



Introduction to Power BI Desktop

Who would benefit?

This one day intensive workshop is an introduction to Power BI Desktop, the Microsoft tool that enables data from various sources to be 'mashed together' to create insightful reports. Delegates do not need any prior knowledge, although advanced Excel users are the typical audience.

Objective

Delegates will gain an understanding of how to create insightful reports.

Content

- **Introduction to self-service business intelligence and the Power BI suite of tools**
 - Overview of the differences between Power BI Service and Power BI Desktop and the various versions available (free versus Pro, 32 bit v 64 bit)
 - Comparison with Excel Power Pivot tool
 - Overview of the various types of data that can be imported into Power BI
 - Preview of the example dashboard report we will create during the training
- **Getting started with Power BI Desktop and connecting to data sources**
 - Desktop interface
 - Overview of Ribbon and QAT
 - Working with the Fields and Visualisations Panes
 - Using Report View to create visualizations.
 - Using Data View to sort and format data.
 - Connecting to various data sources (including Excel)
 - Using Query Editor to 'clean' and filter data
 - Using the transform tools to remove rows, find and replace incorrect spellings, split and merge columns and 'unpivot' data
 - Edit, delete and insert Applied Steps
 - Merge and Append queries
 - Refreshing data and changing the data source
 - Saving a pbix file
- **Creating a Data Model in Power BI Desktop**
 - Building the Data Model by creating relationships between the different data sources
 - Creating Calculated Columns within your Data Model
 - Creating simple Measures to summarise data
 - Introduction to DAX
 - Creating a Date table
- **Creating, formatting, moving and deleting Visualisations**
 - Chart Visualisations (including bubble maps and gauges)
 - Card Visualisations
 - Table and Matrix Visualisations
 - Map Visualisations
 - Adding pages to your Reports
 - Including text boxes and shapes
 - Turning Interaction On or Off
 - Working with Filters (including slicers, field filters, page filters v report filters)
 - Creating a dynamic report title
- **Sharing your reports**
 - Brief overview of publishing your reports to Power BI online service.

Duration

One day