

Microsoft Excel – Power BI Desktop

Description: Power BI Desktop is an intensive course that will prepare participants to effectively use the Power BI Desktop tool in data analysis and report generation.

Time: 16 hours

Prerequisites:

- 1) Basic knowledge of tools in Microsoft Excel.
- 2) No previous experience with Business Intelligence tools in Microsoft Excel is required.

For whom:

- 1) Those starting out with Power BI Desktop or wanting to improve their existing skills.
- 2) Analysts, developers, business users and office workers.
- 3) Those wanting to learn one of the best tools for creating reports.

Module: Introduction to Power Query and Power BI Desktop

- 1) Nomenclature, structure of Power Query and Power BI Desktop.
- 2) Introduction to ETL tools
- 3) Introduction to data analysis

Module: Data extraction

- 1) from a table
- 2) from a range
- 3) from CSV text, txt
- 4) from xlsx
- 5) from SQL SERVER (optional)
- 6) from MySQL (optional)
- 7) from a folder

Module: Power Query - data preparation

- 1) Editing queries
- 2) Modifying query steps
- 3) Changing the order of query steps
- 4) Editing the M-code
- 5) Managing columns (selecting, deleting, deleting other columns)
- 6) Deleting rows (retaining, deleting first, deleting last, deleting custom)
- 7) Sorting data
- 8) Splitting columns
- 9) Transforming
- 10) Promoting headings
- 11) Swapping values
- 12) Swapping errors
- 13) Changing data type
- 14) Filling up and down
- 15) Query management o Combining queries o Joining queries
- 16) Conditional column

Module: Power Query - Built-in functions

- 1) Text functions
- 2) Mathematical functions
- 3) Date and time functions

Module: Calendar

- 1) Calendar function
- 2) Dateadd
- 3) Creation of measures with time difference

Module: Data Model

- 1) Creating a data model
- 2) Loading data into the data model
- 3) Creating relationships
- 4) Dimension tables
- 5) Fact tables

Module: DAX - calculation columns

- 1) Creating calculation columns in DAX
- 2) Use of logical operators
- 3) Use of date functions
- 4) Use of text functions

Module: DAX - creating measures

- 1) Sum
- 2) Average
- 3) Distinctcount
- 4) Related
- 5) Sumx
- 6) Calculate
- 7) Dateadd

Module: Reports - Data presentation in Power BI Desktop

- 1) Creating dashboards
- 2) Using built-in visualizations
- 3) Adding new visualizations
- 4) Formatting visualizations on a dashboard
- 5) Creating tables and matrices
- 6) Creating pages and navigating between them
- 7) Sharing reports
- 8) Saving reports

Module: Questions and answers

- 1) Summarising the course
- 2) Asking questions and seeking answers
- 3) Distribution of certificates and completion of questionnaires