

# MICROSOFT POWER BI INTRODUCTION

Create powerful interactive dashboards from a range of data sources.  
Create a variety of visualisations to tell the story of your data.



## Prerequisites

Participants will need to be familiar with Excel to an intermediate level including a basic understanding of charts and pivot tables. No previous experience with PowerBI is required, however it is recommended you try it out before you attend.

## Expected outcomes

- Gain insight into business intelligence and how to navigate PowerBI.
- Data modelling in PowerBI including creating calculated tables and working with time based data.
- Create a range of visualisation including a range of charts, tables, matrixes and maps.
- Create and modify an interactive dashboard.
- How to publish and share your data.

## Who should attend

Anyone wanting to create powerful interactive dashboards, chart and a range of visualisations to display data in a user friendly way from a range of sources.

## Getting started

- introducing Power BI
- building blocks of Power BI
- overview Power BI Service, Desktop, Mobile

## Getting data and creating reports

- getting started with Power BI Desktop
- upload Excel data to Power BI
- creating a report
- navigating a report
- publish a report
- view a published Report in Power BI Service
- connect to data sources in Power BI Desktop
- clean and transform your data with the Query Editor
- cleaning irregularly formatted data

## Modelling in Power BI

- introduction to modelling your data
- manage your data relationships
- create calculated columns
- optimising data models
- create simple DAX measures

## Create visualisations

- create a Bar chart
- create a Pie chart
- create a Treemap
- create Combination charts
- Slicers
- matrixes and tables
- create a gauge visualisation

## Modify visualisations and reports

- modify colours in charts and visuals
- adding shapes, text boxes, and images
- page layout and formatting
- group interactions among visualisations
- duplicate a report page
- visual hierarchies and drill-down

## Power BI Service - create and view dashboards

- introduction to the Power BI Service
- pin visualisations to a dashboard
- create and configure a

dashboard

- share dashboards with your organisation
- display visuals and tiles full-screen
- display dashboard in full screen

## Publishing and sharing

- publish Power BI Desktop reports
- print and export dashboards and reports
- share reports and dashboards

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

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