

Microsoft Power BI

Level 1

Duration: 1 Day



PREREQUISITES

- There are no prerequisites for this course.

SUMMARY

- This 1-day course covers the essential skills in Power BI: Connecting, Extracting & Loading data into the Data Model, then Visualising it with a rich set of Graphics, Charts and Dashboards.

LEARNING OUTCOMES

- Produce visually compelling, intuitive dashboards & presentations of your corporate data with Power BI
- Blend data from multiple sources into a single data stream for analysis
- Create basic 'aggregates' and 'calculated columns' and use them to manipulate data in the data model
- Build various reports / dashboards using the extensive range of charting tools
- Share reports / dashboards with colleagues and people outside of the organisation

COURSE CONTENT

An Overview of Power BI

- What is Power BI?
- Why Power BI?
- The Building Blocks of Power BI
- Power BI Updates

Creating a Report with Visualisations

- Creating a Visualisation
- Interacting with Visualisations
- Changing the Visualisation Type
- Moving and Resizing Visualisations

The Power BI Desktop Interface

- Views: Report, Data, Relationships
- Overview of Query Editor
- Fields Pane
- Visualisations Pane
- Query Pane

Doing More with Visualisations

- Formatting Visualisations
- Viewing Visualisation Data
- Using Focus Mode and Spotlight
- Understanding Interactivity Between Visualisations

Connecting to Data Sources with Power BI Desktop

- Connecting to an Excel Workbook
- Connecting to a CSV File
- Optional: Connecting to an Access Database
- Optional: Connecting to a SQL Database
- Viewing Connection Options
- Managing Data Sources
- Refresh Report

Using Data View

- Formatting Data
- Managing Columns
- Sorting Table Data
- Filtering Table Data

Creating Calculated Columns

- What is DAX?
- Creating New Calculated Columns



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POWER BI, LEVEL 1: COURSE CONTENT CONTINUED...

Working With Aggregates

- Using the Aggregates: SUM, COUNT, AVERAGE, MIN, MAX
- Setting/ Removing Default Aggregates
- Renaming & Formatting Aggregates

Managing Report Pages

- Navigating Through Pages
- Adding & Deleting Pages
- Duplicating Pages
- Renaming Pages
- Changing Page Order

Working With Dates

- Adding Dates to Visualisations
- Using Date Hierarchies

Applying Criteria

- Static (to Specific Visualisation, a Page, the Entire Report)
- Variable (Using Slicers)



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