

# Power BI Desktop Introduction

## 1 Day Course

### Overview

Microsoft's Power BI is a cloud-based business analytics service that allows you to gather, shape, analyse and visually explore data. The **Power BI Desktop** is where you CREATE data models and build visual reports. Once reports are created most use the **Power BI Service** i.e. **App.PowerBI.com** to create Dashboards they can share with others to view and interact with, via browsers or on mobile devices.

This basic course is aimed at users new to Power BI to enable them to analyse data and create interesting visual reports.

### Audience

Business/Data analysts or anyone who needs to interpret and communicate large quantities of information clearly by summarising it into easy-to-read tables and graphs.

### Course Objectives

At the end of this course, delegates will be able to:

- Use Power BI to analyse your data
- Access, prepare and create basic transformations of your data
- Use data modelling and exploration
- Create rich, interactive reports and visualizations



### Prerequisites

Delegates should have extensive Excel analytical skills including Pivot tables and an understanding of database principles would also be useful.

### Course Contents (1 day)

- **What is Microsoft Power BI?**
  - The Power BI environment
  - Working with the Fields and Visualisation Panes
  - Using Report View and Data View
- **Data Sources**
  - Using Excel, CSV/Text files, Folders and SQL server as data sources
- **Data Model Relationships**
  - Understanding the Data Model
  - Data and Relationship Views
  - Creating and Managing relationships
- **Introduction to DAX**
  - Why are custom calculations useful?
  - Creating Calculated Columns & Measures
  - Understanding Evaluation Context
  - Using COUNTROWS and DistinctCount
  - SUMX and CALCULATE
- **Visualisations**
  - Adding visualisation to a Report Canvas
  - Controlling visualisation interactions
- **Calendars**
  - Importance of calendars
  - Creating a calendar via DAX

- **Using Queries**

- The role of Queries in data import
- Extract, Transform & Load (ETL)
- Working with Applied Steps
- Exploring some data transformations
  - Unpivot and Split columns
  - Extract
  - Group
- Replacing values
  - Calculated columns
  - Append and Merge Queries

- **Publishing to the Power BI Service**

- Publish your Report to PowerBI.com

### ***Course Materials***

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.