Microsoft 365 Power BI Fundamentals

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Moving forward in knowledge and training

Course Code	MS365PBI
Duration	1 day

Overview

PowerBI Desktop is part of the suite of tools from Microsoft which enable data to be analysed and published from a variety of sources.

With PowerBI Desktop, you get a report authoring tool that enables you to connect and query data from different sources using the Query Editor. From the datasets you build with Query Editor you can add visualisations and create reports. Reports can then be published.

Audience

The course introduces PowerBI Desktop and is designed for users who are looking to make a bigger impact with the way in which they want to report on data through visualisations.

It covers the use of PowerBI Desktop to connect to data, create visualisations, query the data and publish reports.

Please note that this course does not cover PowerBI Pro, PowerBI accessed via Microsoft 365 or SharePoint Services.

Learning Objectives

By actively participating in this course, you will learn about the following:

- Understand PowerBI Desktop concepts and main features.
- Use data sources that are compatible with PowerBI Desktop.
- Connect to data.
- Explore data visualisations.
- Apply common query tasks to shape data in PowerBI Desktop.
- Create and publish reports.

Pre-Requisites

This course is not suitable for users who are new to Excel or Databases as delegates must have an understanding of the basic data concepts.

Delegates must already have the knowledge and ability to create and format chart outputs and they should also have a basic understanding of Functions (ideally Aggregate Functions).

Course Contents

Getting Started with Power BI
- ▶ Concepts and overview
- ▶ Introduction to main features
  - a) Imports
  - b) Visualisations
  - c) Filters and queries
  - d) Reports

Connect to a Data Source
- ▶ Data sources PowerBI will connect to
- ▶ Data types
  - a) Data behaviours
- ▶ Importing and entering data
  - a) Creating tables
- ▶ Get data and query using Editor
- ▶ Combining data sources as a mash up
  - a) Merge queries
  - b) Append queries

Working with Relationship View
- ▶ Understanding relationships.
- ▶ AutoDetect.
- ▶ Create using AutoDetect.
- ▶ Create relationships manually.
- ▶ Edit.
- ▶ Cross Filter.
- ▶ Join Types.

Visualisations.
- ▶ What is available?
- ▶ Create a quick visualisation.
- ▶ Table and matrix visualisation.
- ▶ Conditional formatting.

Charts.
- ▶ Types
- ▶ Create a chart visualisation
- ▶ Analytics
- ▶ Forecast
- ▶ Create a KPI visualisation

Slicers

Drill visualisation to see underlying data

Clustering

Creating role-based views

GEO-data, Categorisation and Maps

Querying and Shaping Data
- ▶ Filter
- ▶ Pivot
- ▶ Add calculations

Reports and Output Options

Further Information

For more information or to book this course, please contact our Course Enquiries Team on
01752 227330 (Option 2) or email us at **enquiries@skilltec.co.uk**.