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Power BI Essentials

2-day outline to transform your into a confident Power BI user

FA-0359 · 2-day

Data & Analytics

Introduction

In the era of data-driven decision-making, the ability to analyze and visualize data effectively is more crucial than ever. Power BI, Microsoft's flagship analytics and visualization tool, stands out as an essential skill for professionals across various industries.

This course is designed to equip participants with a foundational understanding and practical skills in using Power BI to transform raw data into compelling insights with ease. Whether you are looking to improve your reporting capabilities, gain deeper insights into your business operations, or enhance your career prospects, learning Power BI can provide significant benefits.

This course offers a hands-on approach to mastering the essentials of Power BI, ensuring that participants can leverage data to make more informed decisions and drive business success.

Learning outcomes

By the end of this course, participants will be able to:

- Understand the role of data visualization in business intelligence.
- Navigate the Power BI interface with confidence.
- Connect and integrate data from multiple sources.
- Transform and clean data using Power Query.
- Create and customize visual reports to reveal actionable insights.
- Share and collaborate on Power BI reports and dashboards.
- Apply best practices for data visualization and report design.

Prerequisites

Participants should have:

- Basic familiarity with Microsoft Excel or similar spreadsheet tools.
- Understanding of fundamental data concepts such as tables and relationships.
- Access to a computer with Power BI Desktop installed (available for free from Microsoft).

Training outline

1. Introduction to Power BI

1. Overview of business intelligence
2. Key features and capabilities of Power BI
3. Components: Power BI Desktop, Power BI Service, Power BI Mobile

2. Navigating the Power BI Interface

1. Dashboard overview
2. Menu and toolbar functions
3. Using and customizing the ribbon

3. Data Integration

Connecting to data sources

1. Excel, SQL databases, cloud services

2. Data importing vs. direct queries

4. Data Transformation and Preparation

1. Overview of Power Query

Data cleaning techniques

1. Removing duplicates, fixing errors, filtering data

Transforming data structures

1. Merging and appending queries

5. Data Modeling

1. Understanding relationships
2. Creating and managing relationships

   Using DAX (Data Analysis Expressions)

   1. Basic DAX functions
   2. Calculated columns and measures

6. Creating Reports and Visualizations

1. Choosing the right charts and graphs

   Configuring visual properties

   1. Colors, labels, tooltips

   Interactivity in reports

   1. Drill-through and cross-filter capabilities

7. Advanced Visualizations

1. Custom visuals from the marketplace
2. Geographic data mapping
3. Time-series analysis

8. Publishing and Sharing*

1. Publishing reports to Power BI Service
2. Setting up dashboards

   Sharing and collaboration features

   1. Workspaces, sharing options, mobile access

This comprehensive outline ensures that participants will leave the course with the capability to leverage Power BI in their professional roles, making the most of their data and insights.

*Items marked with an asterix require a paid license and an exchange server or LDAP domain.

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