vs calculated columns
- Lab: design an interactive report; build simple measures (SUM, AVERAGE, IF)

Module 3 – Sharing, Security and Optimisation (Day 3)

- Publishing to the Power BI Service
- Workspaces and sharing models
- Row-Level Security (RLS): design and testing
- Integration with Excel: Analyze in Excel
- Lab: deploy a report, assign roles, test security views, connect with Excel

TEACHING METHODS

Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (except in cases of force majeure).

Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: contact@mfe-it.com.

PRACTICAL INFORMATION

Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops
- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

Benefits for Participants

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

Benefits for the Organisation

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts