

# Data Analysing and Visualization with Power BI for Power User

**Course Duration: 2-day; Instructor-led**

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

**COURSE OBJECTIVES**

Power BI is a suite of business analytics tools to analyze data and share insights. Power BI Desktop transforms your company's data into rich visuals for you to monitor your business and get answers quickly with rich dashboards available on every device.

In this training you learn how to write queries with Power BI Desktop and Power BI Excel to collect data from databases, online Excel files, .....You will learn how to enrich the data model with relationships, hierarchies, DAX calculated columns and measures... And finally, you will see how to create interactive reports using the large set of visualization available in Power BI Desktop and share them using PowerBI.com and Power BI Mobile apps.

**AUDIENCE**

This course is intended for people who want to use all the capabilities of the Power BI platform to build self-serviced business intelligence solutions.

**PREREQUISITES****REQUIRED PREREQUISITES:**

Basic knowledge of Microsoft Excel is essential with the following pre-requisites:

- Attended from basic to intermediate level of Excel training OR
- Have basic knowledge in analysing report using Pivot Table
- Understand the basic concept of visualizing report using Pivot Chart
- Able to lookup simple information using Vlookup
- Understand basic concept of database

**METHODOLOGY**

This program will be conducted with interactive lectures, PowerPoint presentation, discussions and practical exercise

## COURSE OUTLINES

### Module 1: Introduction to Power BI

Power BI is a product that covers many things: Power BI in Excel, Power BI Desktop, the Power BI online service.

- The need for Business Intelligence
- Core concepts of Power BI
- Introducing Power BI Desktop and Power BI in Excel
- Introducing the Power BI Service

### Module 2: Getting started with Power BI Desktop

Getting and query data from different sources. Simple data modelling, get data ready for analysing purposes. Explore and create simple reporting using Power BI.

- The Power BI Desktop User Interface
- Creating Queries to load data
- Building a basic Data Model
- Creating a basic Report
- Publishing to the Power BI Service

### Module 3: Data Modelling

Data modelling is a process to ensure your data is clean, shave and ready to be used to crunch. A very common way of modelling inclusive of filtering column and rows, making sure the format of each column is consistent, renaming columns, rearranging data and so on and so forth.

- Renaming columns and tables
- Hiding columns and tables from the Data Model
- Column data type and formatting
- Working with numerical fields
- Creating computed columns with DAX
- Sorting data in columns
- Defining Hierarchies based on a single table
- Defining relationships between tables

### Module 4: Visualizing reports with visual appealing graphs and charts

Visualization is one of the most important part when it comes to data analysing. Starring at numbers and data within tables is not easy, especially when a person or whoever in the decision making would like to make comparison of data from previous period to current period. Converting the tables od report into graphical chart enable them to compare and analyse report with a few glances.

- Overview of the build-in Visuals

- Creating table and Matrix Reports
- Working with Charts
- Plotting spatial data
- Using Slicers and Report Filters

### **Module 5: Creating dashboard and data analysing with Power BI Service**

Combine multiple reports into one, gather the most important information into one place, form a dashboard. Customize and personalize the view of dashboard according to one's need.

- Creating Dashboards
- Publishing dashboard to the Web
- Sharing dashboard with internal and external users
- Share and collaborate with Office 365 team member

### **Module 6: Power BI with your Smart Phone**

In the modern working environment, you can access to your files and report anywhere everywhere you are. Power BI comes with the mobile app version where you can keep yourself up-to-date with the latest data.

This allows you to engage with your team member easily, just make sure your phone is with you all the time. All the reports that have been published to the web can be easily access through the mobile app, 365 days a year; 7 days a week; 24 hours a day.

- Supported Platforms
- Designing Dashboards for mobile devices
- Accessing Reports and Dashboards from mobile devices