



Power BI

Beginner 1 Day Course

Power BI Beginner

- Quick History of Business Intelligence
- Self-service Business Intelligence?
- Introducing the Power BI suite
- The different Power BI products
- Differences between Free versus Pro versions
- Signing up to the Power BI service
- What sources of Data can I use?
- What Online Services can I connect to?
- Connecting to Azure or SSAS databases.

Using Data from an Excel Workbook

- Understanding the data you import
- Converting Data to tables for the Power BI service
- Workbook locations and advantages
- Uploading versus importing data into Power BI service

Working with the Power BI service

- Power BI Service and the Office 365 'waffle' tool?
- Using the Navigation pane?
- Tools and menus in the Interface
- How to navigate the Visualizations and Fields Panes

Creating and Formatting Visualizations

- What are visualizations?
- Creating a Bar Chart Visualization
- Formatting your first visualization for clarity and effective communication.
- Creating a Column Chart Visualization
- Creating a Line Chart Visualization
- Using Focus Mode
- Sorting Data in Visualizations
- Creating a Card Visualization
- Changing the calculation used with a Data Value
- Creating a Table Visualization
- Creating a Matrix Visualization

Working with Formats in a Visualization

- Formatting advice resources
- Formatting Axes
- Formatting Data Labels
- Formatting Titles
- Formatting Sizing and Alignment
- Formatting Data Colours, Backgrounds and Borders

Moving from Visualizations to Reports

- Saving Dataset Visualizations to a Report
- Adding Pages to your Reports
- Renaming Report Pages
- Choosing the right Visualizations
- Re-using Visualizations through copy, paste and alteration
- Creating a Pie-Chart Visualization
- Using Text boxes in a Report
- Using Shapes in a Report

Using Visual Interactions

- Introducing Visual Interaction
- Turning interaction On or Off
- Turning highlight filtering on and off

Working with Filters

- Creating a Slicer tool in a Report
- Using the filters in Reading View and Editing Mode
- Using Visual Filters
- Using Basic and Advanced Visual Filters
- Creating a Top N Filter
- Adding a Page Level Filter
- Saving a Copy of your Report
- Adding a Report Level Filter

Working with Reports

- Printing your Reports
- Export your Report to PowerPoint
- Reusing visualizations as graphics in other Office applications
- The Dos and Don'ts of Publishing your Reports to the Web
- Using an embed code

- Generating a QR code for a published web-page
- Scanning and using a QR code
- Interacting with a Power BI created web-page

Creating Dashboards

- Creating a new Dashboard by pinning a first Visualization
- Pinning Visualizations from Multiple Reports
- Pinning a Live page to a Dashboard
- Adding a Web Content Tile to a Dashboard
- Adding a Title Tile to a Dashboard
- Adding a Link to a Tile in a Dashboard
- Adding an Image Tile to a Dashboard
- Adding a Video Tile to a Dashboard
- Adding a Streaming Content Tile to a Dashboard
- Generating an Alert from a Dashboard Card Tile
- Rename Dashboards
- Favourite Dashboards
- Setting a Dashboard as Featured Dashboard
- Arrange Dashboard Tiles for Mobile Use

Q & A and Quick Insights

- How to make Visualizations in Dashboards using natural language queries
- How to Modify an Existing Q & A
- How to Activate Quick Insights for a Dataset
- How to pin Visualizations from Quick insights to a Dashboard
- How to active Quick Insights from a Dashboard Tile

Power BI Publisher for Excel

- Install Power BI Publisher for Excel
- Power BI Publisher for Excel Ribbon
- Connect to your Power BI Profile from Excel
- Pinning a range from an Excel Workbook to Power BI service.

Product Information



Power BI

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Update pinned range in Power BI service
Connect Excel to Data in Power BI service

Sharing Dashboards

Sharing a Dashboard
Sharing Permissions
Sharing Links
Modifying Access to a shared Dashboard
Generating a QR code to share a Dashboard

Power BI Mobile

Install the Power BI Mobile Apps
Access Sample Dashboards and Reports in the Mobile App
View Reports and Report Pages in Mobile Apps
View Dashboards in Mobile Apps
Use natural language queries in the Mobile app
Making a Dashboard a Favourite in the Mobile App
Annotate and Save a Report Page or Visualization in the Mobile App

Refreshing Your Data

Manually Refresh from a Excel workbook saved on OneDrive
Schedule a Refresh from a Excel workbook saved on OneDrive
Re-importing an Excel Workbook to the Power BI Service

Power BI Desktop

Introducing Power BI Desktop
Connect to a data source
Loading Data from Multiple Sources
Viewing your data
Use Query Editor to clean up the data tables
Remove rows in tables in Query Editor
Promote rows to headers in tables in Query Editor
Format properties of Data as currency, dates and numbers

Create extra tables of data
Examine relationships between tables in Data Model
Create a Relationship through Manage Relationships.
Delete a Relationship.
Create a Relationship by dragging fields.
Create Visualizations in Power BI Desktop

More Complex Visualizations in Power BI Desktop

Create a Bubble Map Visualization
Create a Filled Map Visualization
Create a Gauge Visualization
Use Slicers effectively in Visualizations from a Data Model
Create a Tree Map Visualization
Save a Report as a pbix file
Publish your Report to your connected Power BI service

Using Custom Visual

Access the Custom Visuals Library
Import Custom Visuals
Use a Word Cloud Custom Visual
Import and Format a Chiclet Custom Visual as a Slicer
Import and Format the Enlighten Custom Visual as a Slicer
Import and Format the Countdown Timer Custom Visual
Import and Format the Card with States Custom Visual as an enhanced Card Visualization
Import and Use the Scroller Custom Visual
Import and Use the Enlighten Aquarium Custom Visual

Databases & Power BI

Import a Database to Power BI Desktop
View Relationships between Data Tables in an imported database
Create Visualizations from an imported Database.

Design business insight visualizations in Power BI Desktop

Working with Data in your Data Model

Creating Calculated Columns within your Data Model
Using Calculated columns in further calculations within your Data Model

Content Samples

Access the Content Samples in the Power BI Service
Work through the Retail Analysis Sample Pack

How to get Help for Power BI

Access the Power BI Blog
Staying current with the Power BI Updates
Access the Power BI Community
Access the Power BI Documentation

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