Power BI Desktop visualisations

Audience

This **one-day** course is an introduction to the Microsoft power tools within Power BI for those who need to analyse, process and connect to with data in order to produce reports, interactive dashboards and visualisations at all levels within an organisation. It is assumed that attendees on the course are already working with data, are familiar with charts and PivotTable concepts. Delegates will be using Power BI Desktop.

Objectives

At the end of the course delegates will be able to:

✓ Connect to a variety of data sources using Query Editor
✓ Create Visualisations (Charts, Tables, Gauges, Maps)
✓ Create Charts with Interactivity
✓ Filter data with various tools
✓ Apply advanced formatting and visualisations with conditional formatting, matrices, cards, gauges and KPIs

Power BI Desktop

Overview of Power BI Desktop

- Overview of a pbix file and introduction to:
    - Views : Reports (visualisations); Tables and Relationships
    - Visualisations: Treemap; Funnel; Map; Clustered Column Charts
    - Page Tab
    - Focus Mode
    - Tool tips

Creating a Basic report

- Getting data
- Basic visualisations
- Shapes, text boxes and images

Data sources and Query Editor

- Connecting to:
    - Access databases
    - Excel / text files
    - Websites and web services
- Pasting data
- Filtering rows
- Manipulating columns
- Working with data types

Filtering data

- Slicers
- Visualisation level filters

Formatting visualisations

- The formatting panes
- Conditional formatting

Charts

- Working with charts
- Specific chart type issues
- Grouping and binning

Other types of visualisations

- Working with matrices
- Working with cards

Maps

- Geo Data
- Data Categorisation and Maps

Dashboard visualisations

- Gauges
- KPIs

Advanced Filters and Views

- Grouping and pivoting
- Grouping with Bins
- Filter combinations
- Creating new columns

Drill-down

- Interactions
- "See records" feature

- Hierarchies and re-usable Hierarchies
- Drill with Dates

Parameters

- Creating parameters
- Filtering by parameter