



Power BI Fundamentals

Course #: BI-200 **Duration:** 3 days

Prerequisites

Intermediate knowledge of Microsoft Excel and basic knowledge of Windows and web browsers.

Details

Welcome to Microsoft Power BI Fundamentals! This course will show you how to link and model data in Power BI and create visual reports that reveal data insights. By the end of this course, you will understand the following:

The purposes and essential functions of the core Power BI components
Using the Power BI desktop client and web app
Connecting to a data source using either the Power BI desktop client or the web app
Modeling data
Creating reports and visualizations

This course is designed for professionals responsible for connecting to local or cloud-based data sources and then shaping and combining data for analysis. They want to analyze business data, visualize insights, and share those insights with peers across the enterprise.

This course is also designed for professionals pursuing the Microsoft Power BI Data Analyst (Exam PL-300) certification.

Software Needed

Power BI Desktop

Outline

- **Getting Started**
 - An Introduction to Power BI
 - What is Power BI?
 - The Building Blocks of Power BI
 - The Power BI Desktop Interface
 - Important Information About Power BI Updates
 - Working with Power BI Desktop Files
 - Opening Files
 - Saving Files
 - Creating a New File
 - Publishing to the Power BI Web App
 - Connecting to Data Sources with Power BI Desktop
 - Connecting to an Excel Workbook
 - Connecting to an Access Database
 - Viewing All Connection Options
 - Creating a Manual Dataset

- Managing Data Sources
- Creating a Report with Visualizations
 - Using the Visualizations Pane
 - Using the Fields Pane
 - Creating a Visualization
 - Interacting with Visualizations
 - Changing the Visualization Type
 - Moving and Resizing Visualizations
- Doing More with Visualizations
 - Formatting Visualizations
 - Viewing Visualization Data
 - Using Focus Mode and Spotlight
 - Removing a Visualization
- **Working with Data**
 - Transforming and Sanitizing Data
 - Using Data View
 - Cleaning Irregularly Formatted Data
 - Managing Columns
 - Sorting Table Data
 - Using the Query Editor
 - Opening the Query Editor
 - The Query Editor Interface
 - Using the Query Settings Pane
 - Using Merge Queries
 - Using Append Queries
 - Data Modeling
 - What is DAX?
 - Creating a New Table
 - Creating a New Calculated Column
 - Creating a New Measure
 - Managing Relationships
 - Using the Relationships View
 - Creating Relationships
 - Editing Relationships
 - Deleting Relationships
 - Using the Manage Relationships Dialog
- **Working with Reports and Visualizations**
 - Managing Report Pages
 - Navigating Through Pages
 - Showing and Hiding Pages
 - Adding Pages
 - Deleting Pages
 - Renaming Pages
 - Changing Page Order
 - Changing Report View Options
 - Setting Page View Options
 - Customizing Your View
 - Using Phone vs. Desktop Layout
 - Working with Visualizations
 - Understanding Drillthrough Options
 - Changing Category and Summarization Options
 - Arranging Visualizations
 - Editing Interactions
 - About Custom Visualizations
 - Adding Static Objects to a Report
 - Inserting Pictures
 - Inserting Text Boxes
 - Inserting Shapes
 - Working with Static Objects
- **A Closer Look at Visualizations**
 - Matrixes, Tables, and Charts
 - Creating a Table
 - Creating a Matrix

- Overview of Chart Types
- Creating Charts Activity
- Maps
 - Creating a Treemap
 - Creating a Bubble Map
 - Creating a Filled Map
- Cards, Gauges, and KPIs
 - Creating a Card
 - Creating a Gauge
 - Creating a KPI
- Slicers
 - Creating a Slicer
 - Using Slicers
 - Customizing Slicer Display
 - Changing Slicer Mode
 - Changing Slicer Orientation
- **Introduction to the Power BI Web App**
 - Getting Started
 - Opening the Power BI Web App
 - The Web App Interface
 - Web App Building Blocks
 - Key Differences
 - Connecting to Data Sources with the Power BI Web App
 - Connecting to Local Data
 - Connecting to Live Data
 - Connecting to Content Packs
 - Connecting to Samples
 - Using Workspaces, Dashboards, and Reports
 - Viewing and Managing Power BI Content
 - Viewing a Workspace
 - Viewing Dashboards and Reports
 - Managing Reports
 - Creating Custom Dashboards
 - Creating a Dashboard
 - Pinning Visualizations to a Dashboard
 - Adding Custom Tiles
 - Managing Dashboards
 - Power BI Web App Features
 - Using Insights
 - Using Q & A
 - Customizing Q & A Suggestions