



Microsoft



## Power BI Training

Two Day Classroom Training

Learn how to unlock the power of your data using Microsoft's powerful business intelligence tool.

**MOYO**

# Course Overview

## Audience

This course is designed for the beginner to intermediate-level Power BI user. It is for anyone who works with data - regardless of technical or analytical background. This course will show you how to link and model data in Power BI and create visual reports that reveal data insights. Although the Power BI desktop client will be the primary focus, an introduction to the Power BI web app will also be provided.

## Prerequisites

None.

## Course Includes

This course includes a workbook containing key concepts on each topic covered and hands-on activities to reinforce the skills and knowledge attained. It also includes a digital student resources folder containing Power BI workbooks and data sources to support the hands-on activities.

## At the end of this course, you will be able to:

- Describe the components of Power BI
- Work with Power BI files
- Connect to data sources with the Power BI desktop client
- Create a report with visualisations (the range includes: Matrixes, Tables, Charts, Maps, Gauges, Cards, KPIs and Slicers)
- Work with your visualisation
- Transform and sanitise data
- Use the query editor
- Model data and manage relationships
- Manage report pages
- Change report view options
- Add static objects to a report
- Describe how to use the Power BI web app

# Course Outline

## Getting Started

- An Introduction to Power BI
- Working with Power BI Desktop Files
- Connecting to Data Sources with Power BI Desktop
- Creating a Report with Visualisations
- Doing More with Visualisations

## Working with Data

- Transforming and Sanitising Data
- Using the Query Editor
- Data Modelling
- Managing Relationships

## Working with Reports and Visualisations

- Managing Report Pages
- Changing Report View Options
- Working with Visualisations
- Adding Static Objects to a Report

## A Closer Look at Visualisations

- Matrixes, Tables, and Charts
- Maps
- Cards, Gauges, and KPIs
- Slicers

## Introduction to the Power BI Web App

- Getting Started
- Connecting to Data Sources with the Power BI Web App
- Using Workspaces, Dashboards, and Reports
- Creating Custom Dashboards
- Power BI Web App Features

# Get In Touch

To register for this course or to get more information, send an email to [training@mba.za.com](mailto:training@mba.za.com)

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