Power BI Desktop – 1 day course

About the course

CMBI's *"Power BI Desktop"* one-day course is aimed at analysts and developers who want to learn how to develop complete Power BI reporting solutions, from data transformation through to reporting. The session focuses on teaching you the skills required to build an end-to-end Power BI report, to drive better insight and decision-making in your organisation.

This **1-day beginner course** is a practical introduction into the most important features in Power BI. At the end of the session, you will be confident importing and transforming data into a Power BI data model, and know how to create and publish interactive reports for your whole team to use.

Who should do this course?

This course is designed for analysts, developers or managers wanting to learn how to develop automated Power BI reports. No prior experience of Power BI is required.

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)

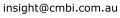**Price:** $1,999 + GST per team

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?
- ✓ Understand the different components in Power BI
- ✓ Power BI Desktop vs. Power BI Web Service
- ✓ Overview of Power BI Licensing (Free vs Pro/Premium)
- ✓ Navigate Report View, Data View and Relationship View in Power BI Desktop

Unit 2: Extracting Data with Power Query

- ✓ Understand the different ways to get data into Power BI: Direct Connection, Excel data model, Power Query
- ✓ Load a csv file with Get Data
- ✓ Load an Excel file with Get Data
- ✓ Understand the Power Query interface
- ✓ Change a query name
- ✓ Add a new transformation step

Unit 3: Transforming Data with Power Query

- ✓ Promote headers
- ✓ Change data types
- ✓ Replace values
- ✓ Replace errors
- ✓ Remove top/bottom rows
- ✓ Capitalise each word
- ✓ Transform text to upper or lower case
- ✓ Clean/trim text values
- ✓ Split columns
- ✓ Merge columns
- ✓ Add conditional columns
- ✓ Add custom columns
- ✓ Add index columns
- ✓ Add a comment to a transformation step
- ✓ Rename a transformation step
- ✓ Rename a column

Unit 4: Integrating Data with Power Query

- ✓ Merge multiple datasets together
- ✓ Understand the advantages of PQ's Merge function over Excel VLOOKUP
- ✓ Group data
- ✓ Filter rows

Unit 5: Loading Data to Power BI Desktop

- ✓ Close & Apply to load data from PQ to Power BI Desktop
- ✓ Inspect the data in Data View
- ✓ Inspect the tables in Relationship View
- ✓ Refresh the data
- ✓ Hiding columns in Power BI

Unit 6: Introduction to DAX

- ✓ What is DAX?
- ✓ Understand DAX syntax and common DAX functions
- ✓ Create a calculated column
- ✓ Calculated columns vs. Measures
- ✓ Understand why we need to create measures
- ✓ Understand filter context
- ✓ Create measures using SUM, AVERAGE, COUNTROWS, DISTINCTCOUNT, DIVIDE, MIN and MAX
- ✓ Create measures using Quick Measures

Unit 7: Relationships

- ✓ Why create relationships?
- ✓ Understand the impact of relationships on reporting
- ✓ Create a relationship
- ✓ Inspect a relationship
- ✓ Identify the keys in a relationship
- ✓ Create visualisations to see impact of relationships
- ✓ Troubleshooting problematic relationships

Unit 8: Creating Visualisations

- ✓ Create and duplicate new report pages
- ✓ Explore the different types of Slicers (dropdown, list, timeline, horizontal tiles)
- ✓ Create and format Cards
- ✓ Create and format a Column Chart
- ✓ Create and format a Bar Chart
- ✓ Create and format a Pie/Donut Chart
- ✓ Create and format a Table
- ✓ Create and format a Matrix
- ✓ Create and format a Gauge Chart
- ✓ Create and format a Map

Unit 9: Enhancing Report Navigation

- ✓ Add Drilldown functionality to a visualisation
- ✓ Create a Drilldown hierarchy
- ✓ Create a Drillthrough page
- ✓ Add Tooltips to a visualisation
- ✓ Add a Star Rating to a visualisation

Unit 10: 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 11: Editing Interactions

- ✓ Understand cross-filtering behaviour
- ✓ Edit interactions between visualisations in a report
- ✓ Cross-highlighting vs. cross-filtering

Unit 12: Creating a Corporate Look-and-Feel

- ✓ Add a corporate logo
- ✓ Add conditional formatting
- ✓ Explore and apply themes in Power BI Desktop
- ✓ Customise a theme
- ✓ Save a custom theme file
- ✓ Import a custom theme file
- ✓ Create/edit a JSON theme file