Power BI Service

This virtual course is designed to introduce participants to the use of Power BI Service. This course will assist Power BI Desktop users to Publish their Reports to an Online Service, For Analysis and Collaboration. Participants will also learn how to Create, Edit and Share Reports in Power BI Service, as well as use of related Microsoft Applications such as Excel, PowerPoint and Teams to make your Power BI Reports available to others.

Snapshot

Duration: 90 minutes

Level: Beginner

Pre-requisites: Participants will need a basic understanding of Power BI Desktop, however this is not a requirement. Participants should also have a basic understanding of Microsoft Office applications, such as Excel, PowerPoint and Teams.

Version: Ensure that Power BI Desktop be installed on your computer. The Participant will also need to have registered for a Power BI Account (Free). For more information, please contact your IT Department for assistance on Logging into Power BI Desktop, Service and Mobile. All three services will use the same user account.

Course Content

- Overview of Power BI Service

- Publish a Report to Service

- Import Raw Data into Power BI Service

- Create a New Blank Report

- Create an Auto Report

- Editing Reports in Power BI Service

- Analyse your Data with Excel

- Export Your Reports to PowerPoint

- Share your Power BI Report

- Using Power BI in Teams

- Using the Mobile Layout

- Next Step: What is Microsoft Fabric