



# POWER BI

Power BI 2016 Intermediate (PBI002)

Traditional Learning Pathway



## COURSE CONTENTS

### REVISION

- Building blocks of Power BI
- How do you get it?
- BI concepts
- Microsoft BI tools
- Excel "Power" tools
- Desktop program vs Online
- Table & database best practice
- Naming conventions
- Common fields & keys
- About data sources
- Get data function
- Using data view
- View data in the fields pane
- Report basics
- Create simple visuals
- Export reports to PDF
- Working with pages
- Query Editor basics
- 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

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

### SHAREPOINT DATA SOURCES

- Get data from SharePoint tables
- Viewing the data
- Data transformation & queries
- Expanding "hidden" columns
- Simplifying the data model

### MORE QUERY EDITOR

- Data transformation (ELT)
- Shaping data
- Using Query Editor to solve common data problems
- Refining the data model
- Power Query Formula Language "M"

### WORKING WITH COLUMNS

- Removing data fields
- The calculation area
- Calculated columns
- Introduction to DAX
- The CALCULATE function
- Using the RELATED function
- DAX expressions

### WORKING WITH MEASURES

- Understanding measures
- What is aggregation?
- Implicit vs explicit
- Creating measures
- New quick measure
- New measure
- DAX expressions & syntax
- Create a KPI
- KPIs, gauges & cards
- Using measures in reports

### USING DATE TABLES

- What is a date table?
- What does a date table look like?
- Time-based data
- Creating a date table

### MARKING A DATE TABLE MORE VISUALS

- Best practice for visuals
- Reports & dashboards
- Using common visuals
- Using slicers
- Change the type of visualisation
- Hide fields & tables

### FORMATTING REPORTS

- Formatting reports
- Using themes
- Working with colours
- Customising X-axis & Y-axis
- Other visual elements
- The analytics pane

### PUBLISH TO POWER BI ONLINE

- Publish to Power BI Online
- Tour of Power BI Online
- Power BI Online datasets
- Power BI Online reports
- Optimising for mobile device
- Sharing Power BI reports
- Data refresh
- About credentials
- Pinning to a dashboard
- Natural language Q&A
- Managing embed codes

# MICROSOFT POWER BI 2016 INTERMEDIATE

## 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:

- a better understanding of data analysis and business intelligence
- knowledge of some of the more advanced features of 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:

- have a good understanding of data analysis and business intelligence
- know how to source data from Excel and other sources
- need to gain insights into their data

## OUTCOMES

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

- know how to transform data
- understand the basics of “M”
- know how to use Measures
- create a data table
- create custom visuals and dashboards
- 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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