Microsoft Power BI
Course Contents

1 day

This course is suitable for delegates who are new to Microsoft Power BI or wish to ensure they are using the functionality in the most effective way.

This course assumes that the company has a Microsoft 365 Business subscription and Power bI desktop must be installed with email hosted by Microsoft. If this is not the case, please inform us prior to the course.

Objectives

The purpose of this course is to help you understand how you can Use Power BI as Business Intelligence tool within your company to produce amazing, interactive and informative reporting using Dashboard and Visualisations that can be shared within your company and externally without the user needing to know anything about Power BI, you are the wizard!

Course Outline

Section 1 – Introduction	Section 5 – Card
Welcome and Overview	File 5.1 Card
Power BI Options	File 5.2 Column Chart
Section 2 – Import	File 5.3 Map
Module 2.1 Import from Folder	File 5.4 Slicers
Module 2.2 Get Data Excel and Text	File 5.5 KPI
Module 2.3 Reference Queries	File 5.6 Line Chart
Module 2.4 Merge Queries	File 5.7 Matrix
File 2.5 Prevent Load	File 5.8 Table
Section 3 – Create Relationships	**Section 6 – Textboxes and Shapes**
Module 3.1 Create Relationships	File 6.1 Textboxes and Shapes
Module 3.2 Dynamic List of Dates	File 6.2 Themes
Module 3.3 Additional Date Columns	**Section 7 – Edit Interactions**
Module 3.4 Sort Months and Weekdays	File 7.1 Edit Interactions
File 3.5 Mark as a Date Table	File 7.2 Filter pane
File 3.6 Hide Fields from Report View	File 7.3 Drill through
Section 4 – Total Revenue	**Section 8 – Publish**
File 4.1 Total Revenue	File 8.1 Publish
File 4.2 COUNTROWS	File 8.1 Share the Report
File 4.3 CALCULATE	**Section 9 – Wrap Up**
File 4.4 SAMEPERIODLASTYEAR	Whats next
File 4.5 Year Difference	

Handouts will be provided for reference during the course.

Venue requirements

On-site, the trainer will require a projector/screen to connect to a laptop and Internet access. A whiteboard or flip chart is also useful. Online, the delegates must have a laptop/PC each running Teams logged in with their work account. They must have a good Internet connection and be ready prior to the start of the course. It is recommended that the delegates bring pen and paper although handouts will be provided.