

Power BI - Beginner

Detailed Content

Introduction

A history of Business Intelligence
The development of Self Service Business Intelligence
Introducing Power BI
How does Power BI fit in?
Introducing the three main tools – Power BI Service, Power BI desktop & Power BI Mobile
When to use Power BI Desktop
Free versus Pro
Signing up to the Power BI online service
Which sources of Data can I use?
Content Samples
Online Services
Azure & SSAS

Working with an Excel Workbook

Understanding your data
Creating Tables of data to put into the Power BI service
Where your workbook file is saved makes a difference
Uploading your Workbook data into Power BI
Importing your Workbook data into Power BI

Working with the Power BI service

The User Interface
My Workspace
Menus
The Fields Pane
Field Icons
Visualisations Pane

Visualisations

Overview of Visualisations
Creating and working with Visualisations

Creating a Bar Chart Visualisation
Creating a Column Chart Visualisation
Creating a Line Chart Visualisation
Some basic formatting of Visualisations
Consistency of Style
Focus Mode
Creating a Card Visualisation
Giving Cards some impact
Creating a Table Visualisation
Creating a Matrix Visualisation

Working with Formats in a Visualisation

Axes
Data Labels
Titles
Sizing & Alignment
Data Colours, Backgrounds and Borders

From Visualisations to Reports

Saving a Report
Adding Pages to your Reports
Renaming Pages
Re-using Visualisations
Building a Narrative in your report
Editing & Reading Modes
Pie Chart Visualisations
Text Boxes
Shapes

Using Visual Interactions

Introducing Visual Interaction
Turning Interaction On or Off
Interacting by Filtering, Highlighting or None

Working with Filters

Creating a Slicer
Filtering in the Visualisation pane

Creating a Visual Field filter
Creating a Top N Filter
Adding a page level Filter
Creating pages from page level filters
Add a report level Filter

Working with Reports

Printing your Reports
Exporting to PowerPoint
Using a Power BI created PowerPoint file
Publishing to the Web – embed codes
Interacting with a Power BI created web page
Generating a QR code
Pasting and scanning a QR code
Possible uses for a QR code versus a web-link

Working with Dashboards

Adding Visualisations to your dashboard
Adding Visualisations from multiple reports
Pinning a Live Page
Web Content tiles
Text box Tiles
Video tiles
Generating Alerts from Cards and KPIs
Renaming Dashboards
Favourite Dashboards
Featured Dashboard
Printing Dashboards
Generating Alerts from Cards and KPIs

Q & A and Quick Insights

Making Visualisations with natural language queries
Create a Visual using Q&A
Modify a Q&A
Activating Quick Insights
Using Related Insights
Analyse data in a visual

Power BI - Beginner

Power BI Publisher for Excel

- Installing Power BI Publisher for Excel
- The Power BI Publisher for Excel ribbon
- Connecting to your Power BI Profile
- Pinning Ranges
- Updating Pinned Ranges
- Creating new Power BI Dashboards from inside Excel
- Make a connection from your data in Power BI back to Excel

Sharing Dashboards & Reports

- Sharing a Dashboard or Report
- Sharing Permissions
- Permissions
- Sharing Links
- Stop Sharing
- QR codes

Power BI Mobile

- Installing the Power BI mobile apps
- Settings
- Signing into your profile
- Accessing samples
- Interacting with Dashboards
- Favourite Dashboards
- Interacting with Reports
- Pages in Reports
- Annotating Reports
- Sharing a Dashboard
- QR Scanner

Refreshing your Data

- Refreshing your Datasets
- Upload file to OneDrive
- Load data from OneDrive file
- Scheduled refresh on OneDrive
- Updating data after changes

Data Normalisation

- Overview of Data Normalisation
- Normalising a dataset
- Normalising data to build a Data Model
- Using Query Editor in Microsoft Excel
- Fact and Dimension Tables

Power BI Desktop

- Introducing Power BI Desktop
- Connecting to a database
- Building a Data Model
- Using Query Editor
- Formatting and Properties of Data types and their uses
- Loading Individual Tables
- Relationships
- Creating Relationships
- Deleting Relationships

More Complex Visualisations

- Creating a Bubble Map Visualisation
- Creating a Filled Map Visualisation
- Creating A Gauge Visualisation
- Creating a Treemap Visualisation
- Choosing the right Visualisations

Using Custom Visuals

- Custom Visualisations Gallery
- Installing a Custom Visualisation
- Word Cloud
- Chiclet Slicer
- Enlighten Aquarium

Access Databases and Power BI

- Access Database & Power BI
- Importing an Access Database
- Data Relationships
- Stacked Column Chart
- Sorting an Existing Visualisation
- Adding Depth to your Report
- Focusing on Key Points of Interest
- Calculated Columns
- Adding a Calculated Column
- Using a Calculated Column in a Calculation
- Displaying Calculated Columns in a Visualisation

Content Samples

- Viewing some content samples
- Working through the Retail Analysis Sample Pack

Getting Help

- The official Microsoft Sources
- Other sources of help

Extended Exercise - More Visuals

- World Flag Slicer
- Count Down Timer
- Cards with States
- Scroller

Data Normalisation Appendix

- The Normal Forms
- 1st Normal Form
- 2nd Normal Form
- 3rd Normal Form
- Primary Keys
- Relationships