

# MICROSOFT POWER BI

## Introduction/Overview

### SUITABLE FOR

Users who wish to know about the basic features of using Microsoft Power BI to generate impressive dashboards.

### AIM OF THE COURSE

This course will walk you through the basics of this product, demonstrating functionality and letting you get hands on and learn to use this powerful tool to help you transform your rows of data into a compelling interactive visual story.

### COURSE CONTENT

- What is Power BI?
- Using Devices with Power BI
- Screen Layout
- The Views
- Data Sets
- Connect to Data
- Getting Data from Web
- Query Editor (Group, Pivot Columns, Custom Columns, Transpose Data, Fill Up/Down, Un Pivot)
- Connecting to an Excel Workbook
- Data Refresh
- Renaming & Deleting Tables
- Applied Steps
- Shaping Data
- Filtering & Correcting Data
- Data Errors
- Combine & Merge Data from Different Sources
- Building Reports
- Relationships Between Imported Data Sources
- Hiding Fields
- Sorting Data
- Visualisation Types (Tables, Charts, Format Slicers, Maps, Matrixes, Gauges & Cards)
- Style & Format Visualisations with Shapes, Text Boxes and Images
- Interactions Between Visualisations
- Creating a Report from a Blank Page
- Bookmarks & Slideshows
- Spotlight & Focus
- Sharing Work

# MICROSOFT POWER BI

## Introduction/Overview

### FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 2 days
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.

**THE TRAINING HOUSE**

[training-house.co.uk](http://training-house.co.uk)

[enquiries@training-house.co.uk](mailto:enquiries@training-house.co.uk)

07753558105