



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

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