



# Data Analysis with Power BI

## Course Aim

This course is for anyone that needs to analyse large amounts of data from different data sources and then create powerful interactive dashboards, charts and a range of visualisations to display data in a user friendly way.

## What you'll learn:

- Gain insight into business intelligence and how to use Power BI.
- Create a range of interactive visualisations including a range of charts, tables, matrixes and maps.
- How to publish and share your data.

## Course Prerequisites

Due to some similarities between Excel and Power BI, participants will need to be familiar with Excel to an Advanced level, including a good understanding of Charts, Tables and PivotTables.

No previous experience with Power BI is required.

## Course Duration:

Full day: 9:00am - 4:30pm

## Inclusions:

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

## What to Bring:

- Note pad & pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if you want copies of the work done during class.

## Course Topics:

### Getting started

- Power BI Environment
- Using Power BI
- The building blocks of Power BI
- Overview Power BI Service, Desktop, Mobile

### Getting data and creating reports

- Getting started with Power BI Desktop
- Upload various data types to Power BI
- Creating a Report
- Navigating a Report
- Publish a Report
- View a Published Report in Power BI Service
- Connect to data sources in Power BI Desktop

### Clean Data with the Query Editor

- More advanced data sources and transformation
- Cleaning irregularly formatted data

### Modelling in Power BI

- Introduction to modelling your data
- Database relationships
- Create calculated columns
- Optimising data models
- Create calculated measures with introductory DAX
- Create calculated tables
- Working with time-based data

### Create visualisations

- Create charts
- Create Table visualisations with drag and drop
- Create a Treemap
- Combination charts
- Using Slicers
- Map visualisations
- Matrixes and tables
- Gauge visualisation

### Modify visualisations and reports

- Modify colours in charts and visuals
- Adding shapes, text boxes, and images
- Page layout and formatting
- Group interactions among visualisations
- Duplicate a report page
- Show categories with no data
- Summarisation and category options
- Rearrange visualisations
- Visual hierarchies and drill-down

### Power BI Service - create and view dashboards

- Introduction to the Power BI service
- Pin visualisations to a dashboard
- Create and configure a dashboard
- Share dashboards with your organisation
- Display visuals and tiles full-screen
- Edit tile details and add widgets
- Display dashboard in full screen
- Publishing and sharing
- Publish Power BI Desktop reports
- Print and export dashboards and reports
- Manually republish and refresh your data