

IT & Systems

Course Name

Microsoft Power BI Introduction

Course Description

This two-day course goes beyond just the basics and includes a comprehensive look at using Power BI Desktop, as well as Microsoft's Power BI Pro online service.

With Power BI, you get a report authoring tool that enables you to connect to and transform data from a wide variety of sources. With the use of DAX calculations and a comprehensive range of visualizations, you can then produce detailed reports.

The reward is to then be able to share those reports with your team inside or outside of your organisation, simply by publishing them to Power BI online service. This course allows you to gain a thorough understanding of the complete Power BI cycle by working with real-world examples and will equip you with the necessary skills to start applying your knowledge straight away.

1. Getting Started

The Power BI Process

Launch Power BI Desktop

The Four Views of Power BI

Create Report Visuals

2. Getting Data

Connect to Data Sources

Connect to an Excel File

Connect to a CSV File

Connect to a Database

Connect to a Web Source

Connect to a Folder of Files

Create a Data Table

3. Transform and Append Data

Clean Data in the Query Editor

Remove Rows by Filter

Replace Values, Query Data Types

Data Type Detection, Add a Custom Column

Append Data to a Query, Add an Index Column

Resolve Error Issues

Perform Basic Math Operations • The Power Query Editor

Fill Data Up and Down

Split Column by Delimiter

Add Conditional and Custom Columns

A Simple Column Merge

4. Pivot and Unpivot Data

Pivot Data in Power Query

Pivot and Append Data

Pivot but Don't Summarise

Unpivot Data

Append Mismatched Headers

5. Manage Table Relationships

Merge Queries

Table Join Kinds

The Merge Process

6. Group Data in Power Query

Group Rows in a Table

7. Build a Data Model

Relate Tables in a Data Model

Cardinality

Data modelling schema

Filter Flow

Table joins

Hide in Report View

8. Dax Calculated Columns

Create Calculated Columns
 Calculated columns best practice
 Dax Syntax
 Common function categories 9. Introduction to DAX Measures
 DAX Rules
 Turn off Field Summarisation
 The COUNTROWS Function
 The DISINCTCOUNT Function
 The CALCULATE Function
 The SUMX Function
 When to Use SUMX vs. SUM 10. Introduction to Time Intelligence
 Standard Calendar vs. Custom Calendar
 Calendar: A Special Lookup Table
 Mark a Calendar as a Date Table
 Time Intelligence Functions
 The TOTALYTD Function 11. Create Report Visualizations
 Create and Format Visuals
 Create a Map Visual, Create a Chart Visual
 Format Map and Chart Visuals
 Create Table, Matrix and Card Visuals
 KPI, Gauge, Waterfall visuals
 Format Table visuals
 Control a Visual's Number Format
 Use Slicers to Filter Data
 Sync Slicers Across Pages
 Visuals from the Marketplace
 Export Report Data to Excel 12. Hierarchy, Groups and Conditional Formats
 Create a Hierarchy to "Drill" Data
 Compare Data in Groups
 Add Conditional Formatting 13. Publish and Share Your Report Online
 Publish to the Online Power BI Service
 Get Reports from Power BI Service
 Get Quick Insights
 What is Q&A?
 Share your Report 14. Apply your learning
 Post Training Exercise When requesting this course you MUST have Power BI downloaded and installed on your computer. If you do not have Power BI installed you will not be able to partake in the course.
 To enable you to get the most from this learning experience you must have read the DAX information sent to you prior.

Audience

A good understanding of Excel is required, specifically Pivot Tables, IF Statements, NESTED IF, VLOOKUPS, SUMIF, SUMIFS. Also, an understanding of Relational Database Technologies may be beneficial. The main pre-requisite is to have a good understanding of your business's need to collect, cleanse, analyse and deliver insights and visualisations of your business data.

Duration: 2 Days Day(s) **Class Size:** 8

Competence Name Awarded

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Course Code

Prerequisite Name

Prerequisite Short Code

Skills Assessment Scheme Regime

Course Type



Face to Face

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