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MICROSOFT

Introduction to Microsoft Power BI Training

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

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 visualizations

There 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

DATE	LOCATION	
6/02/22 - 6/03/22 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
6/02/22 - 6/03/22 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
8/11/22 - 8/12/22 (2 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
8/18/22 - 8/19/22 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
8/18/22 - 8/19/22 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
11/14/22 - 11/15/22 (2 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
11/21/22 - 11/22/22 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
11/21/22 - 11/22/22 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
3/02/23 - 3/03/23 (2 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
3/09/23 - 3/10/23 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
3/09/23 - 3/10/23 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
7/06/23 - 7/07/23 (2 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
7/13/23 - 7/14/23 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
7/13/23 - 7/14/23 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us



DATE	LOCATION	
10/05/23 - 10/06/23 (2 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
10/12/23 - 10/13/23 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
10/12/23 - 10/13/23 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
12/07/23 - 12/08/23 (2 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
12/14/23 - 12/15/23 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
12/14/23 - 12/15/23 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us

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



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- 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**

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