



## ***Introduction to Power BI Desktop***

Course length: 1.0 day(s)

### **Course Description**

Power BI Desktop is a Microsoft application that lets you connect to, transform and visualize your data. With Power BI Desktop, you can connect to multiple various sources of data, and combine them (often called modeling) into a data model that lets you build visuals, and collections of visuals you can share as reports, with other people inside your organization. Most users who work on Business Intelligence projects use Power BI Desktop to create reports, and then use the Power BI service to share their reports with others.

### **Course Objective:**

Use Power BI Desktop to create complex and visually rich reports using data from multiple sources and create all in one reports that you can share with others.

**Target Student:** The target student for this course are office professionals who want to employ the advanced productivity and creative features of Acrobat 9.0 Pro

**Prerequisites::** Microsoft Excel Level 2 or equivalent knowledge

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Connect to Excel File as a Data Source
- Shape and Combine Data in Power BI Desktop
- Combine Data
- Analyze web page data using Power BI Desktop
- Connect to a Web Data Source
- Shape data in Power Query Editor
- Create a visualization
- Combine sales data from Excel and an OData feed
- Import the product data from Excel
- Create a custom calculated column
- Manage the Relationship Between the Datasets
- Complete the Sales Analysis Report
- Create your Own Measures in Power BI Desktop
- Create a calculated column that uses an IF function

## **Course Content**

### **Understand How to use Power BI Desktop**

Connect to Data

Transform and clean data, create a model

Create Visuals

Create Reports

Share Reports

Connect to Data in Power BI Desktop

### **Launch Power BI Desktop**

Connect to Excel File as a Data Source

Shape and Combine Data in Power BI Desktop

Shape Data

Creating a Custom Column

Selecting Columns

Modifying Applied Step Order

### **Combine Data**

Analyze web page data using Power BI Desktop

Connect to a Web Data Source

Shape data in Power Query Editor

Import the query into Report View

Create a visualization

Customize the Visualization

Format the map

Change the visualization type

Combine sales data from Excel and an OData feed

### **Import the product data from Excel**

Clean up the products columns

Import the order data from an OData feed

Expand the order data

Create a custom calculated column

Set the data type for the new field

Clean up the orders columns

Review the query steps

Import the transformed queries

### **Manage the Relationship Between the Datasets**

Create Visualizations Using Your Data

Interact with Your Report Visuals to Analyze Further

Create your Own Measures in Power BI Desktop

### **Understand Measures**

Create and Use your Own Measures

Create a measure

Use your measure in the report

Use your measure with a slicer

Use your measure in another measure

Create Calculated Columns in Power BI Desktop

Create a Calculated Column with Values from Related Tables

Create a calculated column that uses an IF function