



Power BI

Beginner Desktop 1 Day Course

Introduction

- A history of Business Intelligence
- The development of Self Service Business Intelligence
- Introducing Power BI
- How does Power BI fit in?
- Introducing the three main tools – Power BI Service, Power BI desktop & Power BI Mobile
- When to use Power BI Desktop
- Free versus Pro
- Signing up to the Power BI online service
- Which sources of Data can I use in Power BI Desktop?
- Content Samples

Power BI Desktop

- Introducing Power BI Desktop
- Which version – 32 or 64 bit
- Starting Power BI Desktop
- Desktop interface
- Ribbon and QAT
- Sign-in and collapse ribbon
- Navigation
- Getting Data and available sources

Using Data from an Excel

Workbook

- Understanding your data
- Importing data from an Excel worksheet
- Excel Tables
- Importing table data from the Excel file
- Saving in Power BI Desktop

Visualisations

- Overview of Visualisations
- Creating and working with Visualisations
- Creating a Bar Chart Visualisation
- Creating a Column Chart Visualisation
- Creating a Line Chart Visualisation
- Some basic formatting of Visualisations
- Consistency of Style

- Focus Mode
- Creating a Card Visualisation
- Giving Cards some impact
- Creating a Table Visualisation
- Creating a Matrix Visualisation

Working with Formats in a Visualisation

- Axes
- Data Labels
- Titles
- Sizing & Alignment
- Data Colours, Backgrounds and Borders

From Visualisations to Reports

- Adding Pages to your Reports
- Renaming Pages
- Re-using Visualisations
- Building a Narrative in your report
- Editing & Reading Modes
- Pie Chart Visualisations
- Text Boxes
- Shapes

Using Visual Interactions

- Introducing Visual Interaction
- Turning Interaction On or Off
- Interacting by Filtering, Highlighting or None

Working with Filters

- Creating a Slicer
- Filtering in the Visualisation pane
- Creating a Visual Field filter
- Creating a Top N Filter
- Adding a page level Filter
- Creating pages from page level filters
- Add a report level Filter

Working with Desktop Files

- Introduction to PBIX files
- Credentials
- Save a Desktop file as pbix
- Power BI Templates
- Refresh data from a template
- Generate a data source error

Q & A

- Making Visualisations with natural language queries
- Enabling Q&A in Power BI Desktop
- Create a Visual using Q&A
- Add categories to the Q&A expression
- Add conditions to Q&A
- Add grouping to the Q&A
- Specify a visual type

Refreshing your Data

- Refreshing your Datasets
- Contents of a Power BI pbix file
- Contents of a template file
- User profile content

Power Query (Query Editor)

- Introducing Power BI Desktop
- Connecting to a database
- Building a Data Model
- Using Query Editor
- Formatting and Properties of Data types and their uses
- Loading Individual Tables
- Relationships
- Creating Relationships
- Deleting Relationships

More Complex Visualisations

- Creating a Bubble Map Visualisation
- Creating a Filled Map Visualisation
- Creating A Gauge Visualisation
- Creating a Treemap Visualisation
- Choosing the right Visualisations

Using Custom Visuals

- Custom Visualisations Gallery
- Installing a Custom Visualisation
- Word Cloud
- Chiclet Slicer
- World Flag Slicer
- Count Down Timer
- Cards with States
- Scroller
- Enlighten Aquarium

Access Databases and Power BI

- Access Database & Power BI





Power BI

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- Importing an Access Database
- Data Relationships
- Stacked Column Chart
- Sorting an Existing Visualisation
- Adding Depth to your Report
- Focusing on Key Points of Interest
- Calculated Columns
- Adding a Calculated Column
- Using a Calculated Column in a Calculation
- Displaying Calculated Columns in a Visualisation

Synchronise Slicers

- Introduction to Slicer
- Synchronisation
- The Sync Slicers pane
- Slicer Groups

Report Themes

- Introduction to Themes
- Theme Gallery
- Do it yourself themes
- Colour codes
- JSON file
- Theme generators

Content Samples

- Viewing some content samples
- Working through the Retail Analysis Sample Pack

Getting Help

- The official Microsoft Sources
- Other sources of help

Product Information



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