Course Name:

Microsoft Power BI Essentials

Synopsis

Are you tired of feeling perplexed by complex data and unsure of how to interpret it? Do you aspire to elevate your data analysis proficiency? Look no further! Our course is tailored to help you master the art of Business Intelligence using Power BI Desktop. This course is suitable for business analysts, data analysts, and individuals who are eager to learn about BI and data analytics, whether you're a recent graduate, a young professional, or a manager. With the guidance of our expert instructor, you'll gain a comprehensive understanding of Power BI, from connecting to various data sources to creating interactive dashboards and visualizations. You'll also learn how to use advanced features, such as tooltips, animation, and bookmarks, to make your data more captivating and design effective dashboards.

Benefits for Business:

Data-driven Decision-Making: Power BI allows businesses to turn raw data into meaningful insights. By visualizing data through interactive dashboards and reports, decision-makers can quickly analyze trends, patterns, and key performance indicators, leading to more informed and data-driven decision-making.

Improved Visibility: Power BI provides a centralized platform for data visualization, enabling businesses to gain a comprehensive view of their operations. This improved visibility helps identify areas for improvement, monitor key metrics, and track performance against business goals.

Time and Cost Savings: Automating the process of data collection, analysis, and reporting with Power BI can significantly reduce the time and effort required for these tasks. This efficiency translates into cost savings, allowing employees to focus on more strategic and value-added activities.

Enhanced Reporting: Power BI enables the creation of dynamic and visually appealing reports that are easy to understand. This is particularly beneficial when communicating

(003587769-K)
Persiaran Mayang Pasir
Bayan Baru, 11950
Pulau Pinang, Malaysia
Mobile: 019-9790786
Email: hr.department@softspheretraining.my
Website: www.softspheretraining.my

complex information to stakeholders, clients, or team members, leading to clearer communication and understanding.

Cross-functional Collaboration: Power BI promotes collaboration by allowing different teams within a business to share and access the same set of data and reports. This cross-functional collaboration ensures that everyone is working with consistent and up-to-date information, fostering a more unified and cohesive approach to business goals.

Real-time Analytics: With Power BI's real-time data streaming capabilities, businesses can monitor and respond to changes in their data as they happen. This is crucial for industries where timely decisions are critical, such as in finance, marketing, and supply chain management.

Predictive Analytics: Power BI supports advanced analytics, including predictive modeling and machine learning. Businesses can leverage these capabilities to forecast trends, identify potential opportunities, and proactively address challenges before they become significant issues.

Scalability: Power BI can scale to accommodate the growing data and reporting needs of a business. Whether an organization is small or large, Power BI provides a scalable solution that can evolve with the changing demands of the business.

What you will Learn

By the end of this course:

- Help you learn Power BI Desktop from scratch
- Covers all the essential features and functions
- Skills you need to effectively use Power BI Desktop for data analysis
- You will be able to analyze & visualize data like a pro
- You will be able to make data-driven decisions with ease
- You will also learn how to design effective dashboards
- How to use Power BI's many features to effectively analyze and present your data
- You'll be ready to take your data analysis skills and your career to the next level

Who Should Attend

Who should attend this training:

Here's a list of individuals who should consider attending:

Business Analysts: Primary audience, as they regularly use data to make business decisions and can greatly benefit from Power BI's data visualization and analytics capabilities.

Data Analysts: Professionals who manipulate large datasets and perform complex queries to provide business insights.

Project Managers: Who need to visualize and report project data efficiently to stakeholders.

Marketing Professionals: Who analyze market data and campaign performance to refine marketing strategies.

Financial Analysts: Who require detailed financial reporting and data-driven forecasting.

IT Professionals: Who need to manage and report on large sets of data within an organization.

HR Professionals: Who analyze employee data and metrics to optimize human resources management.

This training is also beneficial for any professionals eager to improve their ability to turn data into interactive insights, thus enhancing their decision-making and strategic planning skills.

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

2 days - 9am - 5pm

Course Structure

Session 1: *Power BI Desktop*

o   What is Power BI?
o   Why Power BI?
o   How Power BI Works
o   How to Install Power BI Desktop

Session 2: *Basic Charts in Power BI Desktop*

o   Column Chart
o   Stacked Column Chart
o   Pie Chart
o   Donut Chart
o   Funnel Chart
o   Ribbon Chart
o   Filter (Keep only and Exclude)
o   View Data and Export

Session 3: *Creating a Map in Power BI*

o   Fundamentals of Map
o   Filled Map
o   Map with Pie Chart
o   Formatting in Map
o   How to Change Background in Power BI Map

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Session 4: *Table and Matrix in Power BI*

- o Creating a Simple Table
- o Formatting in Table
- o Formatting in Table
- o Changing Aggregation in Table
- o Creating a Matrix in Power BI
- o Automatic Hierarchy in Matrix
- o Subtotal and Grand Total
- o Number Formatting in Table and Matrix

Session 5: *Other Charts in Power Bi Charts*

- o Line Chart
- o Drill down in Line Chart
- o Area Chart
- o Line vs Column Chart
- o Scatter Plot
- o Waterfall Chart
- o Tree Map
- o Gauge Chart

Session 6: *Cards and Filters*

- o Number Card
- o Text Card
- o Date Card
- o Multi-Row Card
- o Filter on Visual
- o Filter on Page
- o Filter on All Pages
- o Drill through

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Session 7: *Slicers in Power BI Desktop*

- Slicer for Text
- Format Text Slicer
- Date Slicer
- Format Date Slicer
- Number Slicer

Session 8: *Advanced Charts in Power BI*

- Animated Bar Chart Race
- Drill Down Donut Chart
- Drill Down Column Chart
- Word Count
- Sankey Chart
- Infographic
- Play Axis
- Scroller Chart
- Sunburst Chart
- Histogram

Session 9: *Object and Actions (Hyperlinks)*

- Inserting Image
- Inserting Text
- Inserting Shapes
- Inserting Buttons
- Action – Web URL
- Action – Page Navigation
- Action – Back
- Action – Bookmark

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Session 10: Power BI Services Introduction

- o Creating a Report
- o Publish Report to Power BI Service Account
- o Export (PPT, PDF, PBIX) Report and Share
- o Create a Dashboard in Power BI Service