



COURSE SYLLABUS

Data Analysis Using Power BI Desktop - Level 1 - Report Builder

Learn to build, filter, and share interactive Power BI reports and dashboards from a prepared data model, from Power BI Desktop through to the Power BI service.

\$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.

Data Analysis Using Power BI Desktop - Level 1 - Report Builder

Learn to build, filter, and share interactive Power BI reports and dashboards from a prepared data model, from Power BI Desktop through to the Power BI service.

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 business users, team leads, and analysts who need to build and share reports from data that someone else has prepared.
Prerequisites	Basic Excel and web browser skills; 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 the Power BI service; Publishing to a shared workspace and sharing apps need a paid Power BI Pro or Premium Per User licence or a Fabric capacity

About this course

This is a report builder's course. You will work from a prepared data model, learn how its tables and relationships fit together, and build a multi-page report in Power BI Desktop with filtering and drill-down. You will then publish it to the Power BI service, assemble a dashboard, and share it with the right people.

What you will be able to do

- You will be able to read a Power BI data model and explain how its tables and relationships affect a report.
- You will be able to connect to a prepared workbook or model and correct data types and field names.
- You will be able to build a formatted multi-page report with visuals chosen to fit the question being asked.
- You will be able to set up the filter pane, visual interactions, drill-down, and buttons so readers can explore a report.

- You will be able to publish a report to the Power BI service and build a dashboard from pinned tiles and Q&A.
- You will be able to share a report or app and control who can see it.

Syllabus

Module	Hours
1. What a Report Builder Does Power BI Desktop and the Power BI service, Tables and relationships, Reading a data model. Lab: You will open a prepared model and trace how a relationship changes the numbers in a simple visual.	1 h
2. Light Data Shaping Connecting to a prepared workbook, Fixing data types, Renaming fields. Lab: You will connect to a prepared workbook and tidy its types and names so the fields are ready for reporting.	1 h
3. Build the Report Choosing visuals, Formatting, Multi-page report narrative. Lab: You will build a three-page report that tells a clear story from summary to detail.	2 h
4. Report Actions and Filtering Filter pane, Visual interactions, Drill-down, Buttons. Lab: You will add filters, drill-down, and navigation buttons so a reader can move through your report.	1.5 h
5. Publish and Build a Dashboard Publishing to the service, Pinning tiles, Q&A, Refresh basics. Lab: You will publish your report and build a dashboard from pinned tiles and a Q&A tile.	2 h
6. Share It Share links, Apps, Controlling who sees what. Lab: You will share your dashboard with a colleague and package the report as an app.	1.5 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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