Digital Skills

Introduction to Power BI

Course Details

Price

£435.00

CPD Points

7.00

Length

2 half days (09:00-12:30)

Course Overview

Power BI is a powerful suite of business analytics tools that enables you to connect to hundreds of data sources, simplify data prep, and drive ad hoc analysis.

This course is designed to take delegates from a beginner to a confident user capable of building interactive, professional dashboards. Over two half-day sessions, delegates will learn how to automate the "boring" parts of data cleaning so that they can spend more time on what matters: finding insights and telling compelling data stories.

Content

Session 1: Data Foundations & the Power Query Editor

- Introduction to the Ecosystem: Understanding the roles of Power BI Desktop, service and mobile
- Data Connectivity (Extract): Connecting to Excel, CSVs, and Web sources

- The Power Query Editor (Transform): Mastering data cleaning—filtering, replacing text, trimming, and changing data types
- Data Modeling: Learning to pivot, group, and merge queries to build a "Star Schema" data model

Session 2: Analysis, Visualisation & Storytelling

- DAX Essentials: The difference between calculated columns and measures
- Calculations: Using DAX (Data Analysis Expressions) to perform dynamic, aggregated calculations
- Visualisation Principles: Choosing the right chart (bar, line, map, gauge) for your specific message
- Storytelling with data: Building interactive reports with slicers and filters that engage stakeholders
- Publishing (Load): Sharing your reports to the Power BI service for collaboration

Benefits

- Efficiency: Automate repetitive manual data cleaning tasks using Power Query
- Accuracy: Reduce manual errors by creating a "single source of truth" for your business data
- Interactive insights: Move beyond static tables to dynamic dashboards that allow users to "drill down" into the details
- Better decisions: Learn to present data in a way that highlights trends, outliers, and actionable insights

Prerequisites

Delegates must have their own personal or work laptop with Power BI installed, and a Power BI license.

Familiarity with Microsoft Excel (e.g., understanding of tables and simple formulas) is also strongly advised.

Next Steps

If you would like to book a place on this course please click on the 'Book Course' button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the 'Register Interest' button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Katie Inder

Katie is the founder of a Guernsey-based data consultancy, working with organisations to turn data into clear insight, better decisions, and real-world impact. Her experience spans data analytics, visualisation, data strategy, and the practical application of AI in business. She is a board member of the Chamber of Commerce and Innovate Guernsey, where she supports initiatives focused on innovation, technology adoption, and future skills. Katie is passionate about upskilling the local workforce with data and AI skills, and her training style is practical, engaging, and focused on helping learners confidently apply what they've learned in their roles.