Power BI Foundations

TRAINING WORKSHOP

DATA BEAR

Be Data Savvy

Empower Your Organisation Through Compelling Data Story-Telling

Microsoft Solutions Partner

Data & AI

Access the information you need when you need it through visually stunning dashboards and reports

Be empowered to drive effective business change through data driven solutions. Create interactive reports, discover insights and share your findings throughout your organisation.

What to Expect?

In this popular 2-day **Introduction to Power BI workshop**, our structured course helps those with little to intermediate experience understand the fundamental concepts required for building Power BI reports the right way. Learn fundamental data structure principles and how to build KPIs that answers specific business questions. This training ensures that you'll have a best practice foundation to enhance the process of compelling interactive data storytelling.

What do I need for Remote Online Training?

- Windows OS Laptop with a recent version on Power BI Desktop installed.
- Good Internet connection
- A second screen or an additional device (e.g. a tablet)
- A headset or built-in speakers and microphone

Duration:
Two days (14 hours)
9:30 am - 4:30 pm
(each day)

Prices:

Public Live Online Class
£670 +VAT
per delegate

Public Onsite Class
£1,495 +VAT
per delegate

Private Training Prices

Private training is quoted as a fixed total fee based on group size.
For private bookings, we only charge for the first 5 delegates, so delegates 6 to 10 are included at no additional cost.
Current private course pricing is available on our website, or can be shared on request.

View current private pricing

Contact Us:
+44 20 8720 6880
training@databear.com

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Click here to book online

Objectives

Learn how to:

- Develop a comprehensive understanding of Power BI Desktop
- Build insightful interactive reports
- Understand the Cloud Service and its Role and Functionality for Consumers
- Utilise Power BI features and functionality
- Learn about Data Modelling Concepts
- Gain knowledge on Extracting, Importing, Transforming & Loading Data
- Gain knowledge on Report Functionality
- Apply Best Practice Guidelines

Who is it For?

No previous Data Analysis Training Required!

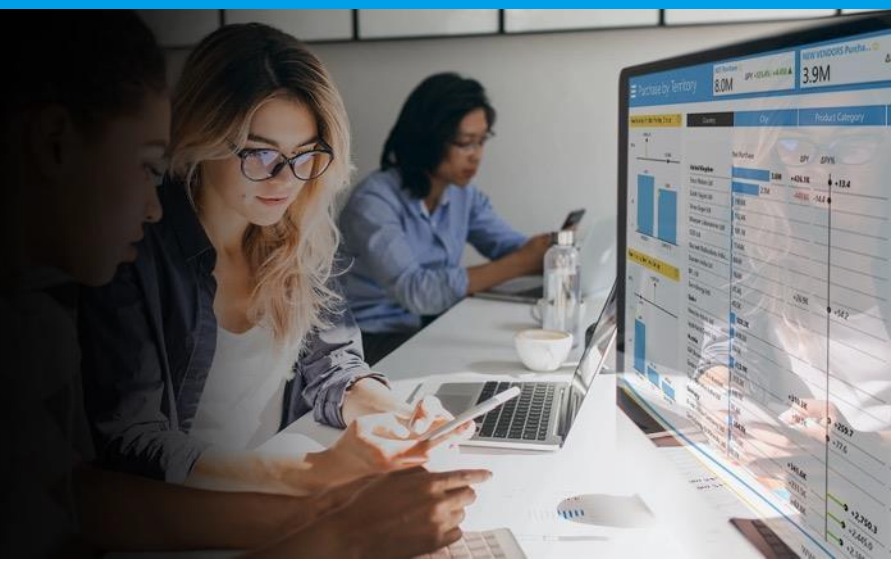
- This training is designed for those who need to build useful Power BI reports for consumers..
- We'll teach you how, using best practices, you can build and compelling Power BI reports and dashboards that answer specific business questions.
- Is your organisation deploying or already using Microsoft Power BI and you need to help them build and manage Power BI reports and dashboards?

