Introduction

- A history of Business Intelligence
- The development of Self Service Business Intelligence
- Introducing Power BI
- Introducing the three main tools – Power BI Service, Power BI desktop & Power BI Mobile
- When to use Power BI Desktop

Using Data from Excel

- Understanding your data
- Fact and dimension tables
- Creating tables for Power BI to connect to

Power BI Desktop

- Getting started
- Connecting to data
- Using Power Query Editor
- Data types
- Renaming columns and queries
- Navigating the main Power BI
- Desktop window
- The data model
- Create and delete relationships
- Modify data formats

Data Normalisation

- Normalising a dataset

Visualisations

- Overview of visualisations
- Create a column or bar chart
- Basic formatting of visualisations
- Focus mode
- Create a line chart
- Create a card visualisation
- Create a gauge visualisation
- Create a table visualisation
- Create a matrix visualisation

From Visualisations to Reports

- Adding and naming report pages
- Re-using visualisations
- Text boxes and other visual elements

More Visualisations

- Create a treemap visualisation
- Create pie or donut chart visualisations

Using Visual Interactions

- Introducing Visual Interaction
- Turning Interaction On or Off
- Interacting by Filtering, Highlighting or None

Working with Filters

- Slicers
- Slicers and the data model
- The Filters pane
- Visual filters
- Creating a Top N filter
- Filter an entire page
- Filter an entire report

Spatial Visuals

- Create a map visualisation
- Create a filled map visualisation

Q & A and Analysis

- Analyse data in a visual

Custom Visuals

- AppSource Power BI visuals
- Chiclet slicer
- Import chiclet slicer
- Use images on the chiclet slicer
- Play axis dynamic slicer

Publish to Power BI Service

- Power BI Service layout
- Create a new report

Create Dashboards

- Reports to dashboards
- Create a new dashboard
- Pin visualisations from other pages and reports
- Pin an entire report page
- Quick Insights
- Related Insights
- Other tiles
- Add an image to a dashboard
- Add web content to a dashboard
- Add video to a dashboard
- Add a text box to a dashboard

Working with Dashboards

- Renaming dashboards
- Favourite dashboards
- Dashboard actions
- Duplicate a dashboard
- Print dashboard
- Refresh dashboard tiles
- Performance inspector
- Settings
- Dashboard themes
- Arrange a dashboard for mobile use
- Generating alerts from cards and KPIs

Refreshing Data

- Refreshing data in Power BI Desktop
- Refreshing local data from Power BI Service
- Refreshing data from the cloud from Power BI Service

Share Reports and Dashboards

- Sharing reports
- Sharing dashboards
- QR codes

Getting Help

- Official Microsoft sources
- Other sources

Working with Formats in a Visualisation

- Axes
- Data labels
- Titles
- Sizing and alignment
- Data colours, backgrounds, borders and shadows

Power BI Mobile

- Installing the Power BI mobile apps
- Interacting with reports and dashboards on a mobile
- Favourite dashboards
- Interacting with reports
- Annotating reports
- Sharing a dashboard
- QR Scanner

Data Samples

- Viewing data samples
- Working through the Retail Analysis Sample Pack