

Before your Further Power BI course

A few minutes of preparation means we spend the whole day learning.

Organiser and IT

- ☐ Every delegate has a working computer for the day, switched on and able to log in before we start.
- ☐ Power BI Desktop (free from Microsoft) is installed on every computer. Installing it can need administrator rights, so ask your IT team in good time.
- ☐ Delegates can sign in to Microsoft 365 and use SharePoint, where we save the practice files.
- ☐ Each delegate has a Power BI account. A free Power BI licence is enough to take the training. If you have any questions about licences, ask me.
- ☐ Practice files are zipped and emailed to delegates, or shared via SharePoint. Check that delegates can receive and open zipped files.
- ☐ Confirm what refreshments and lunch are provided. Delegates may need to bring their own lunch.
- ☐ For live online courses: a stable internet connection, a headset or speakers and, ideally, a second screen so delegates can follow along.

Each delegate

- ☐ You already have a solid understanding of Power BI, for example from An Introduction to Power BI.
- ☐ Your course workbook and practice files are provided.
- ☐ Bring some of your own data if you can. We finish by working with it.
- ☐ Think about what you most want to fix or learn. Real workplace questions are always welcome.
- ☐ Let me know in advance about any access needs.

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