

Power BI Essentials

Duration: 1 Day

Course Description:

This course will cover basic to intermediate skills so that the attendees will have an awareness plus some hands-on experience in handling PowerBI Desktop. However, due to time constraints, the labs may be done after the sessions. Also, for the PowerBI Service to be done in labs and demos, client need to have an active PowerBI subscription. The course handles the basics of PowerBI. PowerBI is part of Microsoft's Business Intelligence solutions and is well integrated with Microsoft Systems.

Target Audience:

Familiar with Microsoft Excel and database concept are sufficient to participate in the course

Prerequisites:

- General IT knowledge or any general experience working in an IT environment
- General (sales level) experience on corresponding Microsoft on-premises products, such as Exchange Server, SharePoint, Office Professional, AD RMS and others
- Experience addressing business/legal/security requirements for IT

Course Objectives:

- Describe Microsoft PowerBI
- Download and use Microsoft PowerBI Desktop.
- Connect to Data Sources and importing Data
- Transform and Shape Data using Power Query Editor
- Create and Manage Reports and Dashboards

- Share and Collaborate with Others
- Use AI and Visuals to get insights from Data
- Use QA to ask questions in natural language
- Use slicers to get insights for Data Visibility
- Access PowerBI reports and Dashboards using android and iOS

Course Outlines:

Module 1: Introduction to PowerBI

This module describes what PowerBI is, its role and value in Microsoft Business Intelligence Solutions.

Lessons

- Overview of Microsoft PowerBI
- PowerBI Service vs PowerBI Desktop
- Explore the User Interface
- Downloading PowerBI Desktop

Module 2: Connect to Data Sources and importing Data

This discusses the different data sources that PowerBI can connect to, not limited to the following. SQL Server, CSV file, OLEDB databases and the like

Module 3: Basic Report Objects

The participants will be able to use the data they imported and put them in basic visual objects such as tables, charts etc in PowerBI. They can also compare reports done in Excel to reports done here in PowerBI

Lessons

- Create Basic reports such as tables and charts
- Observe the dynamic interactions between visual objects in Power BI

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COURSE OUTLINE

Module 4: Transform and Shape Data using Power Query Editor

This module introduces the transformation part of any data processing activity. This is part of Business Intelligence ETL – the transform portion.

Lessons

- What is ETL?
- Why transform data

Module 5: Creating and Managing relationships in the data model

This module discusses models like parent-child model and its impact to reports.

Lessons

- Different types of table relationships
- Managing relationships in Data Model
- Observe impact to Visual elements

Module 6: Uploading and publishing reports from Power BI Desktop

This module discusses publishing of reports and dashboards from PowerBI desktop to PowerBI Service

Lessons

- Publish Data to PowerBI Service

Module 7: Creating and editing reports in Power BI Service

Use the PowerBI Service environment and become familiar with limitations compared to PowerBI Desktop.

Lessons

- Edit reports published into it by PowerBI desktop
- Create new reports and dashboards using Power BI Service

Module 8: Sharing and collaborating with others

This module will focus on granting permissions and sharing of reports and dashboards to members of the organization.

Lessons

- Share to another student their reports and dashboards
- Inspect permissions on shared reports

Module 9: Using AI visuals to get insights from data

This module will let participants use AI visuals in order to become more well versed to reports they can do in PowerBI Service.

Lessons

- Using AI visuals

Module 10: Using Q&A to ask questions in natural language

Use Q and A and natural language in creating your visuals.

Lessons

- Q and A features

Module 11: Using slicers and filters to control data visibility

Enhance the reports by using slicers and filters. This will make reports and dashboards dynamic and not just static reports for end users.

Lessons

- Use filters
- Use slicers

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