Power BI: Creating Reports - TTDPB04

Design Power BI reports that are clear, engaging, and efficient, making data easier to explore and insights faster to uncover.

Duration: 1 Day
Skill Level: Intermediate
Available Format: Instructor-Led Online; Instructor-Led, Onsite In Person ; Blended; On Public Schedule

Effective Power BI reports do more than display data—they tell a clear, insightful story. In this expert-guided, hands-on course, learn how to create reports that engage users, improve navigation, and enhance performance. Work with slicers, filters, bookmarks, and tooltips to build interactive dashboards, and gain the skills to optimize DAX expressions and track report efficiency. Whether improving existing reports or starting fresh, this course provides the practical knowledge needed to build reports that are easy to use and deliver real value.

What You'll Learn

Overview

Building clear, interactive, and efficient Power BI reports is a valuable skill for anyone who works with data. **Power BI: Creating Reports** is a expert-guided, hands-on course focuses on practical techniques to create reports that are both visually compelling and easy to navigate. Learn how to choose the right visuals based on data type and reporting needs, set up slicers and filters for seamless user interaction, and enhance navigation with bookmarks and buttons. Tooltips and visual interactions add another layer of usability, making reports more intuitive and helping users explore data with confidence.

A well-designed report is not just about looks. It also needs to perform well. This session covers how to use the Performance Analyzer to track report responsiveness, pinpoint bottlenecks, and fine-tune DAX expressions for better efficiency. With a balance of expert instruction and hands-on practice, this course is designed for

business analysts, data professionals, and anyone looking to sharpen their Power BI reporting skills. Walk away with practical techniques to create reports that not only look great but also function smoothly and deliver real insights.

Objectives

This hands-on course is designed to build the skills needed to create interactive, well-structured Power BI reports that are both visually compelling and highly functional.

Working in a hands-on learning environment, guided by our Power BI expert instructor, you will learn how to:

1. Choose the best visuals for different types of data and reporting needs.
2. Use slicers, filters, and drill-throughs to create interactive and user-friendly reports.
3. Enhance navigation and usability with bookmarks, buttons, and dynamic tooltips.
4. Manage visual interactions to control how data is displayed across pages.
5. Track and analyze report performance using the Performance Analyzer and DAX View.
6. Optimize DAX expressions to improve report speed and efficiency.

If your team requires different topics, additional skills or a custom approach, our team will collaborate with you to adjust the course to focus on your specific learning objectives and goals.

Audience

This course is ideal for business analysts, data professionals, and anyone responsible for building reports in Power BI. A basic understanding of Power BI is recommended, along with experience working with data.

Suggested Learning Paths: Power BI Suite

Business User/Report Developer
1. **TTDPB01: Power BI: Essentials (2 days)**. Foundation for all learners.
2. **TTDPB04: Power BI: Creating Reports (1 day)**. Learn to design and build insightful reports.
3. *(Optional)* **TTDPB03: Power BI: Data Transformation & Modeling (2 days)**. If you need to clean and prepare data before reporting.

For Data Analysts & Power Users *(Focus: Data Preparation, Analysis, and Advanced Calculations)*

1. **TTDPB01: Power BI: Essentials (2 days)**. Foundation for all learners.
2. **TTDPB03: Power BI: Data Transformation & Modeling (2 days).** Learn Power Query and data modeling best practices.
3. **TTDPB05: Power BI: Mastering DAX for Data Analysis (1 day)**. Essential for writing complex calculations and optimizing analysis.
4. *(Optional)* **Power BI: Creating Reports (1 day)**. If they also need to design and present reports.

For Data Engineers *(Focus: Data Preparation & Optimization)*
1. **TTDPB01: Power BI: Essentials (2 days).** Foundation for all learners.
2. **TTDPB03: Power BI: Data Transformation & Modeling (2 days).** Core course for data cleaning and model structuring.
3. *(Optional)* **TTDPB05: Power BI: Mastering DAX for Data Analysis (1 day).** If you need to optimize performance with calculated measures.

Pre-Requisites

To ensure a smooth learning experience and to gain the most from attending this course, you should have:

- Familiarity with Power BI's interface and basic report-building features.
- Understanding of fundamental data relationships (joins, aggregations, filters).
- Ability to work with datasets, tables, and basic DAX expressions.

Take Before: In order to gain the most from this course, you should have incoming skills equivalent to those in the course listed below, or should have attended this as a prerequisite:

TTDPB01   Power BI Essentials

Agenda

Please note that this list of topics is based on our standard course offering, evolved from typical industry uses and trends. We will work with you to tune this course and level of coverage to target the skills you need most. Course agenda, topics and labs are subject to adjust during live delivery in response to student skill level, interests and participation.

1. Selecting visuals
- Review types of standard visuals.

- Selecting appropriate visual for the type of data

2. Slicers and Filters
- Using standard and custom slicers
- Setting slicers with default values
- Using the filter panel with defaults
- Locking and/or hiding fields in the Filter pane
- Setting up a drill through

3. Bookmarks and Buttons
- Setting up bookmarks
- Refreshing bookmarks
- Setting up buttons in different states

4. ToolTips
- Manage tooltip interactions
- Format tooltips
- Create a tooltip page

5. Working with Interactions
- Limiting interactions within visuals and across pages

6. Measuring Report Performance
- Set up the Performance Analyzer
- Capture performance metrics when interacting with the report
- Identify ways to improve performance
- Using the DAX View to improve DAX expressions

Follow On Courses

TTDPB05   Power BI: Mastering DAX for Data Analysis

Related Courses

TTDPB05   Power BI: Mastering DAX for Data Analysis
TTDPB01   Power BI Essentials
TTDPB03   Power BI: Data Transformation and Modeling
TTDPB04   Power BI: Creating Reports

Setup Made Simple! All of our Power BI course software, digital course files or course notes, labs, data sets and solutions, live coaching support channels and rich extended learning and post training resources are provided for you in our **easy access, single source, no install required** online Learning Experience Platform (LXP), remote lab and content environment. Or we can provide a **local installation** (trial edition) to setup and use on your machine. Access periods and versions vary by course. Please inquire about set up details and options for your specific course of interest.

Regardless of setup option, we will collaborate with you to ensure your team is set up and ready to go well in advance of the class.

For More Information

Please contact us or call 844-475-4559 toll free for more information about our training services (instructor-led, self-paced or blended), coaching and mentoring services, public course enrollment or questions, partner programs, courseware licensing options and more.