

Course Outline

Microsoft Power BI Service – Sharing & Admin

Duration: 1 day



What this course will do for you:

Microsoft Power BI is a powerful system that can provide companies with many insights to their data but that data is of no use locked with an individual. To get the best from the many reports and dashboards that can be created with Power BI they need to be shared. This course looks at how that sharing can be accomplished, and the benefits of different sharing methods. Once the data can be shared the administration of that data becomes important. This course also looks at the admin function within Power BI, the security and auditing options and how they should be used.

Attendees should have a basic understanding of Power BI Service.

What you will learn: -

● **Publishing to Power BI Service**

Publish your Report to PowerBI.com.
Creating Dashboards.
How to Share your Interactive Power BI Dashboards with people both inside and outside your organisation.
Using Quick Insights.
Using Q & A for interactive data searching.

● **Importing Data into Power BI Service**

Connecting to a variety of cloud based data sources including OneDrive, Google Analytics, SQL Database, Web sites.

● **Apps & Groups**

Benefits of using Apps and Groups
Creating Groups to restrict access to Dashboards
Creating Organisation Apps
Using and Managing Apps

● **Data Refresh**

Manually refreshing data.
Installing and using Personal Gateway.
Installing and using the Enterprise Gateway.
Creating a Scheduled Refresh.

● **Free Pro or Premium**

Looking at the different Power BI licences
Benefits and issues of the different licensing types

● **Administration and Security**

Administration options in Power BI
Managing data movement
Auditing and Security

● **Using Power BI on Mobile Devices**

Understanding the mobile client.
Tablet clients –Windows 10, iPad and Android.
Differences between iPhone, iPad and Android clients.