



Microsoft Power BI Desktop Getting Started

Duration : 1 day

Course Overview

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

With Power BI Desktop, you get a report authoring tool that enables you to connect to and query data from different sources using the Query Editor. From the datasets you build with Query Editor you can create Reports and Visualizations or dashboards within Power BI Desktop. Reports can then be published.

This course covers the use of Power BI Desktop to connect to data, create Visualizations, query the data and publish reports.

This course does not cover MS Power BI Pro, Power BI accessed via Office 365 or SharePoint Services.

Prerequisites

- Please note that this course is not suitable for new Excel or database users
- Excel Level 3 and above knowledge and experience required
- An understanding of basic data concepts
- Ability to create, format chart outputs

Course Content

Introduction to Power BI Desktop

What is Power BI Desktop
Power BI Desktop Environment

Importing and Connecting to data sources

Difference between Importing and Connecting
Databases
Excel
Text file
Relationships

Querying and Shaping Data

Filtering
Sorting
Understanding applied steps
Manipulating columns
Data Types
Custom columns

Visualisations

Charts
Tables
Maps
Matrices
Slicers

Report Elements and Output options

Formatting the report
Adding graphics, shapes and text boxes
Report Filters
Export as csv