



Microsoft Power BI is a suite of business analytics tools that help you gain insights from your data. The suite brings together familiar operations from well-known products—including Excel, Access, Power Query, and Power Pivot—to help you to quickly move the basics and on to comprehensive analysis.

Microsoft Power BI: Introduction

Course Title: Inside Power BI | Duration: 1 Day | Level: Introduction | Code: ITD10

Throughout this course we'll show you how you can easily create visualisations that will help your team and your organisation understand data that you're already collecting. Power BI is a set of tools including the Power BI service, Power BI desktop, Power BI mobile, and other components. We will begin with the web based Power BI service. We'll get data, create charts, and other visualisations.

Microsoft Power BI: Advanced

Course Title: Power BI Advanced | Duration: 1 Day | Level: Advanced | Code: ITD11

During the advanced course we will guide you through the advanced capabilities of the service. Showing you how to work with calculations, leverage the DAX language, create advanced queries, and use the M language to improve the querying process.

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

Note: So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.





Microsoft Power BI: Introduction

Course Title: Inside Power BI

Course Code: ITD10 | Duration: 1 Day | Level: Introduction

Course Description:

Throughout this course we'll show you how you can easily create visualisations that will help your team and your organisation understand data that you're already collecting. Power BI is a set of tools including the Power BI service, Power BI desktop, Power BI mobile, and other components. We will begin with the web based Power BI service. We'll get data, create charts, and other visualisations.

And arrange those visualisations into shareable reports. We'll also create dashboards, and use Power BI's Q and A feature to ask questions about our data. We'll take a look at the Power BI for mobile apps and see how we can use them to view and share reports and dashboards that we've created. Finally, I'll show you how to create your own data models using Power BI desktop. Power BI helps you model, visualise, and share insights. Learning Power BI will give you an edge over other people who are trying to analyse data using tools that are less powerful or less collaborative.

Course Requirements:

No previous experience of Microsoft Power BI is required however the delegate should have knowledge in basic computer skills.

Course Content:

Get Data

- Overview: Power BI data sources
- Connect to a SaaS solution
- Upload a local CSV file
- Connect to Excel data that can be refreshed
- Connect to a sample

Create a Report with Visualisation

- Explore the Power BI portal
- Overview: Visualisations
- Using visualisations
- Create a new report
- Create and arrange visualisations
- Format a visualisation
- Create chart visualisations
- Use text, map, and gauge visualisations and save a report
- Use a slicer to filter visualisations
- Sort, copy, and paste visualisations
- Download and use a custom visual from the gallery

Modify and Print a Report

- Rename and delete report pages
- Add a filter to a page or report
- Set visualisation interactions
- Print a report page
- Send a report to PowerPoint

Create A Dashboard

- Pin a report tile to a dashboard
- Pin a live report page to a dashboard
- Pin a tile from another dashboard
- Pin an Excel element to a dashboard
- Manage pinned elements in Excel
- Add a tile to a dashboard
- Build a dashboard with Quick Insights
- Set a Featured (default) dashboard

Ask Questions about your Data

- Ask a question with Power BI Q&A
- Tweak your dataset for Q&A
- Enable Cortana for Power BI





Share Data With Colleagues and Others

- Overview: Sharing reports and dashboards
- Publish a report to the web
- Manage published reports
- Share a dashboard
- Create an app workspace and add users
- Use an app workspace
- Publish an app
- Create a QR code to share a tile
- Embed a report in SharePoint Online

Use Power BI Mobile Apps

- Get Power BI for mobile
- View reports and dashboards in the iPad app
- Use workspaces in the mobile app

Use Power Bi Desktop

- Use workspaces in the mobile app
- Get data
- Reduce Data
- Transform Data
- Relate Tables
- Get Power BI Desktop data with the Power BI service
- Export a report from Power BI service to Desktop

Follow On Courses:



Additional Information:

- Free Telephone & email support
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**



**Microsoft Power BI: Advanced****Course Code: ITD10 | Duration: 1 Day | Level: Advanced****Course Description:**

During the advanced course we will guide you through the advanced capabilities of the service. Showing you how to work with calculations, leverage the DAX language, create advanced queries, and use the M language to improve the querying process.

Course Requirements

The delegate needs to have attended the previous level of the Microsoft Power BI course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:**How the Power BI Platform Works**

- Understanding the Microsoft update process and Power BI Desktop vs. Pro
- Comparing Power BI to Tableau

Working with Data

- Employing efficient data strategies
- Importing and transferring data imported from an Excel, CSV, or TXT file
- Uploading from a folder of data
- Querying a database
- Uploading a PDF

Query Editor

- Introducing Query Editor steps
- Transposing data tables
- Unpivoting data
- Appending data
- Splitting fields and columns
- Formatting data with text formulas
- Creating conditional formulas
- Filling up or filling down functionality
- Creating calculated formulas
- Introducing the M language
- Joining data tables

DAX Language

- Introducing DAX
- Introducing DAX measures
- Understanding DAX measure logic
- Evaluating DAX measures
- Leveraging the CALCULATE functionality
- Understanding how filters work in CALCULATE function
- Leveraging the ALL function
- Understanding the FILTER functionality

Introduction to DAX Formulas

- Creating a separate table for measures
- Creating a table using GENERATESERIES formula
- Leveraging the POWER function
- Leveraging the DIVIDE function
- Introducing parameter-harvesting functions
- Introducing the X-factor functions
- Utilising the X factor (SUMX,COUNTX, etc.) for ranges
- Utilising quick measures



Advanced DAX Calculations

- Creating a date table using a formula
- Filtering between tables
- Utilising IF statements with conditional functions
- Creating dynamic measures
- Introducing the DATEDIFF measure
- Working with disconnected tables
- Leveraging the BLANK function
- Using variables in formulas

- DATESBETWEEN and the X functions
- Introducing the DATEADD date calculations
- Introducing the MTD, QTD, and YTD date calculations

Graphing and Dashboard Design

- Leveraging chart design
- Sharing your work with others

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