



## Delegate Pre-Requisites

Aimed at delegates with a high level of experience using Excel, Pivot Tables and relational Databases - not suitable for new Excel or database users.

## Course Duration

This is a Two Day Course

## Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

## Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

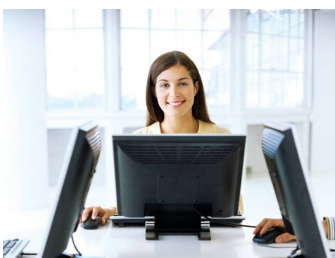
## Corporate Courses

On-site Corporate courses are available - you provide the Conference Room ... we bring everything else!

## Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max

Our team will be happy to give you the options and pricing



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# The Excel Power BI Desktop

## Target Audience

Power BI Desktop is part of the suite of tools from Microsoft which enable data to be analysed and published from a variety of sources. Power BI Desktop is a report authoring tool that enables you to connect to and query data from different sources using the Query Editor. From the datasets you build with Query Editor you can create Reports and Visualizations or dashboards within Power BI Desktop. This course covers the use of Power BI Desktop to connect to data, create visualisations, query the data and publish reports. Please note : this does not cover Power BI Pro, Power BI accessed via Office 365 or SharePoint Services.

## The Content

### Introduction to the Power BI Desktop

- \* The Power BI Concepts
- \* Features overview
- \* Imports
- \* Visualizations
- \* Using Filters and Queries
- \* Reports

### Connecting to Data Sources with Power BI Desktop

- \* Data Sources connected with Power BI Desktop
- \* Data Types and Properties in Power BI Desktop
- \* Importing and Entering Data
- \* Get Data and Query Editor
- \* Overview of the Query Editor
- \* Using the Query Editor to Connect to Data
- \* Combining Data Sources as a Mash Up
- \* Working with Relationships in Data

### Data Visualizations

- \* Overview of Data Visualizations
- \* Tables and Matrix Views
- \* Applying Conditional Formats
- \* Charts
- \* Interactive Data and Date Slicers
- \* Drill Visualizations to see underlying data
- \* Create Reusable Field Hierarchies
- \* Record Grouping and Binning in Visualizations
- \* Drill Visualizations with using Dates
- \* Clustering
- \* Analytics and Forecast Lines in Visualizations
- \* Creating Role Based Views
- \* Data Categories, Geo-Data and Maps

### Querying and Shaping the Data

- \* Common Activities using Query Editor
- \* Filters
- \* Transforms
- \* Pivot and Group By
- \* Creating Custom Calculated Columns
- \* Adding Conditional Columns
- \* Introduction to DAX Expressions
- \* Histograms

### Reports and Output Options

- \* Report Elements and Options
- \* Working with Pages
- \* Adding Graphics
- \* Visual and Filter Settings
- \* Export Power BI Data to CSV

### Creating a Power BI Template

Call our team **01527 836840**



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