



# PowerBI Desktop – Introduction

## Aims and Objectives

This course is designed to introduce users to the PowerBI Desktop. The course is aimed at a beginner level, and will cover key areas such as connecting to Data, transforming and loading Data into a Report, introducing the Data Model, and finally visualizing your data with interactive reports, all within the PowerBI desktop. By the end of this course, delegates should be able to create pleasing and informative Visual Reports using the PowerBI Desktop. You will learn how to load raw data into the Power Query and transform the same data into a Visual Report in PowerBI. The aim of this course is to provide a broad overview of PowerBI using a selection of Visuals and also an overview of Basic Data Cleansing concepts.

## Audience

This course is for beginners and concentrates on the PowerBI Desktop – we will not cover the Power BI Service or complex DAX formula or M Code, rather on completing this course you will gain a great foundational understanding of PowerBI Desktop and its concepts!

## Duration

1 Day

## Pre-requisites

A working knowledge of Excel would be advantageous.

No prior knowledge of creating charts is required

An understanding of the need to process your information visually.

An understanding of the use of large datasets.

## Course Content

### What is Power BI?

- The Elements of Power BI
- Exploring the Power BI desktop

### Importing Data Sources

- Importing and Connecting to Data Sources
- Connecting to a Data Source in Excel/ CSV Files
- Loading Data to the PowerBI Desktop

### Transforming Data in Power Query Editor

- Introduction to the Power Query Editor
- Data Types, Header Rows and Replace Values
- Remove Columns & Rows
- Splitting Columns

### What is DAX?

- Introduction to DAX Syntax
- Add a Calculated Column to a Dataset

### Visualizing Data in a Report

- Create a Report in Power BI
- Use visuals such as Column, Bar, Line and Area Charts, Maps and Cards
- Customizing Formats
- Using Slicers
- Editing Interactions between Visuals
- Filters

### The Data Model

- Introduction to the Data Model
- An overview of Many to One relationship

### Publish Report to Power BI Service

- Quick overview of Publishing a Report to the Power BI Service