



POWER BI

VISUALISED REPORTING

OVERVIEW

Power BI is a business intelligence tool that enables users to visualise and analyse data from various sources, turning it into interactive dashboards and reports. It's designed for users of all skill levels, from report creators and developers, offering a range of features for connecting to, visualizing, and sharing data.

This Introduction gives you an insight to its suitability for your report needs and skill level. Power BI is a development tool that encompasses a collection of apps providing great Visuals and Reports.



MAIN TOPICS

□ GETTING STARTED WITH DESKTOP

- Power BI Concepts and Overview
- Visualization concept
- Data Filters and Queries
- Reports and Dashboard Layouts

□ CONNECTING TO DATA SOURCES

- Getting Data from Multiple Sources
- Connect to Excel data (single table)
- Connect to a data model created in Power BI Desktop
- Table Relationships & Settings

□ LAYOUT AND FORMATTING

- Format visuals
- Format pages
- Work with themes
- Snap Object to Grid
- Selection Pane
- Conditional Colour formatting

□ TRANSFORM DATA WITH POWER QUERY

- Using Power Query to clean, transform and load data
- Resolve data quality issues

□ OVERVIEW OF DATA VISUALIZATIONS

- Tables, Multi Row Cards and Charts
- Interactive Slicers
- Visualisations using Dates
- Bookmarks
- Add navigation to report
- Add interactivity to reports using buttons
- Adding Graphics and Textboxes

□ QUERYING AND SHAPING THE DATA

- Get Data and Import Options
- Introducing Power Query Editor
- Common Activities using Query Editor
- Creating Custom Calculated Columns
- Creating Quick Measures
- Simple Calculations
Sum, Average, Divide, Multiply
- Overview of basic DAX Expressions

□ OUTPUT OPTIONS

- Export PDF
- Basic Publishing for Sharing