301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

MICROSOFT

# Introduction to Microsoft Power BI Training

**BONUS! Cyber Phoenix Subscription Included:** All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

## Course Overview

This 2-day, instructor-led course teaches participants to use this powerful collection of software, apps, and services to help you analyze your organization's data and uncover insights and trends. After completing this course, students will be able to understand the following:

- The purposes and basic functions of the core Power BI components
- Using the Power BI desktop client and web app
- Connecting to a data source using either the Power BI desktop client or the web app
- Modeling data
- Creating reports and visualizationere are no prerequisites for this course, but this course assumes the user has an intermediate knowledge of MS Excel and MS Access, as well as a basic knowledge of Windows and web browsers.

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

## Program Level

Basic

## Training Delivery Methods

Group Live

## Duration

2 Days / 16 hours Training

## CPE credits

6 NASBA CPE Credits

## Field of Study

Information Technology

## Advanced Prep

N/A

## Course Registration

Candidates can choose to register for the course by via any of the below methods:

- Email: Sales@phoenixts.com
- Phone: 301-582-8200
- Website: www.phoenixts.com

Upon registration completion candidates are sent an automated course registration email that includes attachments with specific information on the class and location as well as pre-course study and test preparation material approved by the course vendor. The text of the email contains a registration confirmation as well as the location, date, time and contact person of the class.

Online enrolment closes three days before course start date.

On the first day of class, candidates are provided with instructions to register with the exam provider before the exam date.

# Complaint Resolution Policy

To view our complete Complaint Resolution Policy policy please click here: Complaint Resolution Policy

# Refunds and Cancellations

To view our complete Refund and Cancellation policy please click here: Refund and Cancellation Policy

# Course Outline

## Lesson 1: Getting Started

- TOPIC A: An Introduction to Power BI
- What is Power BI?
- The Building Blocks of Power BI
- The Power BI Desktop Interface
- Important Information About Power BI Updates
- Activity 1-1: An Introduction to Power BI
- TOPIC B: Working with Power BI Desktop Files
- Opening Files
- Saving Files
- Creating a New File
- Publishing to the Power BI Web App
- Activity 1-2: Working with Power BI Desktop Files
- TOPIC C: Connecting to Data Sources with Power BI Desktop
- Connecting to an Excel Workbook
- Connecting to an Access Database
- Viewing All Connection Options
- Creating a Manual Dataset
- Managing Data Sources
- Activity 1-3: Connecting to Data Sources with Power BI Desktop
- TOPIC D: Creating a Report with Visualizations
- Using the Visualizations Pane
- Using the Fields Pane
- Creating a Visualization
- Interacting with Visualizations
- Changing the Visualization Type
- Moving and Resizing Visualizations

- Activity 1-4: Creating a Report with Visualizations
- TOPIC E: Doing More with Visualizations
- Formatting Visualizations
- Viewing Visualization Data
- Using Focus Mode and Spotlight
- Removing a Visualization
- Activity 1-5: Doing More with Visualizations
- Summary
- Review Questions

## Lesson 2: Working with Data

- TOPIC A: Transforming and Sanitizing Data
- Using Data View
- Cleaning Irregularly Formatted Data
- Managing Columns
- Sorting Table Data
- Activity 2-1: Transforming and Sanitizing Data
- TOPIC B: Using the Query Editor
- Opening the Query Editor
- The Query Editor Interface
- Using the Query Settings Pane
- Using Merge Queries
- Using Append Queries
- Activity 2-2: Using the Query Editor
- TOPIC C: Data Modeling
- What is DAX?
- Creating a New Table
- Creating a New Calculated Column
- Creating a New Measure
- Activity 2-3: Data Modeling
- TOPIC D: Managing Relationships
- Using the Relationships View
- Creating Relationships
- Editing Relationships
- Deleting Relationships
- Using the Manage Relationships Dialog
- Activity 2-4: Managing Relationships
- Summary
- Review Questions

## Lesson 3: Working with Reports and Visualizations

- TOPIC A: Managing Report Pages
- Navigating Through Pages
- Showing and Hiding Pages
- Adding Pages
- Deleting Pages
- Renaming Pages
- Changing Page Order
- Activity 3-1: Managing Report Pages
- TOPIC B: Changing Report View Options
- Setting Page View Options
- Customizing Your View
- Using Phone vs. Desktop Layout
- Activity 3-2: Changing Report View Options
- TOPIC C: Working with Visualizations
- Understanding Drillthrough Options
- Changing Category and Summarization Options
- Arranging Visualizations
- Editing Interactions
- About Custom Visualizations
- Activity 3-3: Working with Visualizations
- TOPIC D: Adding Static Objects to a Report
- Inserting Pictures
- Inserting Text Boxes
- Inserting Shapes
- Working with Static Objects
- Activity 3-4: Adding Static Objects to a Report
- Summary
- Review Questions

## Lesson 4: A Closer Look at Visualizations

- TOPIC A: Matrixes, Tables, and Charts
- Creating a Table
- Creating a Matrix
- Overview of Chart Types
- Creating Charts
- Activity 4-1: Matrices, Tables, and Charts
- TOPIC B: Maps
- Creating a Treemap
- Creating a Bubble Map

- Creating a Filled Map
- Activity 4-2: Maps
- TOPIC C: Cards, Gauges, and KPIs
- Creating a Card
- Creating a Gauge
- Creating a KPI
- Activity 4-3: Cards, Gauges, and KPIs
- TOPIC D: Slicers
- Creating a Slicer
- Using Slicers
- Customizing Slicer Display
- Changing Slicer Mode
- Changing Slicer Orientation
- Activity 4-4: Slicers
- Summary
- Review Questions

## Lesson 5: Introduction to the Power BI Web App

- TOPIC A: Getting Started
- Opening the Power BI Web App
- The Web App Interface
- Web App Building Blocks
- Key Differences
- Activity 5-1: Getting Started
- TOPIC B: Connecting to Data Sources with the Power BI Web App
- Connecting to Local Data
- Connecting to Live Data
- Connecting to Content Packs
- Connecting to Samples
- Activity 5-2: Connecting to Data Sources with the Power BI App
- TOPIC C: Using Workspaces, Dashboards, and Reports
- Viewing and Managing Power BI Content
- Viewing a Workspace
- Viewing Dashboards and Reports
- Managing Reports
- Activity 5-3: Using Workspaces, Dashboards, and Reports
- TOPIC D: Creating Custom Dashboards
- Creating a Dashboard
- Pinning Visualizations to a Dashboard
- Adding Custom Tiles
- Managing Dashboards
- Activity 5-4: Creating Custom Dashboards

- TOPIC E: Power BI Web App Features
- Using Insights
- Using Q & A
- Customizing Q & A Suggestions
- Activity 5-5: Power BI Web App Features
- Summary
- Review Questions

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Starting at **$1,100**

**ATTENTION**

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

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## Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.