Power BI Introduction | Half-day

Course Overview - Half-day course

Introduction to Office 365

Learn to build visualisations, reports and dashboards. This course is an introduction to Power BI, the self-service Business Intelligence tool from Microsoft.

The objective of the course is to introduce Power BI and teach users the basic concepts required to get started loading data and building reports.

Our series of Power BI courses teach you how to get the most out of Power BI from building visualisations, connecting various data sources to modelling data using DAX. Read more.

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