Introduction to Microsoft Power BI Course Outline

Course Overview

This course is designed as an introduction to the Microsoft Power BI Desktop app. Throughout the course, participants will work in Power BI Desktop to connect to data, create visualizations (charts) based on that data, and then publish the reports they build. They will use the Power BI Query Editor to perform data modelling techniques to prepare data for visualizations. They'll also experience publishing Power BI reports both locally and to the online Power BI Service, including creating dashboards and mobile phone views.

By the end of the course, participants will have a solid foundation of the essential skills in Power BI needed to create Power BI reports, including connecting to data, modelling data, creating visualizations, and publishing.

In this course, participants will:

- Connect to single datasets, including Excel files and websites.
- Create visualizations, including pie and column charts, card visuals, and others.
- Work with various types of filtering in a report.
- Show pivoted data with matrix visuals.
- Use the Query Editor to transform data, including removing unused columns and rows, transposing data, and more.
- Use Query Editor tools to transform data such as Split, Trim, and Unpivot.
- Combine data sets in Query Editor by merging and appending queries.
- Group data by creating Groups and Hierarchies.
- Use the Query Editor to create custom calculated columns.
- Use DAX formulas and functions to create custom calculated columns and measures.
- Connect to and multiple data sets and use basic relational database concepts.
- Publish reports to the online Power BI Service and create dashboards for desktop and mobile view.

Course Prerequisites

Course participants should be able to work in Microsoft Excel files. They should also be comfortable with basic Windows file management, such as opening and saving files, and locating files on their computer. No experience with Power BI Desktop or databases is needed.