



Let's Reach For Excellence!

TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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Pro Power BI Desktop

Duration: 03 days

Deliver eye-catching Business Intelligence with Microsoft Power BI Desktop. This new edition has been updated to cover all the latest features, including combo charts, Cartesian charts, trend lines, use of gauges, and more. Also covered are Top-N features, the ability to bin data into groupings and chart the groupings, and new techniques for detecting and handling outlier data points.

You can take data from virtually any source and use it to produce stunning dashboards and compelling reports that will seize your audience's attention. Slice and dice the data with remarkable ease and then add metrics and KPIs to project the insights that create your competitive advantage. Make raw data into clear, accurate, and interactive information with Microsoft's free self-service business intelligence tool.

Pro Power BI Desktop shows you how to choose from a wide range of built-in and third-party visualization types so that your message is always enhanced. You'll be able to deliver those results on the PC, tablets, and smartphones, as well as share results via the cloud. This course helps you save time by preparing the underlying data correctly without needing an IT department to prepare it for you.



AUDIENCE

This course is designed for persons for everyone from CEOs and Business Intelligence developers to power users and IT managers.

AT COURSE COMPLETION

- Deliver attention-grabbing information, turning data into insight
- Mash up data from multiple sources into a cleansed and coherent data model
- Create dashboards that help in monitoring key performance indicators of your business
- Build interdependent charts, maps, and tables to deliver visually stunning information
- Share business intelligence in the cloud without involving IT
- Deliver visually stunning and interactive charts, maps, and tables
- Find new insights as you chop and tweak your data as never before
- Adapt delivery to mobile devices such as phones and tablets

COURSE OUTLINE

PART I:

Chapter 1: Introduction to Power BI Desktop

- The Microsoft Self-Service Business Intelligence Solution
- The Power BI Universe
- Installing Power BI Desktop
- A First Power BI Desktop Dashboard
- The Data Load Process
- The Power BI Desktop Window
- Your First Visualizations
- Interactivity in Dashboards
- Formatting Reports
- Creating and Modifying Reports

Chapter 2: Discovering and Loading File-Based Data with Power BI Desktop

- The Power BI Desktop Query Editor
- Data Sources
- Loading Data
- Loading Multiple Files from a Directory
- Loading the Contents of a Folder
- The Navigator Dialog
- Adding Your Own Data

Chapter 3: Dealing with Datasets

- Power BI Desktop Queries
- Query or Load?
- The Power BI Desktop Query Editor
- Dataset Shaping

- Removing Records
- Sorting Data
- Filtering Data
- Grouping Records
- Saving Changes in the Query Editor
- Exiting the Query Editor

Chapter 4: Data Transformation

- Viewing a Full Record
- Power BI Desktop Query Editor Context Menus
- Using the First Row As Headers
- Changing Data Type
- Replacing Values
- Transforming Column Contents
- Filling Down Empty Cells
- Extracting Part of a Column's Contents
- Duplicating Columns
- Splitting Columns
- Merging Columns
- Custom Columns
- Creating Columns from Examples
- Adding Conditional Columns
- Index Columns

Chapter 5: Data Mashup

- The Power BI Desktop Query Editor View Ribbon
- Merging Data
- Appending Data
- Changing the Data Structure
- Parsing JSON Files
- The List Tools Transform Ribbon
- Convert a Column to a List
- Parsing XML Data from a Column
- Parsing JSON Data from a Column

Chapter 6: Structuring, Managing, and Parameterizing Queries

- Managing the Transformation Process
- Modifying the Code for a Step
- Modifying Data Source Settings in the Query Editor
- Managing Queries
- Pending Changes
- Reusing Data Sources
- Parameterizing Queries
- Power BI Templates
- Copying Data from Power BI Desktop Query Editor

Chapter 7: Creating a Data Model

- Data Modeling in the Power BI Desktop Environment

- Data Model or Query?
- The Power BI Desktop Data View Ribbons
- Managing Power BI Desktop Data
- Power BI Desktop Data Types
- Formatting Power BI Desktop Data
- Preparing Data for Dashboards
- Sorting Data in Power BI Desktop Tables
- Adding Hierarchies
- Creating and Modifying Groups
- Deleting a Group
- Designing a Power BI Desktop Data Model
- Creating Relationships
- Advanced Relationship Options
- Managing Relationships Between Tables

Chapter 8: Extending the Data Model with Calculated Columns

- Types of Calculations
- Adding New Columns
- Concatenating Column Contents
- Tweaking Text
- Simple Calculations
- Calculating Across Tables
- Cascading Column Calculations
- Using Functions in New Columns
- Simple Logic: The IF() Function
- Making Good Use of the Formula Bar

