

Power BI Introduction (1 Day)

Overview of Power BI Desktop

- Overview of a pbix file and introduction to:
- Views: Reports (visualisations); Tables and Relationships
- Visualisations: Treemap; Funnel; Map; Clustered Column Charts
- Page Tab
- Focus Mode
- Tool tips

Creating a Basic report

- Getting data
- Basic visualisations
- Shapes, text boxes and images

Data sources and Query Editor

- Access databases
- Excel / text files
- Websites and web services
- Pasting data
- Filtering rows
- Manipulating columns
- Working with data types

Filtering data

- Slicers
- Visualisation level filters
- Hierarchies and re-usable Hierarchies
- Drill with Dates

Formatting visualisations

- The formatting panes
- Conditional formatting

Charts

- Working with charts
- Specific chart type issues
- Grouping and binning

Other types of visualisations

- Working with matrices
- Working with cards

Maps

- Geo Data
- Data Categorisation and Maps

Dashboard visualisations

- Gauges
- KPIs

Advanced Filters and Views

- Grouping and pivoting
- Grouping with Bins
- Filter combinations
- Creating new columns

Drill-down

- Interactions
- "See records" feature

Parameters

- Creating parameters
- Filtering by parameter