About us

As a Microsoft Solutions Partner in Data Analytics and a Power BI partner, with a vertical focus on helping business become more data efficient through Power BI training and consulting, Data Bear has an established record of empowering originations with the skills and tools needed to drive their business further. Using latest technologies and best practice, the Data Bear team is dedicated to providing training and solutions that ultimately save time, increase profits and reduce stress.

Course Content

Day 1



Overview of Power BI

- Introduction to Power BI and its features
- The Value Offering
- Licensing and Pricing
- Overview of Power BI Components and Workflow

Power BI Desktop Introduction

- Power BI Desktop Help and Updates
- Understanding Updates & Preview Features
- Technical Options & Settings
- Exploring Power BI Desktop Components and Terminology

Power BI Cloud Service (The Wow Features)

- Overview of the Cloud Service
- Role and Functionality for Consumers
- Understanding Workspaces
- Report and Dashboard Distinctives
- Approach to Creating Effective Dashboards
- Building a high-level summary dashboard
- Installing & Connecting to Apps
- Features and functionality to extract information
- Using Natural Language Queries (Q&A)

Data Modelling Concepts

- Data Modelling Best Practice
- Handling of different data structures
- The purpose of Relationships between Data Tables
- What is a Star Schema & why would I need it?
- Combining data from multiple sources

Extracting, Transforming & Loading Data

- Introduction to Query Building
- Understanding Query Design & the ETL Process Query Editor Overview
- Importing Data from various sources
- Importing Queries from other PBIX files
- Understanding the Concept of Applied Steps
- Query Building Best Practices
- Fact & Dimension Tables
- Common Data Transformations
- Creating Columns from Examples
- Non-loading Datasets
- Connecting to a new source location

The Data Model

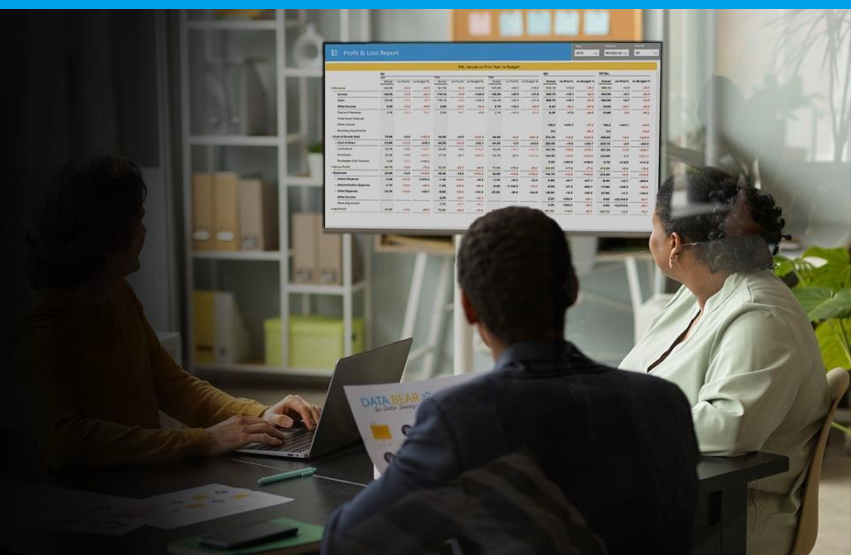
- Creating Relationships between Tables
- Data Types & Formatting
- Optimising Q&A - Creating Data Synonyms
- Tidying Up the Model
- Handling Multiple Relationships Between Two Tables

Introduction to DAX (Data Analysis Expressions)

- Introduction to measures in Power BI
- Difference between Implicit Vs Explicit Measures
- Working with Base functions and Metrics
- Introduction to DAX (Formula Language)
- Understanding DAX Syntax
- Commonly Used DAX Functions
- Understanding Evaluation Context
- Creating Calculated Measures Vs Calculated Columns

