

# Course Outline | Power BI Introduction

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2 day(s)

## Overview

This course is designed for anyone working with a large amount of data who is wishing to analyse it and create eye catching visualisations. Participants will get hands-on experience learning key skills and concepts using example data based on real world scenarios.

## Prerequisites

The student should be familiar with Excel and the concepts of datasets and basic reporting. Please note that this course is not suitable for inexperienced Excel or database users.

## Course Outline

### Getting Started with Power BI Desktop

- Power BI Concepts and Overview
- Introduction to Main Features
- Imports
- Visualizations
- Filters and Queries
- Reports

### Connecting to Data Sources with Power BI Desktop

- Data Sources Power BI Desktop will connect to
- Data Types and Properties in Power BI Desktop
- Import and Enter Data
- Get Data and Query Editor
- Introducing the Query Editor
- Using the Query Editor to Connect to Data
- Combining Data Sources as a Mash Up
- Working with Relationships in Data

### Data Visualizations

- Overview of Data Visualizations
- Tables and Matrix Views
- Applying Conditional Formats
- Charts
- Interactive Data and Date Slicers
- Drill Visualizations to see underlying data
- Create Reusable Field Hierarchies
- Record Grouping
- Binning in Visualizations to create Histograms
- Drill Visualizations using Dates
- Clustering
- Analytics and Forecast Lines in Visualizations
- Creating Role Based Views
- Data Categories
- Geo-Data and Map

### Querying and Shaping the Data

- Common Activities using Query Editor
- Filters
- Transforms
- Pivot and Group By
- Creating Custom Calculated Column
- Adding Conditional Columns

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- Using Conditional Columns Visualizations to create a Histogram
- Introduction to DAX Expressions

## Reports and Output Options

- Report Elements and Options
- Working with Pages
- Adding Graphics
- Visual and Filter Settings
- Export Power BI Data to CSV
- Import Custom Visuals

## Introduction to Dashboard development/Layout

- What is a Dashboard?
- Some Key Points when creating a dashboard
- Overview of Basic Dashboard Design Principles
- Questions to Ask Before Distributing Your Dashboard