2 DAYS

POWER BI- INTRODUCTION



Corporate IT Course

LEARNING OUTCOMES

- Navigate Power BI Desktop and understand the complete report-building process.
- Connect to data from Excel, CSV files, databases, web sources and folders.
- Clean, transform and combine data using Power Query.
- Build structured data models with effective table relationships.
- Create calculated columns and introductory measures using DAX.
- Design interactive reports using visuals, slicers, hierarchies and conditional formatting.
- Publish and share reports through the Power BI online service.

COURSE OVERVIEW

Turn your business data into clear, meaningful insights with this practical two-day Power BI course. Learn to connect to different data sources, clean and transform data, build effective data models and create interactive reports. Through real-world examples, you'll explore Power BI Desktop and the Power BI online service, developing the skills to publish and share reports and start applying your learning straight away.

TOPICS COVERED INTHIS COURSE

Getting Started with Power BI
Understand the Power BI process, explore the four main views in Power BI Desktop and create your first report visuals.

Connecting and Importing Data
Import data from Excel, CSV files, databases, web sources and folders. Learn how to create a data table within Power BI.

Cleaning and Transforming Data
Use Power Query to filter and clean data, manage data types and resolve errors. Split and merge columns, fill missing values, add index, conditional and custom columns, and perform calculations.

Combining and Reshaping Data
Append and merge queries, explore table join types and group rows. Learn to pivot and unpivot data and combine tables with mismatched headers.

Building Data Models
Create relationships between tables and understand cardinality, data modelling schemas and filter flow. Manage which fields appear in Report view.

Introducing DAX Calculations
Create calculated columns and explore DAX syntax and best practice. Build measures using COUNTROWS, DISTINCTCOUNT and SUMX, and learn when to use SUMX instead of SUM.

Creating Interactive Reports
Create charts, maps, tables and KPIs. Use synced slicers, hierarchies, grouped data and conditional formatting. Explore marketplace visuals and export to Excel.

Publishing and Sharing Insights
Publish reports to the Power BI online service and explore sharing options, Quick Insights and Q&A. Consolidate your learning with a post-training exercise.

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