

COURSE: PowerBI JUMPSTART - build an executive dashboard in eight hours

The *PowerBI Jumpstart* is a one-day hands-on workshop focused on quickly educating users how to create their first report and build an executive dashboard in PowerBI by importing data from multiple sources, preparing an analytical model, write formulas and publish the content to PowerBI Service, ready for sharing. It also allows attendees to explore report interaction and evaluate all capabilities of the product from end user's perspective.

Summary

<i>Duration:</i>	<i>1 days/8 hours</i>
<i>Level:</i>	<i>100*</i>
<i>Delivery method:</i>	<i>Virtual Instructor-led class</i>
<i>Language:</i>	<i>English/Bulgarian</i>

* The difficulty level is consistent with the widely accepted scale of technical difficulty of training on Microsoft Corp

AUDIENCE:

- Data Analysts, Financial Analysts, Cost Analysts, Revenue Analysts, Business Analysts, Performance analysts, Accountants, Financial controllers and everyone whose best-friend functionality is export to Excel, that need to consolidate data from different data sources, understand the data and derive actionable insights from it. Students should have basic/intermediate Excel skills and no technical background is required

AFTER THE TRAINING ATTENDEES WILL BE ABLE TO:

- Import data from Excel, text files, folder
- Create and explain table relationships
- Change data types, add new columns, add data categories, add formulas (measures)
- Create reports in PowerBI Desktop by:
 - Working with properties, report themes, background and wallpaper settings, mobile layout
 - Grouping and binning
 - Using Built-in and custom visuals
- Publish to Online PowerBI Portal and work with PowerBI Mobile

TOPICS:

Module 1. Getting started with PowerBI Desktop and importing data

- Accessing Data
 - ✓ Import data
 - ✓ Direct Query
 - ✓ Import vs Direct Query

Module 2. Creating a data model for reporting

- Data Preparation
 - ✓ Power Query
 - ✓ Renaming tables
 - ✓ Filling empty values



- ✓ Splitting columns
- ✓ Renaming columns
- ✓ Using Column From Example to split columns
- ✓ Data types and formatting
- ✓ Removing unwanted rows
- ✓ Transposing data
- ✓ Append queries
- ✓ Merge queries
- ✓ Applied steps

Module 3. Creating a report in PowerBI Desktop

- Data Visualization
 - ✓ Visuals
 - ✓ Filters
 - ✓ Drill down
 - ✓ Drillthrough
 - ✓ Tooltip
 - ✓ Bookmarks
 - ✓ Custom visuals
 - ✓ Themes

Module 4. Publishing reports to PowerBI.com

- Publishing Report
 - ✓ My Workspace
 - ✓ Shared with me
- Building Dashboard
 - ✓ Pin to Dashboard
 - ✓ Tile details
 - ✓ Manage alerts
 - ✓ Ask a question about your data
- Collaboration and Distribution
 - ✓ User access and roles
 - ✓ Publish app
 - ✓ Get apps