POWER BI – INTRODUCTION

Location	Duration
Ipswich	Half-Day

COURSE OVERVIEW

In the basic introduction to Power BI we look at the various data sources that can be used and in particular how to use data in Excel files. This course walks you through some simple scenarios of importing and preparing data, then creating visualisations and filters in order to produce a Power BI report.

PREREQUISITE

A reasonable working knowledge of Excel is advantageous.

COURSE TOPICS

- What is Power BI
- How do Power BI reports and Dashboards work
- Introducing Power BI Desktop
- Import data from Excel
- Prepare (transform) the data for Power BI
- Adding a custom column to the data
- Create a simple report
- Add visualisations to a report
- Create a Power BI Account
- Publish a Power BI report
- Create a Dashboard
- Review of a Power BI report with common visualisations and filters
- Import data from Excel
- Create a basic report
- Explore the use of and configurable properties in a report of:
  - bar charts
  - pie charts
  - Lists
  - Filters
- Creating Dashboards
- Pinning visualisations to dashboards
- Using natural language query to interrogate a Dashboard
- Discussion of layout guidelines for a Power BI report

FOLLOW ON COURSES

- Power BI – Intermediate

TRAINING OPTIONS

- Private course at your company office throughout the UK, at our training room or at an independent location, convenient to you.
- Scheduled public course at one of our training venues