



Microsoft Power BI Desktop Introduction

Participants on this feature packed Microsoft Power BI Desktop Introduction 1 day course will gain an understanding of the fundamental principles of BI software. Learn how to connect to data sources, then model and transform the data. Once your data is prepared, you will then create rich interactive visualisations and reports that can be shared with colleagues.

No prior knowledge of Power BI Desktop is required.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Introduction to BI

- What is Business Intelligence?
- Components of BI Software
- The Power BI Product Family

Power BI Desktop Orientation

- What is Power BI Desktop?
- Setting up Power BI Desktop
- The Desktop Window
- Navigating Power BI Desktop

Connecting to your Data

- Getting Data
- Connecting to Databases
- Connecting to Website Data
- Connecting to Excel Spreadsheets

Transforming your Data

- About the Power Query Editor
- Removing and Filling Blanks
- Setting Column Headings
- Removing Columns
- Replacing Values
- Changing Data Types
- Trimming Text
- Editing Applied Steps

Data Modelling

- About Relationships and Data Modelling
- Viewing Relationships
- Removing, Creating & Managing Relationships
- Hiding Tables
- Working with DAX
- Creating Calculations

Creating Visualisations

- About Visualisations
- Using the Visualisations Pane
- Adding Report Pages
- Creating Tables
- Creating Cards
- Building Charts
- Working with Maps
- Custom Visualisations

Using Filters

- Highlighting & Filtering Visualisations
- Defining Visual Interactions
- Using Spotlight & Focus Modes
- Setting Filter Levels
- Top N Filters

Publishing Reports

- About Publishing
- Publishing a Report
- Using Power BI Service
- Sharing Reports

“ *A friendly facilitator who made the learning process both informative and interesting, it was also a bonus of a small class enabled full participation and interaction with the facilitator.* ”

● B. Summerville