

MICROSOFT POWER BI INTRODUCTION

Learn how to connect your data, transform and cleanse data automatically, build powerful interactive visuals that provide actionable insights and embed these online.



Prerequisites

Participants will need to be familiar with Excel to an intermediate level including a basic understanding of charts and pivot tables. No previous experience with Power BI is required, however, it is recommended you try it out before you attend.

Expected outcomes

- Gain insight into business intelligence and how to navigate Power BI
- Data modelling in Power BI including creating calculated tables and working with time based data
- Create a range of visualisation including a range of charts, tables, matrixes and maps
- Create and modify an interactive dashboard
- How to publish and share your data

Getting started

- Introducing Power BI
- The building blocks of Power BI
- Overview Power BI Service, Desktop, Mobile

Getting data and creating reports

- Getting started with Power BI Desktop
- Upload Excel data to Power BI
- Creating a Report
- Navigating a Report
- Publish a Report
- View a Published Report in Power BI Service
- Connect to data sources in Power BI Desktop
- Clean and transform your data with the Query Editor
- Cleaning irregularly formatted data

Modelling in Power BI

- Introduction to modelling your data
- Manage your data

relationships

- Create calculated columns
- Optimising data models
- Create simple DAX measures

Create visualisations

- Create a Bar chart
- Create a Pie chart
- Create a Treemap
- Create Combination charts
- Slicers
- Matrixes and tables
- Create a gauge visualisation

Modify visualisations and reports

- Modify colours in charts and visuals
- Adding shapes, text boxes and images
- Page layout and formatting
- Group interactions among visualisations
- Duplicate a report page
- Visual hierarchies and drill-down

Publishing and sharing

- Publish Power BI Desktop reports
- Print and export dashboards and reports
- Share reports and dashboards

Power BI Service - create and view dashboards

- Introduction to the Power BI Service
- Pin visualisations to a dashboard
- Create and configure a dashboard
- Share dashboards with your organisation
- Display visuals and tiles full-screen
- Display dashboard in full screen

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Who should attend

Anyone wanting to create powerful interactive dashboards, chart and a range of visualisations to display data in a user friendly way from a range of sources.