

Power BI Fundamentals

This virtual course is designed to introduce you to the fundamentals of Power BI.

Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: No prior experience with Power BI is required, however, a basic understanding with Microsoft Office applications.

Version: Ensure that Power BI Desktop be installed on your computer, and updated to the latest version. For further information please go to: <https://powerbi.microsoft.com/en-au/desktop/> (Please see install guide)

Learning Outcomes

- Solid understanding of the basic components of Power BI
- How to connect to data sources
- Create visualisations in Power BI
- Building basic reports and Dashboards

Course Content

- Using Power BI for Analytics
- Overview of Power BI Desktop
- Connect to Data Sources (XLSX, CSV etc...)
- Basic Data Transformation
- Data Types, Trim and Clean, Format Data / Duplicates and Blank Rows / Insert, Remove Filters
- Create Basic Visuals (Table, Matrix, Bar & Pie Charts etc...)
- Using Slicers and Filters in Power BI
- Dashboards vs Reports
- Overview of Power BI Service
- Share Reports to Power Bi Service
- View Reports in Power BI Mobile