

# POWER BI INTRODUCTION

## Introduction

Power BI Desktop is part of the suite of tools from Microsoft which enable data to be analysed and published from a variety of sources. With Power BI Desktop, you get a report authoring tool that enables you to connect to and query data from different sources using the Query Editor. From the datasets you build with Query Editor you can create Reports and Visualizations or dashboards within Power BI Desktop. Reports can then be published.

This course covers the use of Power BI Desktop to connect to data, create Visualizations, query the data and publish reports. Ideal for absolute beginners and users with limited knowledge of Power BI concepts.

## Who Should Attend:

Anyone who needs to work with data to connect to, process, analyse in order to produce suitable output at all levels within an organisation.

It is assumed that attendees on the course are already working with data, are familiar with charts and PivotTable concepts although an overview of these are covered. You will be either an Experienced IT or non-IT business user perhaps with some query writing skills or a database experience.

## Course Content

### Getting Started with Power BI Desktop

- Power BI Concepts and Overview
- Introduction to Main Features
- Overview Pivot Table creation in Excel
- Visualization concept
- Data Filters and Queries
- Reports and Dashboard Layouts

### Connecting to Data Sources with Power BI Desktop

- Getting Data from Multiple Sources
- Getting Data from Excel
- Getting Data from an Access Database
  - Selecting Related Tables
  - Viewing Table Relationships and Settings
- Accessing a Web URL Table
  - Getting Data from the Web
  - Web Authentication and Loading Tables
  - Exploring Web Data Inconsistencies

### Common Troubleshooting

- Resolving Data Load Error
- Resolving Data Path Error
- Resolving Refresh Error
- Exploring Power View Visualization Error
- Implications of Locally Stored vs Cloud Based Excel Files

### Screen Layout Tools

- Touring Report View
- Touring Data View
- Touring Model View
- Get Data and Query Editor
- Introducing the Query Editor

### Transforming Data with Power Query

- Using Power Query to clean, transform and load data
- Resolve data quality issues
- Apply user-friendly names to Queries, tables and columns

### Data Visualizations

- Overview of Data Visualizations
- Tables and Matrix Views
- Charts
- Interactive Slicers
- Drill Visualizations to see underlying data
- Create Reusable Field Hierarchies
- Drill Visualizations using Dates
- Creating Role Based Views
- Data Categories, Geo-Data and Maps

### Querying and Shaping the Data

- Common Activities using Query Editor
- Filters
- Transforms
- Pivot and Group By
- Creating Custom Calculated Columns
- Adding Conditional Columns
- Creating Quick Measures
- Overview of basic DAX Expressions

### Reports and Output Options

- Working with Pages
- Adding Graphics
- Visual and Filter Settings
- Export Power BI Data to CSV

**Duration:** 1 Day Course

[www.oaktree-training.co.uk](http://www.oaktree-training.co.uk)

