



Course Description:

This course is for students with a sound working knowledge of Microsoft Excel and Microsoft Power Query. Power BI is a cloud based business analytics tool which provides interactive visualizations with self-service business intelligence capabilities. Using Power BI, end-users can create reports and dashboards by themselves without having to depend on information technology staff or database administrators.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: Make use of the Power BI to create reports and dashboards from Power Query data.

Upon successful completion of this course, students will be able to:

- Interact with PowerBI.com and Power BI Desktop
- Create Power BI Data Models
- Manage data relationships
- Create and manage data model measures
- Identify the correct visualizations for data and add new visualizations
- Create and format Power BI Reports
- Create and share Power BI dashboards
- Import queries and reports created in Excel

Prerequisite: The Excel Power Query course or equivalent experience is required before enrolling in this course. This class spends a minimum amount of time creating and modifying queries in Power BI.

Course Outline

Getting Started with Power BI

- Introduction to Power BI Online, Mobile, & Desktop
- Identifying version differences

Power BI Desktop

- Installing and configuring Power BI Desktop
- Utilizing .PBIX & .PBIT files
- Examining data sources
- Understanding data types

Working with CSV, TXT, and Excel Worksheets

- Importing data
- Transforming data
- Loading data
- Appending operations
- Working with folders and files
- Using Pivot Tables

Connecting to Databases

- Working with relational data
- Understanding relationships
- Importing from SQL Server and examining relationships

Advanced Data Manipulation

- Understanding issues with table merges
- Merging tables
- Grouping data
- Summarizing data
- Creating additional calculations

Reporting

- Creating reports
- Utilizing visualizations
 - Matrix, Maps, Cards, and Charts
- Utilizing Slicers