

**Advanced Power BI: Features and Techniques**

**Course Number:** PBI-122  
**Duration:** 1 day

**Overview**

Take your data visualization and analysis skills to the next level. This Advanced Power BI training course teaches attendees how to edit existing reports, update data sources, and set up the Quick Access Toolbar in Power Query. Participants also learn how to extract and transform report data, model data and relationships, and create interactive reports. By the end of this course, students confidently create sophisticated Power BI reports and dashboards that will help them make better business decisions with data.

**Prerequisites**

Attendees must have completed Accelebrate's [Intermediate Power BI: From Data to Insights](file:////training/power-bi-intermediate-data-to-insights) course or have equivalent knowledge.

**Materials**

All Power BI training students receive a Power BI quick reference guide.

**Software Needed on Each Student PC**

* The current version of Power BI Desktop installed
* Attendees will not need to install any other software on their computer for this class. The class will be conducted in a remote environment that Accelebrate will provide.

**Objectives**

* Edit existing reports, update data sources, and set up the Quick Access Toolbar in Power Query
* Extract and transform report data to tell a story
* Prepare data for analysis
* Model data and relationships effectively, including managing many-to-many relationships
* Create interactive reports with visuals that explore the data, top N filters, data hierarchy buttons, and measures tables
* Publish and share reports
* Create dashboards
* Use Q&A in Power BI Service

**Outline**

* Introduction to Advanced Features
  + Editing existing Power BI Reports
  + Updating the Data Sources
  + Setting up Quick Access Toolbar in Power Query
* Extracting and Transforming the Report Data
  + Extracting the Data that tells the Story
  + Transforming the Data Quickly and Efficiently
* Data Modeling and Relationships
  + Managing Relationships
  + Handling Many-to-Many Relationships
* Preparing the Report Pages
  + Setting Page Information
  + Inserting a Page Background
* Creating Interactive Reports
  + Creating Visuals that Explore the Data
  + Creating Top N Filters
  + Using Data Hierarchy Buttons
  + Creating a Measures table
  + Creating Measures & Quick Measures
  + Adding Custom Visuals
  + Applying Themes
  + Adding Report Titles, Logos, and Images
  + Creating Button Slicers
  + Adding Buttons and Shapes
  + Creating Multiple Pages
  + Using Edit Interactions
  + Using Q & A
* Publishing and Sharing Reports
  + Publishing Reports
  + Creating Dashboards
  + Using Q&A in Power BI Service
* Conclusion