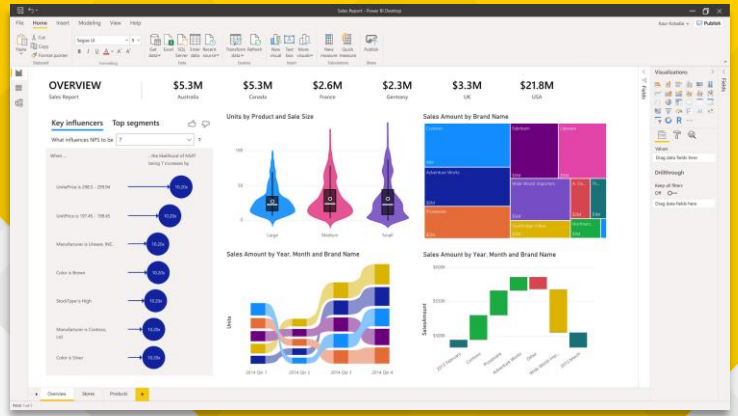


Transforming your data into meaningful reports with Power BI

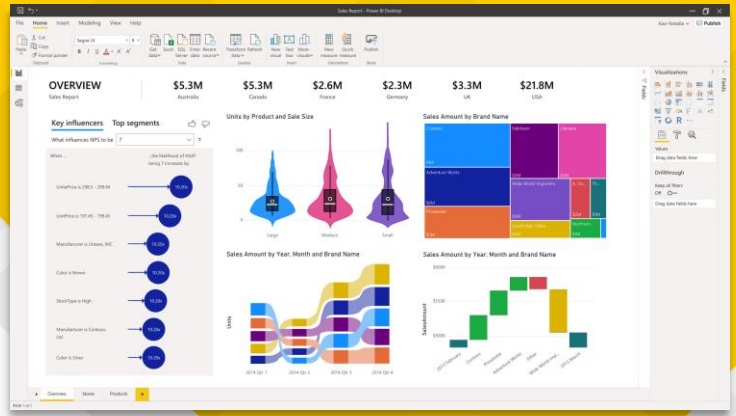


Training Modules

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Module 1: Overview of the Power BI Platform

In this module, participants will learn the basics of Power BI and how to best use it in your organization. This module will show the different uses of the technology and how it can make your business more efficient by transforming your data into beautiful and meaningful reports and dashboards. This module will let teach you different ways to create reports in Power BI with its direct and built-in connection to data sources and top of the line features and functionality that lays the groundwork for you to start building your first report for your team and your organization.

Topics Covered:

1. Introduction to Power BI Platform
2. Introduction to the Power BI Ecosystem
3. Power BI Tools available for your devices

Module 2: Introduction to Power BI Desktop

In this module, participants will be able to familiarize themselves with the features that are available in Power BI Desktop. This module will focus on using the functionalities that are available in the ribbon menu and navigating throughout the interface.

Topics Covered:

1. Navigating the Power BI Desktop interface
2. Connecting to different data sources available in Power BI
3. Publishing your report in the Power BI service

Module 3: Building blocks of Power BI

In this module, participants will learn about the major components of Power BI such as visualizations. Participants will learn how to and when to use a specific visualization in their report as well as identifying the key differences and when to create a report and a dashboard.

Topics Covered:

1. Learning about different visualizations available in Power BI
2. Understanding datasets
3. Reports and Dashboards
4. Power BI Tiles
5. App

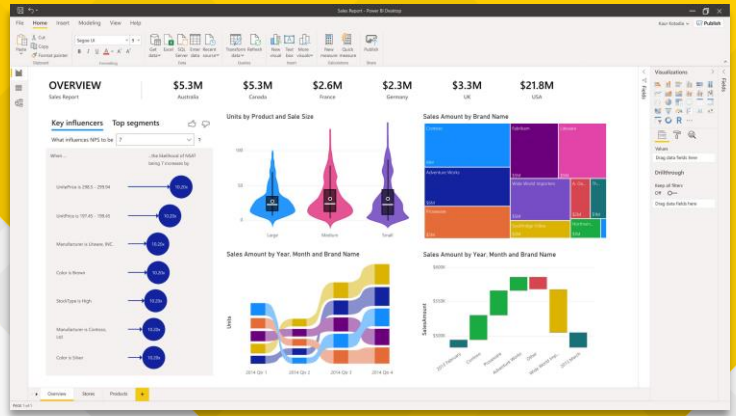
Module 4: Getting the best of Power BI in your organization

In this module, participants will learn the capabilities of Power BI based on their license. They will learn about the differences between the licenses that are available in their organization. This will allow them to leverage and get the best experience from the premium features that are only available with the Pro license.

