

Power BI KPI Reporting Workshop: Prerequisites and Curriculum



About the Workshop

This Power BI KPI Reporting Workshop provides hands-on training in building professional KPI dashboards designed for executive reporting and business decision-making. You'll learn how to create interactive KPI cards, build dynamic dashboards with slicers, and develop essential DAX measures used by business analysts, including Year-over-Year (YoY), Year-to-Date (YTD), Month-to-Date (MTD), variance, and other key performance metrics.

By the end of the workshop, you'll have a polished KPI dashboard that demonstrates your ability to analyze business performance and communicate meaningful insights using Power BI.

Prerequisites

Windows Operating System or Macbook Parallel System

Office 365

Topics Covered

Import data from a single Excel workbook into Power BI

Create professional KPI cards for executive reporting

Build interactive dashboards using slicers and filters

Design clean, executive-ready dashboard layouts

Create essential DAX measures for business reporting

Calculate Year-to-Date (YTD), Month-to-Date (MTD), and Year-over-Year (YoY) metrics

Build variance and variance percentage calculations

Create key business metrics including totals, averages, counts, and distinct counts

Use CALCULATE and FILTER to create dynamic KPI measures

Format KPI cards using conditional formatting and visual best practices
