

Course Outline

Microsoft Power BI Desktop & Service

Duration: 2 days



What this course will do for you:

Power BI is a cloud-based business analytics service that gives you a comprehensive view of your most critical business data. You can monitor the health of your business by creating rich interactive reports with Power BI Desktop and publish your reports to the cloud using PowerBI.com. You can then create powerful interactive dashboards that can be accessed via native Power BI Mobile apps. It's easy, fast, and free. By attending our 2-day Microsoft Power BI course, you will learn how to create the visualisations that allow you to stay up to date with the information that matters to you.

What you will learn:

- **What is Microsoft Power BI?**
Understanding the Power BI environment.
- **Exploring Power BI Desktop**
*Working with the Fields and Visualisations Panes.
Using Report View to create visualizations.
Using Data View to sort and format data.*
- **Understanding Data Sources in Power BI Desktop**
*Importing a variety of data sources into Power BI Desktop.
Connecting to Excel Workbooks, Access Databases and CSV files.*
- **Visualisations Workshop using Power BI Desktop**
*Adding visualisations to the Report Canvas.
Understanding and controlling interactions between visualisations.
Using Drilldown and Drill Through on visualisations
Creating and using Hierarchies.
Understanding Summarization options
Importing Custom Visualisations.
(Course attendees can practise creating and designing a variety of the many interactive visualisations available in Power BI).*
- **Creating a Data Model in Power BI Desktop**
*Understanding the Data Model.
Using Relationships View.
Creating Many-to-One relationships.
Understanding Filter Propagation.*
- **Introduction to DAX in Power BI Desktop**
*Exploring the importance custom calculations within the data model.
Creating Calculated Column
Creating simple Measures to summarise data
Using CountRows and DistinctCount Functions.
Advanced DAX functions: SUMX and CALCULATE.
Time Intelligence Functions.*
- **Using Queries in Power BI Desktop**
*Understanding the role of Queries in data import.
Understanding Extract, Transform & Load (ETL).
Exploring a variety of data transformations.
Working with Applied Steps
Using the UnPivot transformation
Appending CSV and XLSX files using connect to Folder*
- **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 organization.
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
Connecting to Cloud based Apps*
- **Data Refresh**
*Manually refreshing data.
Installing and using Personal Gateway.
Installing and using the Enterprise Gateway.
Creating a Scheduled Refresh.*
- **Using Power BI on Mobile Devices**
*Understanding the mobile client.
Tablet clients –Windows 10, iPad and Android.
Differences between Iphone, iPad and Android clients.*