

**Intermediate Power BI: From Data to Insights**

**Course Number:** PBI-120  
**Duration:** 1 day

**Overview**

This From Data to Insights with Power BI training course teaches attendees how to take their raw data and extract and share meaningful insights. Participants use Power Query to transform their data, Power Pivot to model the data, and Power View to create interactive visualizations, such as charts, maps, and tables. Finally, students publish their reports to Power BI Service to share with others for collaboration and decision-making.

**Prerequisites**

All attendees should have taken Accelebrate's [Introduction to Power BI: Building Reports in a Day](file:////training/power-bi-intro-reports-1-day) course or have the equivalent knowledge.

**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 computer for this class. The class will be conducted in a remote environment that Accelebrate will provide.

**Objectives**

* Connect to, visualize, and analyze data from a variety of sources with Power BI
* Use Power Query to transform data, including cleaning, shaping, and merging it
* Model data and create relationships between tables in Power Pivot
* Create interactive visualizations, such as charts, maps, and tables in Power View
* Publish reports to Power BI Service and create dashboards to monitor key metrics

**Outline**

* Introduction
* 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
* Conclusion