Course Content

Day 2



Report Building

- Optimising the design
- Choosing Appropriate Visuals Based on Context
- Complete the story of the Report
- Adding and Formatting Visualisations
- Understanding Visual Interactivity
- Customising Report Visual Interactivity
- Reducing Page Clutter
- Using the Format Painter
- Visual Alignment Tips
- Custom Page Sizing
- Making Enhancements with Shapes and Lines
- Adding Logos & Custom Icons
- Using Buttons to Enhance Navigation
- Adding Conditional formatting
- Creating or Modifying Visual Themes
- Best Practice Guidelines and Development Tips

Enhance Reports to Answer More Questions

- Understanding Visual level vs Default summarisation
- Customising default order of columns
- Working with KPI Cards
- Optimising the Message of Default Report Tooltips (Text)
- Understanding the Drills feature
- Creating Drill through reports
- Filtering
- Optimizing the Matrix Layouts

Report Functionality

- Working with the On-object feature
- Viewing the Underlying Data Driving a Visualisation
- Adding Information Pop-up messages to visuals
- Optimising Report Slicers and Cards
- Top 5 & Bottom 5 Filters
- Adding Relative Date Filter

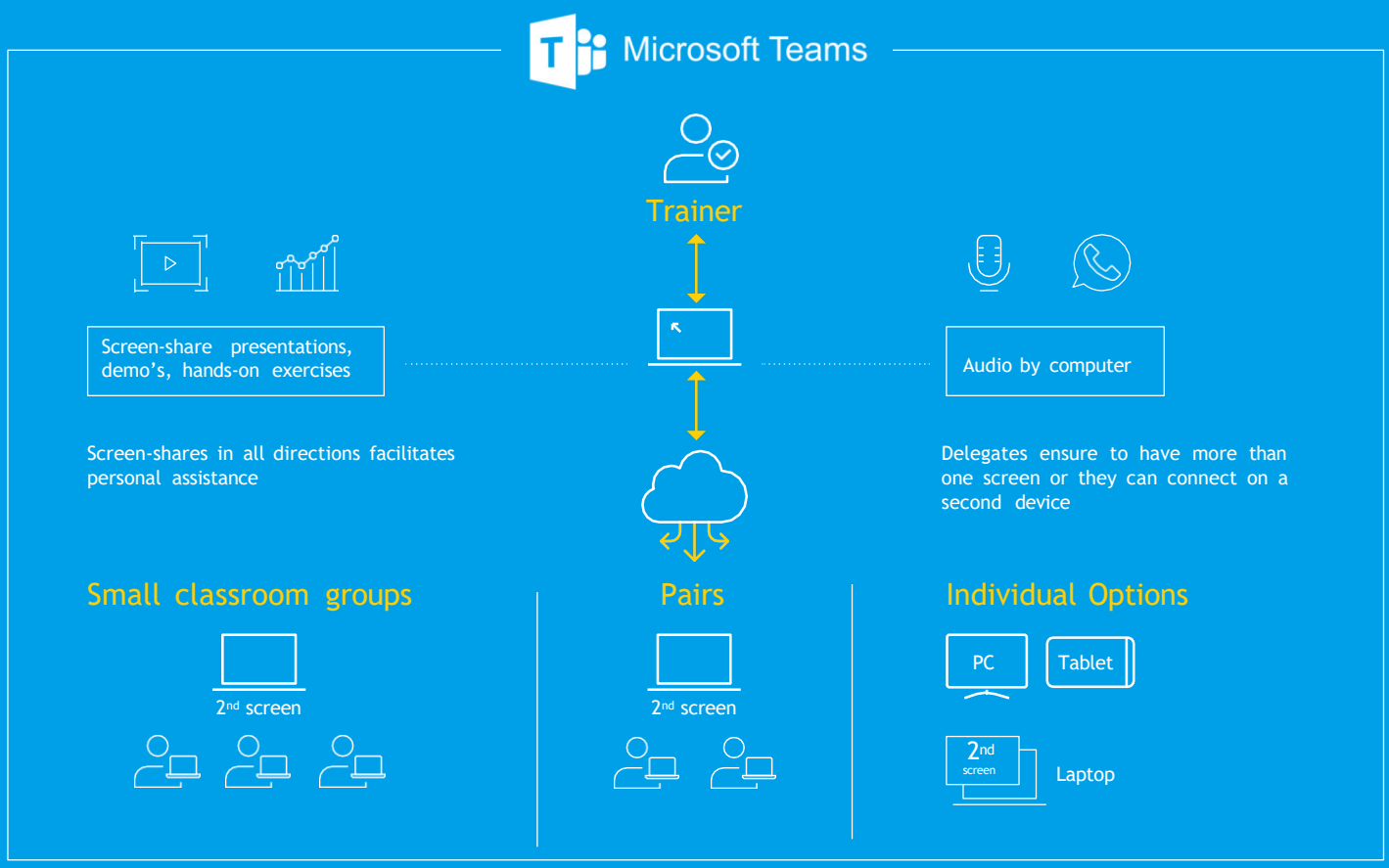
Governance

- Scenarios For Sharing Reports & Dashboards
- Understanding Row Level Security
- Creating Security Roles
- Viewing and Testing Security Roles

Distribution

- Publishing Models to the Cloud Service
