Microsoft Power BI Training

Duration: **2 Day**

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Overview

Power BI Desktop is part of the suite of tools from Microsoft which enable data to be analysed and published from a variety of sources. With Power BI Desktop, you get a report authoring tool that enables you to connect to and query data from different sources using the Query Editor. From the datasets you build with Query Editor you can create Reports and Visualizations or dashboards within Power BI Desktop. Reports can then be published. This course covers the use of Power BI Desktop to connect to data, create Visualizations, query the data and publish reports.

Prerequisites

There are no prerequisites for this course.

Who Should Attend

- Anyone who needs to work with data in order to connect to, process, analyse in order to produce suitable output at all levels within an organisation.
- It is assumed that attendees on the course are already working with data, are familiar with charts and PivotTable concepts. You will be either an Experienced IT or non-IT business users perhaps with some query writing skills or a data analysis role.

What You Will Learn

- Power BI Desktop Concepts and Main Features
- Data Sources compatible with Power BI Desktop
- Connecting to Data with Power BI Desktop
- Explore Data Visualizations
- Apply Common Query Tasks to Shape Data in Power BI Desktop
- Create and publish Reports

Outline

Getting Started with Power BI Desktop

- Power BI Concepts and Overview
- Introduction to Main Features
- Imports
- Visualizations
- Filters and Queries
- Reports

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Connecting to Data Sources with Power BI Desktop

- Data Sources Power BI Desktop will connect to
- Data Types and Properties in Power BI Desktop
- Import and Enter Data
- Get Data and Query Editor
- Introducing the Query Editor
- Using the Query Editor to Connect to Data
- Combining Data Sources as a Mash Up
- Working with Relationships in Data

Data Visualizations

- Overview of Data Visualizations
- Tables and Matrix Views
- Applying Conditional Formats
- Charts
- Interactive Data and Date Slicers
- Drill Visualizations to see underlying data
- Create Reusable Field Hierarchies
- Record Grouping and Binning in Visualizations
- Drill Visualizations with using Dates
- Clustering
- Analytics and Forecast Lines in Visualizations
- Creating Role Based Views
- Data Categories, Geo-Data and Maps

Querying and Shaping the Data

- Common Activities using Query Editor
- Filters
- Transforms
- Pivot and Group By
- Creating Custom Calculated Columns
- Adding Conditional Columns
- Introduction to DAX Expressions
- Histograms

Reports and Output Options

- Report Elements and Options
- Working with Pages
- Adding Graphics
- Visual and Filter Settings
- Export Power BI Data to CSV
- Create a Power BI Template