

Visualising Data with Power BI – 1 day course

About the course

CMBI's "Visualising Data with Power BI" is a training course that has been specially designed for consumers of Power BI reports. The session focuses on teaching the skills required to navigate and analyse data in existing Power BI reports, to drive better insight into your organisation's data assets.

This 1-day course takes a deep-dive into the full suite of reporting features in Power BI. At the end of the session, your team will be able to get the most out of existing Power BI reports, create new reports and publish content onto the Power BI Service.

Who should do this course?

This course is designed for end users of Power BI reports. It is suitable for users with little or no prior experience of Power BI.

Delivery Method

CMBI presents each training workshop as a series of practical exercises, giving attendees hands-on experience with personalised one-on-one support in each session.

Training can either be hosted onsite at your premises or remotely, using industry-leading video conferencing software.

Materials and support

CMBI's course materials support learning and re-enforcement well beyond the workshop.

Each session includes an associated set of support materials to help attendees complete the tasks on the day, as well as provide support after course completion:

- Supporting course notes PDF document (approximately 80 pages, printed on request)
- Complete Power BI models for all exercises
- Datasets for all examples
- Optional Q&A time at the end of the session for anyone interested in asking specific questions

How it works

Location: we come to you or host remotely

Duration:
1 day, 9am - 5pm (onsite) or
2 x 4 hour sessions (remote)

Price: \$1,999 + GST per team

Materials & support:

Each session includes:

- ✓ Supporting course notes PDF (approx. 80 pages)
- ✓ Power BI models and datasets for all exercises
- ✓ Interactive exercises with personalised support

Course content

Unit 1: Introduction to Power BI

- ✓ What is Power BI?
- ✓ Understanding the different components in Power BI
- ✓ Power BI Desktop vs. Power BI Service
- ✓ Overview of Power BI Licensing (Free vs Pro/Premium)

Unit 2: Navigating Reports in Power BI

- ✓ Navigate Report View, Data View and Relationship View in Power BI Desktop
- ✓ Understand how to navigate different visualisation types:
 - Slicers
 - Column and Bar charts
 - Pie charts
 - Line charts
 - Matrices
 - Tables
 - Tree Maps
 - Scattercharts
 - Geographic Maps
 - ...and more!

Unit 3: Analysing Data in Power BI

- ✓ Understand Tooltips
- ✓ Drilldown to see more detail in a visualisation
- ✓ Drillthrough to a separate report page
- ✓ Inspect and edit Visual, Report and Page-level Filters
- ✓ Use Buttons for quick navigation
- ✓ Use Bookmarks for presentation and storytelling
- ✓ Understand the Focus and Spotlight features
- ✓ Explore printing and exporting results

Unit 4: Creating Visualisations

- ✓ Create and duplicate new report pages
- ✓ Explore the different types of Slicers (dropdown, list, timeline, horizontal tile)
- ✓ Create and format a Column Chart
- ✓ Create and format a Bar Chart
- ✓ Create and format a Line Chart
- ✓ Create and format a Pie Chart
- ✓ Create and format a Table
- ✓ Create and format a Matrix
- ✓ Create and format a Tree Map
- ✓ Create and format a Scatterchart
- ✓ Create and format a Map

Unit 5: Enhancing Report Navigation

- ✓ Add Drilldown functionality to a visualisation
- ✓ Create a Drillthrough page
- ✓ Add a Button for quick navigation
- ✓ Create a Bookmark

Unit 6: Exploring Filters

- ✓ Understand filtering with Slicers
- ✓ Add a visual-level filter
- ✓ Add a page-level filter
- ✓ Add a report-level filter
- ✓ Add a Top-N filter

Unit 7: Editing Interactions

- ✓ Understand cross-filtering behaviour
- ✓ Edit interactions between visualisations in a report

Unit 8: Refreshing Data

- ✓ Using and editing report parameters
- ✓ Refreshing data in Power BI Desktop

Unit 9: Understanding the Power BI Service

- ✓ Publish a report to the Power BI Service
- ✓ Navigate the Power BI Service
- ✓ Understanding Workspaces, Dashboards, Reports and Datasets
- ✓ Editing a report in the Power BI Service
- ✓ Creating a new report from a Dataset
- ✓ Uploading an Excel Workbook to the Service
- ✓ Importing data vs Uploading data
- ✓ Sharing content
- ✓ Refreshing data in the Power BI Service

Unit 10: Exploring Data on Power BI Service

- ✓ Exploring the Quick Insights tool
- ✓ Exploring Q&A