

Microsoft Power BI and Teams 365 Level 1 Course

Outline

Duration: 1 Day

Transform your raw data into visually stunning, interactive dashboards with Microsoft Power BI and Teams. Learn how to share your insights seamlessly by integrating Power BI into Teams, enabling your team to collaborate, analyse, and uncover new opportunities. With this Power BI and Teams training course, you'll harness the full potential of Office 365 applications to boost your productivity and impact.

What You'll Learn

- Build professional Power BI dashboards from raw data
- Clean and model data effectively for impactful reporting
- Share Power BI dashboards using Teams for collaborative insights
- Customise Teams to enhance communication and project management
- Integrate Power BI into Teams for seamless data sharing

Course Prerequisites

This course is ideal for Office 365 users looking to master Power BI and Teams integration. Delegates should:

- Have a basic understanding of Excel and navigating Office 365 apps
- Be comfortable with importing data and working with simple reports
- Be familiar with using a PC, Mac, or equivalent interface device

Full Course Outline

Microsoft Office 365 Power BI

Understanding Power BI desktop vs online versions
Installing Power BI and setting up your workspace

Working with Data

Importing and cleaning data for reports
Transforming data and fixing errors

Creating Reports

- Building bar charts, matrices, and cards
- Filtering and navigating reports effectively

Data Modelling

- Relating tables and understanding data models

Sharing Power BI Data

- Publishing reports and dashboards
- Viewing and sharing insights on the Power BI mobile app

Microsoft Office 365 Teams

- Teams Basics
- Sending messages and creating announcements
- Managing teams, channels, and apps

Teams Meetings

- Scheduling meetings with online links
- Using screen sharing, recording, and transcribing tools

Teams and Power BI Integration

- Adding Power BI as a Teams tab
- Sharing dashboards for collaborative analysis

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.