

**Power BI Desktop for Report Writers**

**Course Number:** PBI-106  
**Duration:** 3 days

**Overview**

This live, private Power BI Desktop for Report Writers training course teaches attendees how to clean and present their data as powerful visualizations and reports. Participants first learn the basics of Power BI, Power Query, Power Pivot, and Power View and then move on to intermediate and advanced skills, including data modeling and sharing data visualizations. Over 80% of the class is hands-on, with attendees learning by doing.

**Note:** This 3-day course combines our 1-day [introductory](file:////training/power-bi-intro-reports-1-day), [intermediate](file:////training/power-bi-intermediate-data-to-insights), and [advanced Power BI](file:////training/power-bi-advanced-features-techniques) courses.

**Prerequisites**

No prior experience is presumed.

**Materials**

All attendees 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 computers for this class. The class will be conducted in a remote environment that Accelebrate will provide.

**Objectives**

* Define Power BI and its different components
* Connect to data sources and transform data using Power Query
* Create and format visuals using Power View
* Model data using Power Pivot
* Publish and share reports in Power BI Service
* Use Quick Insights and Q&A for data
* Leverage Power BI Tips and Tricks

**Outline**

* Introduction to Power BI
  + What is Power BI?
  + What is Power BI Desktop?
  + What is Power BI Service?
  + Introduction to Power BI Desktop Application
* Introduction to Power Query and the Data Button
  + Connecting to Class Data
  + Removing Columns
  + Creating Date Fields
  + Renaming Fields
  + Splitting and Merging Columns
  + Deleting and Filtering Rows
  + Creating Calculated Fields
  + Loading the Data
  + Using Data View
  + Refreshing the Data
* Introduction to Power Pivot using the Model Button
  + Using the Model View
  + Managing Relationships
* Introduction to Power View using the Report Button
  + Using Report View
  + Creating Visuals
  + Formatting Visuals
  + Creating Measures
  + Creating Charts
  + Creating Slicers
* Publishing and Sharing Your Reports
  + Publishing Reports to Power BI Service
  + Sharing Reports in Power BI Service
* Using Power Query to Transform the Data
  + Setting up the Quick Access Toolbar (QAT)
  + Fixing Lost Preceding Zeros
  + Using Column from Examples
  + Creating Duplicate and Reference Queries
  + Converting a Query to a List
  + Changing the Source of the Query
  + Unpivoting Columns
  + Grouping Data
  + Appending & Merging Data
  + Creating Calculations
  + Viewing M Code
  + Disabling the Loading of Data
  + Creating Query Groups
  + Finalizing Queries
* Using Power Pivot to Model the Data
  + Manually Creating Relationships
  + Hiding/Showing Tables and Fields
* Using Power View to Create Visualizations
  + Creating Multi-row Cards, Charts, Matrix, and Slicers
  + Creating More Measures using DAX
  + Grouping Objects
  + Applying Conditional Formatting
  + Creating Bookmarks
* Using Power BI Service
  + Publishing Reports to Power BI Service
  + Using Bookmarks
  + Exporting Data
  + Creating Dashboards
* 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
* Conclusions