Chapter 9: Adding Measures to the Data Model

- A First Measure: Number of Cars Sold
- Basic Aggregations in Measures
- Using Multiple Measures
- Cross-Table Measures
- More Advanced Aggregations
- Filter Context
- Filtering Data in Measures
- Simple Filters
- More Complex Filters
- Calculating Percentages of Totals
- Filtering on Measures
- Displaying Rank
- A Few Comments and Notes on Using Measures
- Calculation Options

Chapter 10: Analyzing Data over Time

- Simple Date Calculations
- Adding Time Intelligence to a Data Model
- Creating and Applying a Date Table

- Calculating the Difference Between Two Dates
- Applying Time Intelligence
- Comparisons with Previous Time Periods
- Comparison with a Parallel Period in Time
- Rolling Aggregations over a Period of Time

PART II:

Chapter 11: Table Visuals

- Power BI Desktop Dashboards
- Working with Tables
- Changing the Table Size and Position
- Changing Column Order
- Renaming Fields
- Removing Columns from a Table
- Table Granularity
- Types of Data
- Enhancing Tables
- Formatting Tables
- Table Style
- Adding and Formatting Titles
- Modifying the Table Background
- Table Borders
- Row Formatting
- Table Grid
- Column Headers
- Column Formatting
- Formatting Totals
- Conditional Formatting

Chapter 12: Matrix and Card Visuals

- Creating a Matrix
- Expanding and Drilling Down and Up
- Visualize Source Data
- Viewing Records
- Including and Excluding Matrix Elements
- Displaying Multiple Values As Rows
- Formatting a Matrix
- Sorting Data in Matrices
- Cards
- Multirow Cards
- Switching Between Table Types

Chapter 13: Charts in Power BI Desktop

- A First Chart
- Basic Chart Types
- Essential Chart Adjustments
- Donut Charts

- Funnel Charts
- Multiple Data Values in Charts
- 100% Stacked Column and Bar Charts
- Scatter Charts
- Bubble Charts
- Waterfall Charts
- Ribbon Charts
- Dual-Axis Charts
- Data Details
- Drilling into and Expanding Chart Data Hierarchies
- Including and Excluding Data Points

Chapter 14: Formatting Charts in Power BI Desktop

- Multiple Chart Formatting
- Chart Legends
- Tooltips
- Specific Chart Formatting
- Bubble Chart Play Axis
- Chart Analytics
- Scatter Chart Symmetry Shading and Ratio Line
- Conclusion
- Chapter 18: Other Types of Visuals
- Tree Maps
- Gauges
- KPIs
- R Visuals
- Additional Visuals
- Loading Custom Visuals
- A Rapid Overview of a Selection of Custom Visuals
- Custom Slicers

Chapter 15: Maps in Power BI Desktop

- Working with Bing Maps
- Creating Maps in Power BI Desktop
- Using Geographical Data
- Drilling Down in Maps
- Adjusting the Map Display in Power BI Desktop
- Filled Maps
- Shape Maps
- Formatting Maps
- ARCGis Maps

Chapter 16: Filtering Data

- Filters
- Visual-Level Filters
- Filtering Different Data Types
- Advanced Text Filters

- Specific Visualization-Level Filters
- Multiple Filters
- Page-Level Filters
- Report-Level Filters
- Removing Filters
- Filter Field Reuse
- Using the Filter Hierarchy
- Filtering Tips

Chapter 17: Using Slicers

- Slicers
- Date Slicers
- Formatting Slicers
- Using Charts As Slicers
- Charts As Complex Slicers
- Specifying Visual Interactions
- What-If Slicers
- Custom Visuals As Slicers
- Choosing the Correct Approach to Interactive Data Selection

Chapter 18: Enhancing Dashboards

- Formatting Ribbons
- Formatting the Page
- Aligning and Distributing Visuals
- Adding Text Boxes to Annotate a Report
- Modifying the Page Background Color
- Images
- Adding Shapes
- Organizing Visuals on the Page
- Drill-Through
- Phone Layout
- Report Themes
- Exporting Data from a Visualization

Chapter 19: PowerBI.com

- Publishing Reports to PowerBI.com
- Using Power BI Desktop Files in PowerBI.com
- Interacting with a Report on PowerBI.com
- Working with PowerBI.com Reports
- Adding Datasets to PowerBI.com
- Creating New Reports in PowerBI.com
- PowerBI.com Dashboards
- PowerBI Pro
- Sharing Dashboards
- PowerBI.com Gateways
- Configuring Data Sources
- Applying Dataset Settings

- Scheduled Data Refresh
- PowerBI.com on Tablets and Smartphones