

# POWER BI - THE FUNDAMENTALS



**Duration:** 4 half-days (14h)

**Prerequisite:**

- Microsoft 365 subscription with access to Power BI

**Recognized Certification:** Yes

**Course material:** provided

**Pedagogical means:**

- Distance learning
- Demonstrations
- Training material included

**Skills acquired at the end of the training:**

- Describe the cycle of creating a Power BI report
- Establish connections to data sources
- Transform, clean, and combine sources
- Structuring a data model
- Create your first DAX measurements and indicators
- View metrics in PBI reports
- Share reports

## PROGRAM

### Overview of the tools and their capabilities

- Terms and concepts of decision support tools
- Define the objectives of the analysis.
- Clarify key concepts: cube, relationships, dimensions, indicators, measurement, hierarchy
- Model information and build a robust and dynamic relational schema.

### Data import and update process

- Load different data sources (Excel, flat files, databases, unstructured data: web pages, Facebook, Exchange messaging, etc.)
- Transform data in the query editor (PowerQuery) using the M language
- Refresh reports after source data is updated
- Import an Excel workbook

### Modeling and adding new DAX metrics

Use the Modeling menu to

- Create relationships (cardinality options: 1-to-1, 1-to-many, many-to-1)
- add columns or fields calculated in DAX
- Sort a column by another column

Mastering the main DAX function families

- Iterative functions
- Filtering
- Time Intelligence

Analyze some common use cases

- Sales analytics
- Satisfaction survey

### Visualize and share dashboards

- Create and set up visualizations from data (graphs, tables, KPI, segments)
- Add filters at the visualization, page, or report level
- Edit interactions of the visual elements
- Create a hierarchy

### Operating the Power BI site

- Publish reports to a Power BI site
- Pin visualizations to a dashboard
- Create a simple security role
- Query dashboards in natural language with Q&A

