



Power BI Desktop

Power BI Desktop is a powerful tool that allows you to connect to, transform, and visualize your data. You can connect to multiple different data sources and combine them into a data model. This course introduces you to Power BI, providing all the tools and skills you need to become confident using this powerful reporting platform.

Who is it for?

This course is designed for people who are familiar with Microsoft Office applications and who need to connect, process, and analyse data to produce suitable output at all levels within an organisation.

Objectives:

By the end of this course users will be able to:

- Understand Power BI Desktop concepts and its key features
- Know compatible data sources
- Connect to data with Power BI Desktop
- Work with data visualizations
- Shape data using queries
- Create and publish reports

Prerequisites:

- This course is suitable for confident Excel users who ideally are familiar with charts and PivotTable concepts.

Duration: 2 days

Power BI Desktop overview

- Power BI concepts and overview
- Introduction to key features
- Imports
- Visualizations
- Filters and queries
- Reports

Connecting to data sources

- Which data sources?
- Data types and properties
- Importing and entering data
- Using the query editor to get & connect to data
- Combining data sources
- Working with the data model
- Managing data relationships

Data visualisations

- Tables and matrix views
- Applying conditional formats
- Creating & formatting chart visualisations
- Interactive data and date slicers
- Data drill visualisation tools
- Creating and expanding hierarchies
- Record grouping
- Clustering
- Analytics and forecasting
- Data categories, geo-data, and maps

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Power BI Desktop - Course Outline



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Querying and shaping the data

- Common query types
- Filtering data
- Transforming data
- Pivoting and grouping data
- Creating custom calculated columns
- Adding conditional columns
- Introduction to DAX functions and syntax

Reports and output options

- Creating and saving reports
- Adding and renaming pages
- Adding graphics
- Visual filters
- Setting page and report filters
- Exporting Power BI data
- Creating a Power BI template