

Microsoft Power BI

Level 1

This 2-day course is for new users of Microsoft Power BI, a suite of tools which allows you to connect to a wide range of data sources to build a data model, and then build visuals and collections of visuals that you can share as reports. Power BI's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing you to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action. You will learn the essentials of Power BI and Power BI Desktop, and how to work with CSV, TXT, and Excel Worksheets. You will learn how to connect to databases, and how to merge, group, summarize, and calculate data. You will also learn about the reporting capabilities and Power BI Online.

Course Prerequisite: To ensure success in this class you should first attend Microsoft Excel Level 3 or have equivalent experience managing data in Excel.



Turn data into actionable insight with *Power BI!*

Power BI 

[Click here to register](#)

Course Topics

About Power BI

- What is Power BI?
- Examining Power BI Suite of Products
- Identifying Differences Between Products
- About Power BI Updates

Power BI Desktop

- Exploring the Power BI Desktop Interface
- Utilizing File Types; PBIX vs PBIT
- Examining Data Sources
- Discussing Data Refresh
- 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 Analysis Services
- Multidimensional and Tabular

Merging, Grouping, Summarizing, and Calculating Data

- Understanding the Issues with Merges
- Performing Merges
- Grouping Options
- Summarizing
- Calculating

Reporting

- Creating Reports
- Utilizing the Matrix Visualization
- Utilizing the Map Visualization
- Utilizing the Card Visualization
- Utilizing the Chart Visualization
- Utilizing Slicers
- Publishing to Power BI Online

Power BI Online

- Introduction to Power BI Online
- Importing Data
- Creating Reports
- Configuring Dashboards
- Sharing Reports and Dashboards
- Exploring Power BI Mobile