

STANDARD MS POWER BI REPORTING



This course is designed to give delegates the comprehensive skills needed to create professional MS Power BI reports and dashboards by modelling datasets from the information available and using these to create a variety of visualisations of the data. The course takes delegates through to having an intermediate level of ability.

Course Details

On completion, delegates will be able to:

- Get data and manage relationships between the tables to create a data model.
- Use DAX formulas to derive additional tables, columns and measures.
- Create different types of visualisations of the data – granular lists to high-level graphic visuals.
- Apply sorts and filters to the visuals and format visualisations.
- Perform drilling on a visualisation and define interactivity between visuals.
- Add text boxes, images and shapes to a report.
- Pin report pages and visualisations to a dashboard.
- Create an application workspace to hold an app containing a dashboard and some reports.
- Pin report pages and visualisations to a dashboard.
- Define a dashboard alert, comment upon and subscribe to a dashboard or report.

Who should attend?

This course is aimed at management information analysts who wish to build MS Power BI reports and dashboards.



Prerequisites

A working knowledge of Microsoft Windows.

Course Content

See overleaf

Course Duration

2
Days

Practical work

Practical sessions are used extensively throughout this course to reinforce the topics covered. These allow delegates to have direct hands-on practice when creating MS Power BI documents.

Related and follow-on courses

Further MS Power BI Reporting



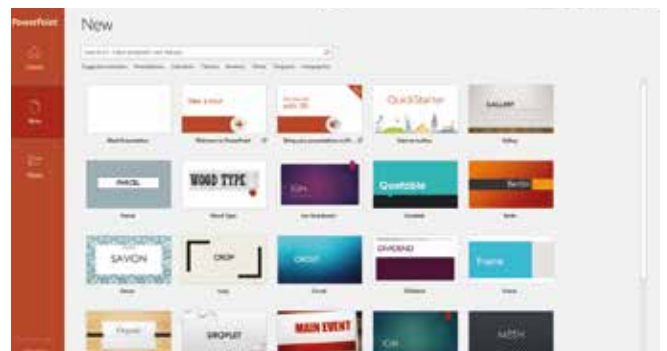
Course Content

Data Modelling



- Getting data from various spreadsheets.
- Manage the relationship between tables.
- Transform data and optimise the dataset.
- Format fields and choose appropriate summarisation methods.
- Group data together.
- Use DAX formulas to derive additional tables, columns and measures.
- Publish the report to the MS Power BI Service.

Introduction to MS Power BI



- Overview of MS Power BI functionality.
- Getting started with MS Power BI.

Creating a Basic Report

- Create a basic tabular-type visualisation.
- Apply sorts and filters to the visual.
- Format the visualisations.
- Export the data as a CSV file.

Creating Graphical Visualisations

- Creating different types of graphical visualisations.
- Define interactivity between visualisations.
- Perform drilling on a visual.
- Add text boxes, images and shapes to a report.
- Use a slicer-type visualisation.
- Export the report as a PDF file.



Creating Dashboards

- Create an application workspace.
- Pin report pages and visualisations to a dashboard.
- Add tiles to a dashboard.
- Create an application containing the dashboard and reports.
- Define a dashboard alert.
- Comment upon a dashboard, dashboard tile or a report.
- Subscribe to a dashboard or a report.

Acuma Education

All Acuma courses are delivered by trainers who are highly experienced consultant practitioners. This rich project experience coupled with professional training skills helps delegates to focus on how the course contents can be put into practice in their workplace. Acuma delivers courses from dedicated training facilities in Manchester, Birmingham and London, but also deliver training offsite using suites of laptops, with the option to customise courses to use your own business data and tailored to your exact training needs. The most appropriate training format depends upon your training objectives, number of learners, timescales, budgets and delivery logistics. Whatever your needs, Acuma will find the approach most suited to them.

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