



Introduction to Power BI in a day

Power BI is an interactive data visualization software product developed by Microsoft with a primary focus on business intelligence. It is part of the Microsoft Power Platform. Power BI is a collection of software services, apps, and connectors that work together to turn unrelated sources of data into coherent, visually immersive, and interactive insights. Data may be input by reading directly from a database, webpage, or structured files such as spreadsheets, CSV, XML, and JSON.

Course Information

This one- day course gives an introduction into the Power BI tools when analysing data from databases, Excel worksheets and other sources¹. It includes using the Query Editor to prepare data prior to loading to the report and Data Analysis Expressions (DAX) calculations²; the formula language that extends the data manipulation capabilities. We also look at the model structure and the importance of relationships to data utilisation. A report will be created using standard Power BI visualisations, with an introduction to the formatting features.

Delegate Pre-Requisites

No Prior use of Power BI is required. Delegates should be experienced excel users, comfortable writing formulas using aggregates such as SUM, COUNT, AVERAGE. Use of Logic functions and Lookup functions would be beneficial, as well as any understanding of databases.

The core focus of this day is to create reports using Power BI Desktop; therefore, delegates should make sure they have the application installed on their machines.

Target Audience

This one-day course is ideal for those looking to gain a fundamental understanding of how to produce powerful visual reports by using the Power BI desktop

Prepare your data using the Query Editor

- Overview of Query Editor
- Remove Rows & Columns
- Add Columns
- Using the Transformation tools
- Understanding Applied Steps
- Choosing which queries are loaded
- Creating Groups (Folders)

Working with your model

- Importing data
- Working with relationships
- Creating basic calculations using Dax
- Applying Filters
- Understanding Visual Interaction
- Working with hierarchies & drilldown features

Using the Report

- Power BI Desktop options
- Publish a report to the Power BI Service

¹ The focus of this training is Excel data but will reference other data sources.

² The Query Editor and DAX formulas functions are covered in depth on following courses.