

**Introduction to Power BI: Building Reports in a Day**

**Course Number:** PBI-118  
**Duration:** 1 day

**Overview**

Accelebrate's Building Reports in a Day with Power BI training course teaches attendees how to connect to, visualize, and analyze data to extract meaningful insights. Participants learn how to use Power BI Desktop to create interactive reports and dashboards and how to publish and share reports with others using the Power BI Service.

**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**

* Understand the basics of Power BI
* Udr Power BI Desktop and the Power BI Service
* Extract and transform data from a variety of sources using Power Query
* Create and manage data models in Power Pivot
* Build interactive dashboards and reports using Power View
* Publish and share your reports with others using the Power BI Service

**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
* Conclusion