comdex training centre

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Power BI — Level 1 · Foundations

Microsoft

About the Course

This one day course will launch you into the powerful and increasingly in demand world of data analysis and visualisation using Power BI.

By day's end you'll be confidently and independently using Power BI.

Course Prerequisites

Attained Excel Intermediate level or skilled in using Pivot Tables, Filtering, Sorting and Charts

Course Objectives

To equip users with the key fundamental skills required for using Power BI to acquire and transform data, enhance the data for analysis and produce reports and dashboards.

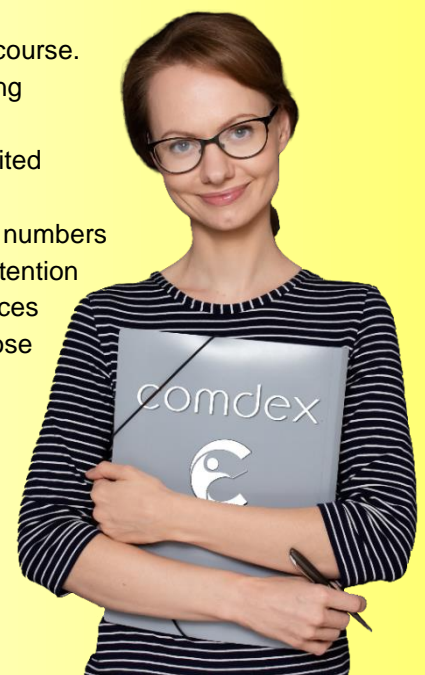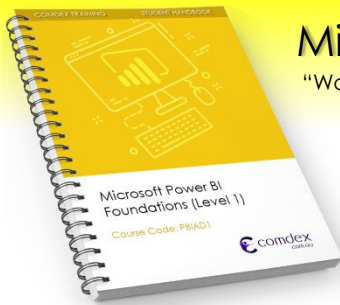|	
Course Name:	Power BI Foundations
Delivery Mode:	Instructor Led Classroom
Level:	Beginner
Time:	9:30am to 4:30pm
Class Size:	10 persons, average 6
Price:	See our website for current pricing
Cancellation Fee:	Nil, full refund*
Concessions:	30% Discount for Job Seekers, Seniors, Health Care Card Holders*
Email Support:	12 months from course date*
Free Resit:	9 months*
Certificate:	Quality colour printed
Training Manual:	Hardcopy (+170 pages), plus quick reference guides, cheat sheets and quick start templates
Our Computers:	Dual screen PC/Mac or BYO
Venue:	Comdex Training Centre
Location:	157A Commercial Rd. South Yarra
Public Transport:	Tram, Train, Bus to our doorstep
Car Parking:	Commercial Undercover
Refreshments:	Complimentary – all day

Course Content Overview

- Learn how you can leverage Power BI to easily build reports and dashboards with interactive visualizations
- see how other organisations have used this solution to drive business results with actionable insights.
- Experience how data mining, modelling, analysis, and visualization services are all at your disposal when integrating Microsoft Power BI with other systems
- Get and transform your data
- Create powerful, automatically updated interactive visuals
- Deliver dashboards with automated alerts to drive action

See the full course content on the reverse side ⇨

- ✓ Fast track one-day course. Train today, get going tomorrow
- ✓ Face to face accredited instructors
- ✓ Capped small class numbers ensures personal attention
- ✓ Unparalleled resources
- ✓ Centrally located close to the CBD
- ✓ First class facilities
- ✓ Relaxed informal atmosphere

*Please refer to our website for full details and T&Cs.

Microsoft Power BI • Course Content

"World class training in a one-day class

Course Code: PBIAD

Microsoft Power BI
Foundations (Level 1)
Course Code: PBIAD1

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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 & 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: Matrixes, 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

Lesson Labs
Lesson 1
Lesson Lab 1-1
Lesson Lab 1-2
Lesson 2
Lesson Lab 2-1
Lesson Lab 2-2
Lesson 3
Lesson Lab 3-1
Lesson Lab 3-2
Lesson 4
Lesson Lab 4-1
Lesson Lab 4-2
Lesson 5
Lesson Lab 5-1
Lesson Lab 5-2

Course Wrap-Up
Keyboard Shortcut Quick Reference Sheet
Post-Course Assessment (optional)

Course Summary
Appendices
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