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