XCELERATE TRAINING INSTITUTE

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INFORMATION TECHNOLOGY

Power BI for Business Reporting Training Course

Turning Data into Interactive Dashboards and Clear Business Insights

DURATION	LANGUAGE	FORMAT	COURSE CODE
5 days	English or Arabic	Classroom / Online	TTC-103

Upcoming dates

Dates	Venue	Format	Fee
18 – 22 Jan 2027	Madrid	Classroom	€4,800
22 – 26 Mar 2027	Manama	Classroom	€3,800
3 – 7 May 2027	Paris	Classroom	€4,800
12 – 16 Jul 2027	Singapore	Classroom	€5,500
20 – 24 Sep 2027	Amman	Classroom	€3,800
22 – 26 Nov 2027	Amsterdam	Classroom	€4,800

Register or ask a question

Online: x8ti.com/course/power-bi-for-business-reporting-training-course/

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Power BI for Business Reporting Training Course

Introduction

Managers expect up-to-date dashboards instead of static spreadsheets. Microsoft Power BI allows professionals to connect data from many sources, clean it, model it and present it in interactive reports that update automatically.

This hands-on course takes participants from first steps to confident report building. Participants learn data preparation with Power Query, data modelling, DAX measures, visual design and sharing, using business examples from finance, HR, sales and operations.

Learning Objectives

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

- Connect Power BI to Excel, databases and other data sources
- Clean and transform data with Power Query
- Build effective data models and relationships
- Write essential DAX measures and calculations
- Design clear, interactive dashboards
- Publish, share and secure reports in the Power BI Service

Training Methodology

This course combines short expert presentations with practical exercises, case studies from the Gulf and international organisations, group discussions and work with real templates and tools. Participants are encouraged to bring examples from their own work so that the learning can be applied immediately.

Every topic is practised in Power BI Desktop on business datasets, ending with a complete dashboard project.

Benefits for Your Organisation

- Faster, automated management reporting
- One reliable version of key figures
- Better data-driven decisions
- Less time spent on manual spreadsheets
- Self-service reporting capability in teams

Benefits for You

- Practical Power BI skills from day one
- A finished dashboard for your portfolio
- Strong data analysis and visualisation skills
- Higher value in any business role
- Foundation for advanced analytics learning

Who Should Attend

This course is designed for:

- Financial and business analysts
- Managers who prepare or use reports
- HR, sales and operations professionals
- Excel users moving to dashboards
- Reporting and MIS specialists

Course Outline

Day 1: Power BI Fundamentals

- Power BI Desktop, Service and mobile apps
- Connecting to Excel, CSV and databases
- Introduction to the report canvas
- First visuals and filters
- Report design principles

Day 2: Preparing Data with Power Query

- Cleaning and shaping data
- Merging and appending tables
- Unpivoting and transforming columns
- Handling errors and data types
- Refreshable data preparation steps

Day 3: Data Modelling and DAX

- Star schema and relationships
- Calculated columns versus measures
- Essential DAX functions
- Time intelligence: year-to-date and comparisons
- Calculating KPIs and ratios

Day 4: Dashboard Design

- Choosing the right visual for each message
- Interactive slicers, drill-down and tooltips
- Bookmarks and navigation
- Designing for executives
- Mobile layouts

Day 5: Sharing and Governance

- Publishing to the Power BI Service
- Workspaces, apps and sharing
- Scheduled refresh and gateways
- Row-level security

- Final project: complete business dashboard

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Registration Form

Power BI for Business Reporting Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

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Payment

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Register online
Open the course page