

# Microsoft Power BI Intro

## Course Outline

**Course Format: One Day**  
**Max Capacity: 6 People**

**An Introduction to Power BI. This takes a look at the core concepts of Power BI and introduces delegates to report and dashboard creation in Power BI. At the end of this course delegates will be able to create basic Power BI reports and Dashboards.**

**Power BI is a tool that enables data analysts to quickly and effectively produce clear data visualisations for an organisation. It is recommended that delegates have some experience in creating reports by other means before attending this course happen automatically.**

### Course Content

#### Getting Started with Power BI

- Power BI Concepts and Overview
- Introduction to Main Features
  - Imports
  - Visualisations
  - Filters and Queries
  - Reports
- The difference between the Desktop and On-line Versions of Power BI
- How to determine when to use the desktop and online versions of Power BI

- Adding Filters
- Drilling through data
- Applying Data to a map
- Introduction to Visualisation Formatting

#### Creating Dashboards

- Creating a Dashboard
- Applying Report Visualisations to a Dashboard
- Making Dashboards interactive
- Sharing Dashboards

#### Creating Data Visualisations

- Importing and Entering Data from one or more data sources
- Creating Relationships in Data
- Creating Reports
- Overview of Data Visualisations
- Creating Charts
- Changing Visualisations
- Creating Interactive Slicers and filters

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