- Adding Users to Security Defined Roles
- Creating Group Workspaces
- Controlling access to Group Workspaces
- Collaborating on Content in a Workspace
- Adding Users & Editing Workspaces
- Publishing Power BI Apps for Consumers

Remote Live Online Training



- Using Microsoft Teams, a video conference with screen and audio sharing will be made available for all delegates
- You can connect using Microsoft Teams, or if you don't have access to Teams, you can connect through any internet browser
- The trainer's screen and audio will be shared with all delegates
- If needing assistance, you can share your screen with the trainer
- At any time during the training you can unmute your microphone to ask questions, or for further clarification
- Allowing for simultaneous display of both the trainers screen and your own, it is highly recommended that you have either a second screen or an additional device, e.g. 10"+ Tablet.
- All required training files and the training manual will available for download through Teams

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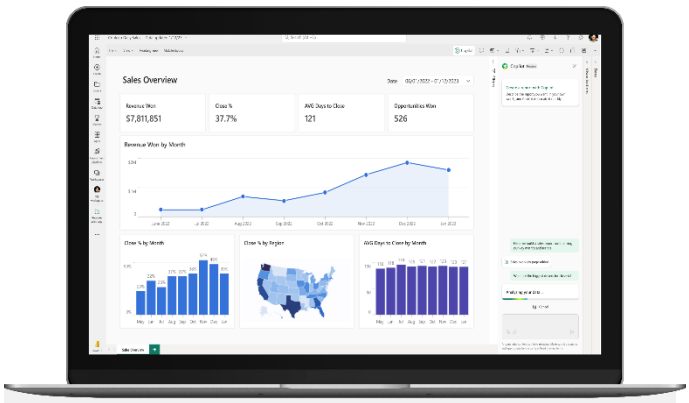
MCT

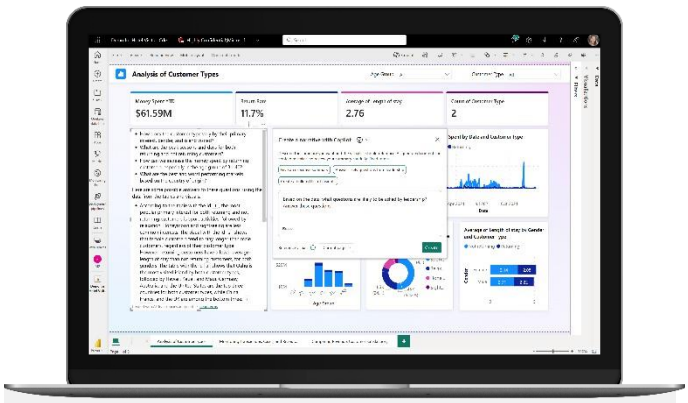
Join Using Two Screens

To ensure efficiency, the use of **two screens** is required. One of your two screens displays the trainer's presentation. Having two screens empowers you with a clear view of what the Trainer is explaining and your own working examples as you follow along.



