

## Power BI Introduction - 1 Day



### Course Objectives

By the end of this course you will be able to confidently:

- Connect to data from Power BI from a variety of sources.
- Manipulate and Transform your data.
- Create a wide variety of different data Visualisations.
- Create reports which you can publish via the web or PDFs.

### Prerequisites

This course assumes that you are an advanced Excel user and have a basic understanding of PivotTables. It is helpful to have a basic understanding of Relational databases.

NB If you are attending online, you must have Power BI Desktop to be installed. At the time of writing this, it is available as a free download.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### TOPICS

#### Power BI – The Product

- What is Power BI and when do I use it?
- BI installation and versions

#### Obtaining Data

- Different data sources: File, Database, Web
- Repoint to Moved Data Source

#### Steps - Basic

- Remove Columns/Rows
- Data Type Change
- Filters

### Steps - Complex

- Group
- Split
- Duplicate
- Combine: Append and Merge
- Pivot/Unpivot
- Columns: Add Column, Custom Function, Conditional Column, Index

### Extract Relationships

- Model View and Relationship management
- Join Kinds
- Hierarchies
- Working with Related Tables

### DAX Formula and Measures

- Formula
- Measures
- Quick Measure

### Date Tables and Time Intelligence

- Date Table Rules
- Setting the Date Table
- External and Internal
- Automatic Date Table
- Time Intelligence Formulas and Measures

### Visualisations

- Matrix
- Conditional Formatting
- Chart
- KPI (Key Performance Indicator)
- Spatial Intelligence

### Visualisation Manipulation

- Filter: Basic and Advanced
- Top 10
- Slicer
- Drill Through

### Publishing/Sharing Reports

- Published to the Web
- PDF