

MS Power BI: Data Analysis Practitioner



Days: 2

Prerequisites: Students should have experience managing and analyzing data using a spreadsheet application such as Microsoft Excel. Familiarity with other data analysis tools, database concepts, or basic programming principles is helpful but not required.

Audience: This course is designed for professionals who use desktop or web-based data management tools, such as Microsoft Excel or SQL Server Reporting Services (SSRS), to perform numerical or general data analysis. Participants may be responsible for connecting to cloud-based data sources, shaping and combining data, and developing reports for business analysis.

This course is also appropriate for individuals seeking to improve their ability to visualize business information, identify trends, and communicate insights to colleagues, executives, and clients.

Description: Organizations collect vast amounts of data, but transforming that information into meaningful insights can be challenging. Microsoft Power BI provides powerful tools for connecting to data sources, analyzing information, and creating interactive visualizations that support informed business decisions.

In this course, students will learn to connect to and transform data, develop visual reports, customize visual elements, and create dashboards using Microsoft Power BI. Students will also explore techniques for cleaning, profiling, and shaping data with Power Query Editor, as well as sharing reports and insights through the Power BI service.

Course Objectives: In this course, you will analyze data with Microsoft Power BI. You will:

- Analyze data using self-service business intelligence tools.
- Connect to and manage data sources.
- Clean, profile, and shape data for analysis.
- Create data visualizations using Power BI.
- Enhance data analysis by customizing visual elements.
- Customize and filter reports and visualizations.
- Share reports and create dashboards using the Power BI service.

OUTLINE:

LESSON 1: ANALYZING DATA AND REPORTING WITH POWER BI

- Topic A: Data Analysis and Visualization for Business Intelligence
- Topic B: Interact with Reports in Power BI

LESSON 2: CONNECTING TO DATA

- Topic A: Create Data Source Connections
- Topic B: Configure and Manage Relationships
- Topic C: Save Files in Power BI

LESSON 3: CLEANING, TRANSFORMING, AND LOADING DATA

- Topic A: Load, Clean, and Shape Data with the Query Editor
- Topic B: Profile Data with the Query Editor
- Topic C: Shape Data with the Query Editor
- Topic D: Transform Data with the Query Editor

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LESSON 4: VISUALIZING DATA WITH POWER BI

- Topic A: Create Visualizations with Power BI
- Topic B: Select Visualization Types with Power BI

LESSON 5: ENHANCING VISUALS FOR DATA ANALYSIS

- Topic A: Customize Visuals and Pages
- Topic B: Incorporate Tooltips in Visualizations

LESSON 6: CUSTOMIZING AND FILTERING REPORTS

- Topic A: Create Data Hierarchies
- Topic B: Filter Reports
- Topic C: Configure Slicers for Interactive Filtering

LESSON 7: SHARING REPORTS AND CREATING DASHBOARDS IN THE POWER BI SERVICE

- Topic A: Publish and Explore Reports in the Power BI Service
- Topic B: Create Dashboards
- Topic C: Add Q&A to Dashboards