



# POWER BI

Power BI 2016 Fundamentals (PBI001)

Traditional Learning Pathway



## COURSE CONTENTS

### POWER BI OVERVIEW

- What is data analysis & business intelligence (BI)?
- Introducing Power BI
- Building blocks of Power BI
- How do you get it?

### MICROSOFT BI TOOLS & CONCEPTS

- Excel vs Power BI
- Similarities & differences
- Excel “Power” tools
- Aggregating & summarising
- Data sources
- About relational data
- The data model
- Other visualisations
- Publishing
- Desktop program vs Online

### GETTING STARTED WITH POWER BI

- Getting started
- The help ribbon & training resources

### DATA MODEL BASICS

- Table & database best practice
- Naming conventions
- Common fields & keys
- About data sources

### USING A SINGLE DATA SOURCE

- Get data from an Excel table
- Using data view
- View data in the fields pane

### REPORT BASICS

- Using report view
- Create visuals
- Format visuals
- Building a report
- Working with pages

### QUERY EDITOR BASICS

- About the Query Editor
- The data connections
- Set data types
- Determining fields to keep
- Query steps

### USING MULTIPLE DATA TABLES

- Get data from multiple Excel tables
- Get data from a CSV
- Using relationship view
- Establish data table relationships

### USING ONLINE DATA SOURCES (\*)

- Get data from a web site
- Get data from the ABS

### USING SHAREPOINT DATA SOURCES (\*)

- Get data from SharePoint tables
- Viewing the data
- Expanding “hidden” columns

### MORE QUERIES

- Simple Power Query transformations
- Refining the data model

### WORKING WITH COLUMNS

- Removing data fields
- The calculation area
- Calculated columns

### WORKING WITH MEASURES

- Understanding measures
- What is aggregation?
- Implicit vs explicit
- Creating measures
- New quick measure
- New measure
- Using measures in reports

### MORE VISUALS

- Best practice for visuals
- Building reports & dashboards
- Using a combo chart
- Using doughnut charts
- Using a matrix visual
- The radial gauge visual
- Scatter & bubble charts
- Using tables
- Using TreeMaps
- Using slicers
- Change the type of visualisation
- Export & print to PDF

### PUBLISH TO POWER BI ONLINE

- Publish to Power BI Online
- Tour of Power BI Online

(\*) Choose only one topic from Online Data Sources **OR** Using SharePoint Data Sources

# MICROSOFT POWER BI 2016 FUNDAMENTALS

## COURSE LENGTH

Recommended course duration is 2 days, typically 15 hours contact time. The course can also be delivered in a series of shorter sessions such as three to four half-day sessions

## AIM

This course has been designed to allow participants to gain:

- an understanding of data analysis and business intelligence
- confidence with using data to create visuals in Power BI
- skills to use the software more efficiently and to become more productive in their job

## TARGET AUDIENCE

This course is an advanced level course and assumes a sound knowledge of Microsoft Excel. It is suitable for participants who:

- extensively work with data in spreadsheets and databases
- need to gain insights into their data
- need to visualise their data
- want to produce professional looking and functional dashboards and reports

## OUTCOMES

By the end of this session you should be able to:

- describe the concepts of data management and analysis
- build a data model in Power BI
- understand how to use Measures in Power BI
- create interactive visuals
- design an informative dashboard
- publish your reports to Power BI Online

## ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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www.intelliteq.com.au | info@intelliteq.com.au | 0418 748 398 | PO Box 474, Edge Hill, Qld 4870