

# Microsoft® Office 365™ Online (with Teams™ for the Desktop)

**Course Number:**

091094

**Course Length:**

1 day

## Course Description

**Overview:****Target Student:**

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft Office 2013, 2016 or 2019 edition of the Microsoft Office productivity suite.

## Content

**Overview**

- **Introduction**
  - Data Set
  - Power BI Desktop.
  
- **Power BI Desktop – Accessing Data**
  - Power BI Desktop – Data Preparation
  - Power BI Desktop – Data Modeling and Exploration
  - Power BI Desktop – Data Exploration Continued
  - Power BI Desktop – Data Visualization
  
- **Power BI Service**
  - Power BI Service – Publishing Report
  - Power BI Service – Building Dashboard
  - Power BI Service – Collaboration and Distribution