



COURSE SYLLABUS

Microsoft Power BI Interactive Data Visualizations

Turn CSV, TXT, Excel, and database data into reports and dashboards in Power BI Online by merging, grouping, summarizing, and calculating in Power BI Desktop.

\$595 per person

6 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 Interactive Data Visualizations

Turn CSV, TXT, Excel, and database data into reports and dashboards in Power BI Online by merging, grouping, summarizing, and calculating in Power BI Desktop.

Credential type	Certificate, issued by We Can Code IT
Clock hours	7 (6 course hours plus 1 hour of coaching)
Price	\$595 per person
Time	6 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 business managers, team leads, project managers, and analysts whose data lives in system exports, spreadsheets, and text files.
Prerequisites	Excel familiarity, including PivotTables; No prior Power BI experience is needed
Requirements	Requires a Windows PC; Power BI Desktop (free, Windows only); A Microsoft work account with access to Power BI Online; Course data files and a sample database connection supplied by WCCI

About this course

This course takes you from scattered exports and text files to an online dashboard. You will bring CSV, TXT, and Excel files and a database table into Power BI Desktop, then merge, group, summarize, and calculate to get the numbers you need. You will build a report with slicers and publish a dashboard in Power BI Online that your team can use.

What you will be able to do

- You will be able to explain how Power BI Desktop and Power BI Online work together.
- You will be able to import CSV, TXT, and Excel files with the correct delimiters, headers, and data types.
- You will be able to connect to a database table or view and choose between import and DirectQuery.
- You will be able to merge queries, group and summarize data, and add simple calculated columns and measures.
- You will be able to build a report with slicers and publish a dashboard in Power BI Online.

Syllabus

Module	Hours
1. Power BI Desktop and Power BI Online Power BI Desktop, Power BI Online, How the two connect. Lab: You will open a finished report in Desktop and find the same report in Power BI Online.	0.5 h
2. Bring in CSV, TXT, and Excel Files Delimiters and headers, Data types, Excel worksheets, Repeatable imports. Lab: You will import a CSV export, a TXT file, and an Excel worksheet and set them up to refresh.	1 h
3. Connect to a Database SQL tables and views, Import mode, DirectQuery in plain terms. Lab: You will connect to a sample database view and add it alongside your file data.	1 h
4. Merge, Group, and Summarize Merge queries, Group By, Calculated columns, Simple measures. Lab: You will merge your file and database data, group it by region and month, and add totals and averages.	1.5 h
5. Build the Report Core visuals, Slicers, Summary page. Lab: You will build a one-page summary report with slicers for date and region.	1 h
6. Publish and Build a Dashboard in Power BI Online Publishing, Dashboard tiles, Mobile view. Lab: You will publish your report, build a dashboard in Power BI Online, and check its mobile layout.	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

We Can Code IT, LLC, 26300 Cedar Rd, Suite 1105, Beachwood, OH 44122. Registered with the Ohio State Board of Career Colleges and Schools, Registration No. 15-03-2064T. Contact: admissions@wecancodeit.org. Syllabus version 2026-10-10.