



Microsoft

Power BI Desktop Essentials

Who Should Attend

This course is for business professionals with some data skills who want a comprehensive hands-on introduction to using Power BI Desktop for data analysis and reporting.

Participants should have at least intermediate Excel skills and basic data/analysis skills.

Format:

- Full-day instructor-led virtual classroom session

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Microsoft Excel – Intermediate
- Data Visualisation with Excel and PowerPoint

Unlock the Full Potential of Your Data

Learn how to use Power BI Desktop to connect to data, create visualisations, query the data and publish reports. This course is designed to introduce users to report generation and updating and sharing of existing Power BI reports.

This course will help you:

- Connect to data from a variety of sources like CSV, Excel, databases
- Transform and clean data to prepare it for analysis
- Create interactive data visualizations and reports
- Build relationships between separate data tables
- Publish reports online and share dashboards with others.



Priority Management Training

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Synopsis:

Power BI Desktop Essentials

Upon completing this course, you will have a strong foundation for using Power BI Desktop's extensive analytics and reporting capabilities to generate impactful business insights.

Getting Started with Power BI

- An Introduction to Power BI
- Working with Power BI Desktop Files
- Connecting to Data Sources with Power BI Desktop
- Creating a Report with Visualisations
- Doing More with Visualisations

Working with Data examples

- Exercise 1 - Importing data from CSV files.
- Exercise 2 – Using multiple datasets imported from Excel
- Exercise 3 – Automatically updating data from files in a Folder
- Exercise 4 – Un-pivoting Data using Power Query

Relational Databases and Power BI

- Creating Data Tables in Power BI from Excel
- Creating Lookup Tables
- Creating and Managing Relationships between Tables
- Creating Visuals based on Linked Data

Introduction to Data Analysis Expressions - DAX

- The concept of DAX
- Creating new columns
- Creating quick and New Measures

A Closer Look at Visualizations

- Matrixes, Tables, and Charts
- Maps
- Cards, Gauges, and KPIs
- Slicers

Introduction to the Power BI Online Services

- Getting Started in Power BI Online
- Publishing reports to Power BI Online
- Web View and Phone View
- Creating a Dashboard and Sharing the Dashboard



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