Topics Covered:

1. Difference between the Free and the Pro?
2. When to get Power BI Pro?

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Module 5: Designing your Power BI Report

Power BI offers tons of functions and features that will help you customize and own your report. In this module, participants will learn a few ways to customize your visualizations and the overall look and feel of your report. This module will be about exploring the formatting pane and dive deep into customizing your visualizations.

Topics Covered:

1. Adding visualizations in your report
2. Setting sort order of a column in your datasets
3. Using slicers and enabling sync slicers
4. Visualizations with cross filtering and highlighting
5. Adding visual, page, and report level filters
6. Visualizations with drill up and down capabilities
7. Creating hierarchies in your datasets
8. Using KPI's, Cards, and gauges
9. Utilizing maps in your visualization

Module 6: More ways to create and design your report

Developers can extend the customization of a report with custom visuals. Custom visuals allow you to create unique visuals tailored for your business requirement or needs.

In this module, you will learn how you can make your reports better by adding and importing custom visuals, texts, images, and shapes that will help you add detail to your report. This module will also guide participants in creating their own theme that they can re-use in all their reports as well as creating a separate view to showcase their reports on small screens such as in mobile.

Topics Covered:

1. Adding custom visuals from the marketplace
2. Importing custom visuals
3. Adding shapes, images, and texts in your report
4. Designing a mobile layout
5. Changing themes and colors
6. Creating custom theme for your report

Module 7: Best practices in creating your reports

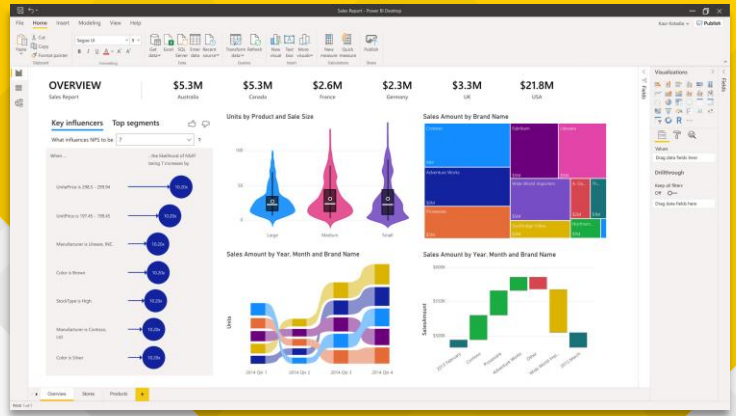
The key is to find the balance between a pretty and a useful dashboard. A report page has limited space and one of the hardest things is fitting all elements you want in that space – and still have that information be easily understood.

In this module, participants will be guided in creating not just a clean, but, useful, relevant, and insightful report with the help of a few tricks.

Topics Covered:

1. Creating a report that answers your requirements
2. Using appropriate visualizations in your report
3. Designing with usability in mind

Transforming your data into meaningful reports with Power BI



Module 8: Cleaning and transforming your data with Power Query Editor

In this module, participants will learn why cleaning your data is the most crucial and important part in creating their reports and dashboards. This module will introduce the participants to the Power Query Editor and explain why it is the best tool to prepare data for reports.

This module will also walk participants through the set of out-of-the-box functions that will help you clean your data without coding or using DAX (Data Analysis Expressions).

Topics Covered:

1. Navigating the Power Query Editor interface
2. Shaping your data with the built-in tools
3. Renaming your queries
4. Combining two or multiple queries
5. Fixing metadata, rows, and columns in your queries
6. Understanding parameters and custom functions in Power Query Editor

Module 9: Introduction to Data Analysis Expressions

In this module, participants will be introduced to Data Analysis Expressions or DAX. This module will help the participants understand its use in Power BI and how they can leverage it to solve basic to complex data analysis problems. This module will go through some data types that are available in Power BI and the fundamental concepts of using DAX.

Topics Covered:

1. Data types in Power BI
2. Overview and fundamental concept of DAX
3. Arithmetic, comparison, and logical operators in DAX
4. Reserved symbols you can use in Power BI

Module 10: Using DAX in your report

Power BI Desktop allows you to quickly create reports that provide valuable insights without using any DAX formulas at all. But most of the time, your requirements need to have complex computations that will help you analyze and explore your data even further.

