

## Course Objective

An introduction to Power BI. This takes a look at the core concepts of Power BI and introduces course delegates to report and dashboard creation in Power BI

At the end of this course delegates will be able to create basic Power BI reports and Dashboards.

Duration of this course is 1 day. Although no Power BI experience is required, experience of MS Excel is useful.

### Module 1: Getting Started with Power BI

- Power BI Concepts and Overview
- Introduction to Main Features
  - Imports
  - Visualizations
  - Filters and Queries
  - Reports
- The difference between the Desktop and Online Versions of Power BI
- How to determine when to use the desktop and online versions of Power BI.

### Module 2: Creating Data Visualisations

- Importing and Entering Data from one or more data sources
- Creating Relationships in Data
- Creating Reports
- Overview of Data Visualisations
- Creating Charts
- Changing Visualisations
- Creating Interactive Slicers and filters
- Adding filters
- Drilling through data
- Applying Data to a map.
- Introduction to Visualisation Formatting

### Module 3: Creating Dashboards

- Creating a Dashboard
- Applying Report Visualisations to a Dashboard
- Making dashboards interactive
- Sharing Dashboards