Power BI Desktop Essentials
(2 days)

What is the course about?
This course covers fundamental and intermediate concepts of Power BI Desktop. Participants will start by learning how to download and install Power BI Desktop and create basic reports using different visualizations. They will then progress to more advanced topics, such as creating multiple-page reports with a variety of visuals, changing data sources. By the end of the course, participants will be able to create insightful and complex reports and dashboards for effective data analysis and decision-making.

Prerequisite
Participants should have a basic understanding of Microsoft Excel, as this knowledge will be advantageous in understanding Power BI concepts. No prior experience with Power BI is required, although familiarity with Power BI Desktop is beneficial.

Duration
2 days

Who should attend this course?
This course is suitable for both beginners OR individuals with some experience in Power BI Desktop. Beginners will learn how to use Power BI Desktop for data analysis and reporting, while those with experience will expand their skills to create more advanced reports and dashboards. It is ideal for business analysts, data analysts, and anyone interested in visualizing data to gain valuable insights.

Learning outcomes
By the end of this course, participants will be able to:

1. Download and install Power BI Desktop.
2. Create basic reports and dashboards, including multiple-page reports with a variety of visuals.
3. Use different visualizations such as filled maps and slicers.
4. Clean and transform data using Power Query, including merging and appending data from different sources.
5. Perform advanced data modeling with multiple tables based on cardinality
6. Create simple DAX measures for data analysis

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Day 1

Time	Topic
9:00 am : 9:30 am	**Introduction to Power BI Desktop** • Overview of Power BI Desktop • Benefits of using Power BI Desktop • Tour of the Power BI Desktop interface
9:30 am - 10:15 am	**Downloading and Installing Power BI Desktop** • How to download Power BI Desktop • Installation process • Setting up a new Power BI Desktop file
10:15 am - 10:45 am	**Using Filled Maps** • Understanding geographic data in Power BI • Adding a filled map visual to a report • Customizing map visuals with different map styles
10:45 am – 11:15 am	**Using Slicers and other Visuals** • What are slicers and how do they work? • Using slicers to filter data in visualizations • Creating other visuals
11:15 am – 1:00 pm	**Creating a Basic 1 page Report** • Adding visualizations to the report canvas • Formatting visuals and applying basic calculations
1:00 pm - 2:00 pm	Lunch Break
2:00 pm - 3:00 pm	**Creating multiple page report** • Using simple DAX measure • Changing data source
3:00 pm - 4:30 pm	**Cleaning and Transforming Data with Power Query** • Introduction to Power Query • Using Power Query to clean and transform data • Applying transformations such as unpivoting columns
4:30 pm - 5:00 pm	**Q&A and Conclusion** • Answering participant questions • Recap of key learnings • Next steps and resources for further learning

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Day 2

Time	Topic
9:00 am : 9:30 am	**Review of Power BI Desktop Basics** • Review the basic concepts • Tour of the Power BI Desktop interface
9:30 am - 11:30 am	**Building Multiple Page Reports (simple DAX)** • Creating new pages • Adding visuals to pages • Creating navigation between pages
11:30 am - 12:00 pm	**Changing Data Source** • Connecting to different data sources • Managing data source settings
12:00 pm – 1:00 pm	**Power Query: Merge and Append Data** • Merging data from multiple sources • Appending data from multiple sources
1:00 pm - 2:00 pm	Lunch Break
2:00 pm - 3:30 pm	**Data Modeling** • Understanding cardinality • Creating relationships between tables • Implementing advanced modeling techniques • Handling many-to-many relationships
3:30 pm - 4:30 pm	**Cleaning and Transforming Data with Power Query** • Using Power Query to clean and transform data • Handling messy data
4:30 pm - 5:00 pm	**Q&A and Conclusion** • Answering participant questions • Recap of key learnings • Next steps and resources for further learning

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