



COURSE SYLLABUS

Microsoft Power BI for Excel

Move a recurring Excel report into Power BI: acquire and shape data, build a model, create visuals, publish and share, and send refreshable data back to Excel.

\$900 per person

9 course hours (on-demand video and labs) plus 1 hour of coaching

On-demand asynchronous training with online support, plus 1 hour of coaching.

Microsoft Power BI for Excel

Move a recurring Excel report into Power BI: acquire and shape data, build a model, create visuals, publish and share, and send refreshable data back to Excel.

Credential type	Certificate, issued by We Can Code IT
Clock hours	10 (9 course hours plus 1 hour of coaching)
Price	\$900 per person
Time	9 course hours (on-demand video and labs) plus 1 hour of coaching
Delivery	On-demand asynchronous training with online support, plus 1 hour of coaching.
Credential	Certificate of completion from We Can Code IT
Who it is for	This course suits Excel-heavy staff in finance, operations, and sales operations who have been asked to move a recurring Excel report into Power BI.
Prerequisites	You are comfortable building Excel worksheets; PivotTable experience is helpful but not required; No prior Power BI experience is needed
Requirements	Requires a Windows PC; Power BI Desktop (free, Windows only); Microsoft Excel for Windows with Power Pivot, part of a paid Microsoft 365 or Office licence; Publishing, sharing, and Analyze in Excel need a paid Power BI Pro or Premium Per User licence or a Fabric capacity

About this course

This course is a bridge for people who already work in Excel every day. You will bring existing workbooks, Power Query queries, and Power Pivot models into Power BI, then shape the data, replace lookups with relationships, and rebuild a familiar report as an interactive Power BI page. You will finish by publishing and sharing it, and by giving colleagues who stay in Excel a refreshable workbook connected to your data.

What you will be able to do

- You will be able to import an Excel workbook, including its Power Query queries and Power Pivot model, into Power BI Desktop.
- You will be able to clean Excel tables, ranges, and CSV files in Power Query instead of by hand.
- You will be able to replace VLOOKUP and SUMIF logic with model relationships and a simple measure.
- You will be able to rebuild a PivotChart report as a Power BI page with slicers.
- You will be able to publish a report to a workspace, pin a dashboard tile, and share it.
- You will be able to connect Excel to a published Power BI semantic model with Analyze in Excel.

Syllabus

Module	Hours
1. From Workbook to Power BI What changes from Excel, Importing an Excel workbook, Bringing in Power Query and Power Pivot. Lab: You will import an existing Excel workbook into Power BI Desktop and review what came across.	1.5 h
2. Acquire and Shape Data Excel tables and ranges, CSV files, Power Query cleaning steps, Repeatable refresh. Lab: You will replace a manual monthly clean-up routine with a Power Query that refreshes in one click.	2 h
3. Model It Relationships instead of VLOOKUP, Lookup and data tables, A first measure instead of SUMIF. Lab: You will connect three tables with relationships and write a measure that replaces a SUMIF column.	1.5 h
4. Visualize Core visuals, Slicers, Rebuilding a PivotChart report. Lab: You will rebuild a PivotChart report as a Power BI page with slicers.	1.5 h
5. Publish and Share Workspaces, Dashboard tiles, Share links. Lab: You will publish your report, pin a key visual to a dashboard, and share it with a colleague.	1.5 h
6. Back to Excel Analyze in Excel, Refreshable Excel workbooks, Supporting colleagues who stay in Excel. Lab: You will build a refreshable Excel PivotTable that connects to your published Power BI data.	1 h
Coaching sessions 1 hour of coaching. One-on-one or small-group coaching, scheduled with your coach.	1 h

Live online or in-person sessions are available for an additional fee. Email admissions@wecancodeit.org for details.

Provider

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