

**Power BI Service for Report Users**

**Course Number:** PBI-124  
**Duration:** 0.5 days

**Overview**

This Power BI Service for Report Users training course teaches attendees how to take the reports created by developers in Power BI Service and run them in Power BI Desktop. Students learn how to run, print, and save Power BI Reports, share the reports to PowerPoint, and use and create bookmarks and dashboards.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Report Users/Power BI training students receive comprehensive courseware.

**Software Needed on Each Student PC**

* A recent version of Windows (Windows 10 or later) with at least 8 GB of RAM
* Microsoft Office installed (especially Excel)
* Power BI Desktop installed

**Objectives**

* Identify and describe the different components of the Power BI suite
* Create and manage Power BI reports and dashboards
* Interact with Power BI reports and dashboards to analyze data and gain insights
* Collaborate with others on Power BI reports and dashboards

**Outline**

* Power BI Overview
  + The Power BI Collection
  + Power BI Service
  + Power BI Licenses
* Working with Reports in Power BI Service
  + Logging into Power BI Service
  + Opening Power BI Reports
  + Getting Help
  + Working with Pages
  + Working with Visuals
  + Using Interactive Elements
  + Using Slicers
  + Filtering Data
* Using the Action Bar
  + Using the Reset Button
  + Using Bookmarks
  + Using Views
  + Using Comments
  + Using Favorites
  + File Options
  + Export Options
  + Other Options
* Working with Dashboards
  + Pinning Visuals
  + Creating Dashboards
  + Using Dashboards
  + Using Q & A
* Using Workspaces
  + Using My Workspace
  + Using Workspaces
* Conclusion