Trainer's Screen

One screen shows a clear and constant view of the Trainer's screen

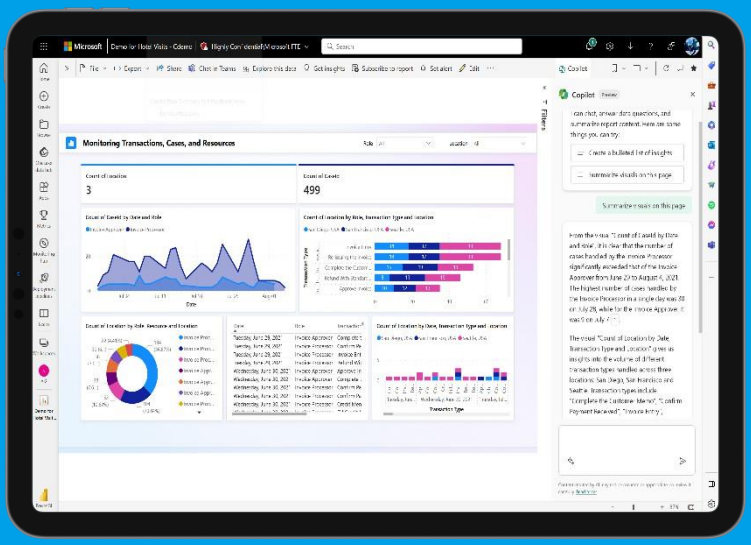


Screen showing your work

Use your second screen to display your work as you follow along through the exercises.

or Join on a 2nd device

If you don't have 2 screens, to constantly display the trainers screen, you can join the Teams meeting on a second device, for example a tablet. You can then use your laptop or PC to do the worked examples as you follow along from the second device.



Why Choose Data Bear?

- Microsoft Solutions Partner
- Training Focuses on Best Practices
- Step-by-step digital manual provided
- Additional Power BI Helper Files Provided
- Over 50 5 Star Google Reviews
- After Training Support Available

Vertical Focus

We're a Power BI centric company, and a Microsoft Solutions Partner, with a vertical focus on empowering organisations with Power BI training and solutions that produce results. Our passion is to help organisations become more 'Data Savvy'.

Deep Domain Experience

Having helped numerous organisations overcome the obstacles to enhanced data efficiency and empowering them with the skills to adopt a ‘data culture’, the Data Bear team has many years of ‘real life’ experience in the ‘BI – trenches’. We don't just show you what all the various buttons and knobs do. You can learn that from documentation. Drawing on a wealth of experience, based on developing and deploying numerous best practice BI solutions globally, we'll teach you how to build a robust Power BI solution from the ground up, ensuring that, going forward, your team has the best practice foundation to continue the process of getting the right data into the right hands.

Long-Term Partnership

The process of using Power BI to ensure organisational value is an ongoing learning journey. To ensure your team can overcome any obstacles or issues experienced, we provide a **variety of support packages.** A Power BI support package is a **smart investment** for any company that wants to make the most of their data and achieve their business objectives with Power BI.

Quality

Quality Assurance — as a Gold Microsoft Power BI partner, we have insight to all new Power BI update roll outs and we ensure that all our training content and best practices taught are up to date with latest Microsoft releases and new technology offerings.

Training Locations

United Kingdom We offer regular Training courses in London and throughout the UK.

Remote Online Through live remote online training, we empower organizations globally, regardless of their geographical location.

Click Here to Book

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UNITED KINGDOM

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