

Power BI Fundamentals

Duration: 2 Days · **Training format:** Virtual Classroom / Online

Description

Learn to leverage the power of Power BI. Discover how you can quickly gather, cleanse and transform your data with just a few clicks.

This course is designed to provide participants with a fundamental understanding of the capabilities of Power BI. Students will discover how to quickly gather, cleanse and transform data with just a few clicks. They will also learn that to enhance results by integrating disparate data sources and add simple calculations using DAX functions and queries. Participants will create visualizations and incorporate them into dashboards that can provide up to the minute reporting. At the end of this course, participants will have a solid understanding of the skills required to use Power BI.

Delegates will learn

- Using Power BI
- Getting Data
- Modeling
- Introduction to DAX
- Visualizations
- Exploring Data
- Power BI and Excel
- Publishing and Sharing

Outline

Getting Started with Power BI Desktop

- Power BI Concepts and Overview
- Introduction to Main Features
- Imports
- Visualizations
- Filters and Queries
- Reports

Connecting to Data Sources with Power BI Desktop

- Data Sources Power BI Desktop will connect to
- Data Types and Properties in Power BI Desktop
- Import and Enter Data
- Get Data and Query Editor
- Introducing the Query Editor
- Using the Query Editor to Connect to Data
- Combining Data Sources as a Mash Up
- Working with Relationships in Data
- Import an Excel table into Power BI
- Import Excel files with data models and Power View sheets
- Excel data in Power BI summary

Modeling

- How to Manage Your Data Relationships
- Create Calculated Columns
- Optimizing Data Models for Better Visuals
- Create measures and work with time-based functions
- Create Calculated Tables
- Explore Time-Based Data

Visualizations

- Create and Customize Simple Visualizations
- How to Use Combination Charts
- Create and format slicers
- How to Use Map Visualizations
- How to Use Tables and Matrixes
- How to Use Scatter Charts
- How to Use Waterfall and Funnel Charts
- How to Use Gauges and Single Number Cards
- How to modify colors in charts and visuals
- Style Your Reports With Shapes, Text Boxes, and Images
- Style Your Reports With page layout and formatting
- Create Complex Interactions Between Visualizations
- Duplicate a Report Page
- Customize Visuals with Summarization and Category Options
- Visual hierarchies and drill-down behavior

Reports and Output Options

- Report Elements and Options

- Working with Pages
- Adding Graphics
- Visual and Filter Settings
- Export Power BI Data to CSV
- Create a Power BI Template

Publishing and Sharing

- Publish Reports from Power BI Desktop to the Power BI Service
- Creating PowerBI dashboards
- Print and export Power BI dashboards
- Manually Republish and Refresh Your Data
- Create a group in Power BI
- Introducing Power BI Mobile