

MICROSOFT POWER BI - INTRODUCTORY

Prerequisites:

Attendees should be a competent user of Microsoft Excel.

Who Should Attend?

This course is designed for non-technical users who are new or have basic skills to get to grips with the features of Microsoft Power BI.

Duration: 1 day

Topics Covered:

Getting Started with Power BI Desktop

- Power BI Concepts and Overview
- Introduction to Main Features
- Report View
- Data View
- Relationship View
- Query Editor
- Using and interacting with reports

Connecting to Data Sources with Power BI Desktop

- Types of Data Sources in Power BI Desktop
- Get Data
- Connecting to Excel, CSV, Text
- Connecting to web data
- Connecting to databases (Access, SQL etc)
- Connecting to multiple sources
- Refresh connections

Getting Started with Data Visualizations

- Overview of Data Visualizations
- Tables and Matrix Views
- Simple Charts
- Pie, Columns and Bar Charts
- Tree Maps
- Simple Geo Maps
- Interactive Data and Date Slicers
- Drill Visualizations to see underlying data
- Adding Titles
- Adding Data Labels
- Setting Font and Colour Formatting
- Applying Conditional Formats

Querying and Cleaning Data

- Setting Data Types and calculation types
- Geocode Data
- Using the Query Editor
- Replace Values
- Fix Errors
- Remove, Duplicate and Move Columns
- Filter out unneeded data
- Split Columns
- Pivot and Un Pivot
- Creating Custom Columns
- Adding Conditional Columns
- Columns by Example
- Merge Queries
- Append Queries

MICROSOFT POWER BI - ADVANCED

Prerequisites:

Attendees should be a competent user of Microsoft Excel and all of the topics covered in our Power BI – Introductory course.

Who Should Attend?

This course is designed for non-technical users who are looking to develop their Power BI skills further.

Duration: 1 day

Topics Covered:

Modelling Data

- Connecting to multiple tables
- Adding relationships to data
- AutoDetect
- Types of relationships
- Creating Date Table to add functionality
- Introduction to DAX calculations
- DAX Expressions
- Calculated Columns
- Measures
- Time Intelligence
- Year on Year comparisons
- Year to date calculations
- Same Period last year comparison
- Quick Measures

Reports and Output Options

- Report Elements and Options
- Working with Pages
- Adding Graphics
- Visual and Filter Settings
- Export Power BI Data to CSV
- Publishing options

Advanced Visualisations and Report options

- Mapping Data
- ArcGIS Maps and options
- Combo Charts
- Gauge Charts
- Funnel Charts
- KPI's
- Custom Visuals
- Word Clouds
- Record Grouping and Binning in Visualizations
- Drill Visualizations with using Dates
- Analytics and Forecast Lines in Visualizations