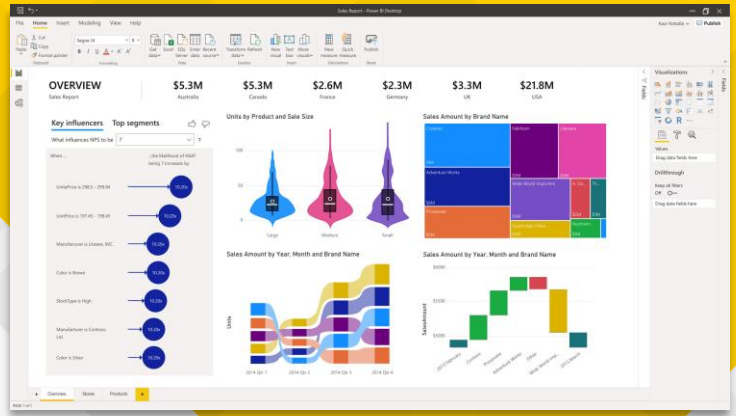
In this module, participants will learn how DAX can help get the most out of your data by leveraging functions that you can use to extract information that users can use to begin solving real business problems that affect your overall report output.

This module will also provide you with the top DAX functions that will get you through some of the basic to intermediate queries that you can add to your reports.

Topics Covered:

1. Cleaning and transforming your data using Data Analysis Expressions
2. Learning the top DAX functions that you can use to create your report

Transforming your data into meaningful reports with Power BI



Module 11: Modeling your data for analysis

When you import multiple datasets and tables in Power BI, chances are you are going to do some analysis using data from all of those tables. Relationships between those tables are necessary in order to accurately calculate results and display correct information in your reports.

In this module, participants will learn about creating and configuring data relationship in Power BI as well as creating new columns that will add new data to your tables that will help you create and better represent the data in your report. Participants will be introduced to calculated columns and measures and when to create one.

Topics Covered:

1. Creating data relationships in Power BI
2. Creating new data with calculated columns and Measure
3. Configuring relationships

Module 12: Introducing Power BI Service

In this module, participants will learn how they can get started with the Power BI Service and how it fits with the other Power BI offerings. This module will be focused on the features that are only available in Power BI Service and how it helps you stay up to date with the information, reports, and dashboards that matter to you anytime and anywhere.

This module will also introduce participants to dashboards and how they can use them to better present their reports.

Topics Covered:

1. Navigating the Power BI Service interface
2. Creating web and mobile views for your dashboards
3. Pinning a live report page in a dashboard
4. Sharing and Publishing your Power BI Reports and Dashboards

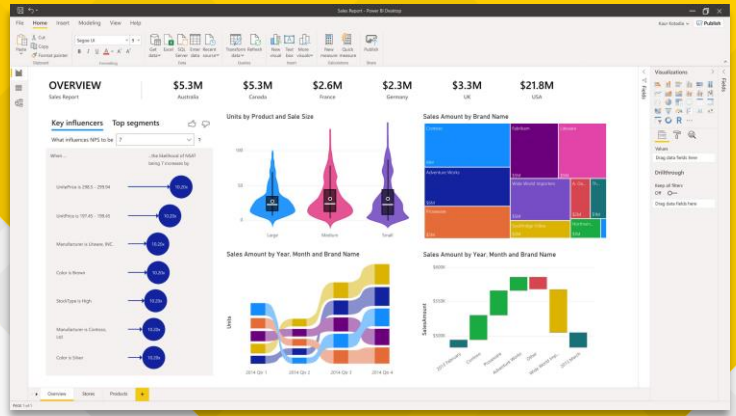
Module 13: More ways to share your reports from Power BI Service

After creating a report or a dashboard that you and your colleagues will use, the next thing you need to do is to give them access to your work. In this module, participants will learn about the different ways you can collaborate and share your work with your colleagues in Power BI.

Topics Covered:

1. Creating a copy of your report
2. Printing your report directly from Power BI Service
3. Publishing your report to web
4. Embedding your report to Office 365 apps (SharePoint and Microsoft Teams)
5. Exporting your report as a PowerPoint presentation
6. Exploring usage metrics for your report

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3-day Training Agenda

Training Outline

Day 1

- Module 1:** Overview of the Power BI Platform
- Module 2:** Introduction to Power BI Desktop
- Module 3:** Building blocks of Power BI
- Module 4:** Getting the best of Power BI in your organization
- Module 5:** Designing your Power BI Report
- Module 6:** More ways to create and design your report
- Module 7:** Best practices in creating your reports
- Hands-on Training Exercises:** Using actual datasets for visualization

Day 2

- Module 8:** Cleaning and transforming your data with Power Query Editor
- Module 9:** Introduction to Data Analysis Expressions
- Hands-on Training Exercises:** Transforming actual datasets for reports

Day 3

- Module 10:** Using DAX in your report
- Module 11:** Modeling your data for analysis
- Module 12:** Introducing Power BI Service
- Module 13:** More ways to share your reports from Power BI Service
- Hands-on Training Exercises:** Using actual datasets for visualization