

Microsoft Power BI Desktop Essentials

OBJECTIVES

Understand how to use Power BI Desktop and analyse data. Connect to data sources, perform data modelling and shaping. Model data with calculations. Create interactive visualizations. Publish and share reports and dashboards.

Duration: 1 Day

1. GETTING STARTED

- Navigate the Power BI Desktop
- Difference between Power BI Desktop & Service

2. GETTING DATA

- Connect to data sources in Power BI Desktop
- Clean & transform your data with the Query Editor
- Using more advanced data sources & transformation
- Clean irregularly formatted data

3. MODELLING

- Manage data relationships
- Create calculated columns
- Optimizing data models
- Create calculated measures
- Create calculated tables

4. VISUALIZATIONS

- Create, customize simple visualizations
- Combination charts
- Slicers
- Map visualizations
- Matrixes and tables
- Scatter charts/Waterfall and funnel charts
- Gauges and single-number cards
- Modify visuals/add Shapes, text boxes, and images
- Page layout and formatting
- Group interactions among visualizations
- Duplicate a report page

- Show categories with no data
- Summarization and category options
- Z-order/Visual hierarchies and drill-down

5. EXPLORING DATA

- Create and configure a dashboard
- Share dashboards with your organization
- Display visuals and tiles full-screen
- Edit tile details and add widgets
- Get more space on your dashboard

6. POWER BI AND EXCEL

- Use Excel data in Power BI
- Upload Excel data to Power BI
- Import Power View and Power Pivot to Power BI

7. PUBLISHING & SHARING

- Publish Power BI Desktop reports
- Print and export dashboards and reports

8. INTRODUCTION TO DAX

- DAX calculation types
- DAX functions
- Using variables in DAX expressions
- Table relationships and DAX
- DAX tables and filtering