

# Power BI Introduction | Half-day

## Course Overview – Half-day course

### Introduction to Office 365

Learn to build visualisations, reports and dashboards. This course is an introduction to Power BI, the self-service Business Intelligence tool from Microsoft.

The objective of the course is to introduce Power BI and teach users the basic concepts required to get started loading data and building reports.

Our series of Power BI courses teach you how to get the most out of Power BI from building visualisations, connecting to various data sources to modelling data using DAX. [Read more.](#)

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## Detailed Content

### Introduction

A history of Business Intelligence  
The development of Self Service Business Intelligence  
Introducing Power BI  
How does Power BI fit in?  
Introducing the three main tools – Power BI Service, Power BI desktop & Power BI Mobile  
When to use Power BI Desktop  
Free versus Pro  
Signing up to the Power BI online service  
Which sources of Data can I use?  
Content Samples  
Online Services  
Azure & SSAS

### Working with an Excel Workbook

Understanding your data  
Creating Tables of data to put into the Power BI service  
Where your workbook file is saved makes a difference  
Uploading your Workbook data into Power BI  
Importing your Workbook data into Power BI

### Working with the Power BI service

The User Interface  
My Workspace  
Menus  
The Fields Pane  
Field Icons  
Visualisations Pane

### Visualisations

Overview of Visualisations  
Creating and working with Visualisations  
Creating a Bar Chart Visualisation  
Creating a Column Chart Visualisation  
Creating a Line Chart Visualisation  
Some basic formatting of Visualisations  
Consistency of Style  
Focus Mode  
Creating a Card Visualisation  
Giving Cards some impact  
Creating a Table Visualisation  
Creating a Matrix Visualisation

### Working with Formats in a Visualisation

Axes  
Data Labels

Titles  
Sizing & Alignment  
Data Colours, Backgrounds and Borders

### From Visualisations to Reports

Saving a Report  
Adding Pages to your Reports  
Renaming Pages  
Re-using Visualisations  
Building a Narrative in your report  
Editing & Reading Modes  
Pie Chart Visualisations  
Text Boxes  
Shapes

### Using Visual Interactions

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

### Working with Filters

Creating a Slicer  
Filtering in the Visualisation pane  
Creating a Visual Field filter  
Creating a Top N Filter  
Adding a page level Filter  
Creating pages from page level filters

## Power BI Introduction | Half-day

Add a report level Filter

### Working with Reports

Printing your Reports

Exporting to PowerPoint

Using a Power BI created  
PowerPoint file

Publishing to the Web –  
embed codes

Interacting with a Power BI  
created web page

Generating a QR code

Pasting and scanning a QR  
code

Possible uses for a QR code  
versus a web-link

### Working with Dashboards

Adding Visualisations to your  
dashboard

Adding Visualisations from  
multiple reports

Pinning a Live Page

Web Content tiles

Text box Tiles

Video tiles

Generating Alerts from Cards  
and KPIs

Renaming Dashboards

Favourite Dashboards

Featured Dashboard

Printing Dashboards

Generating Alerts from Cards  
and KPIs

### Q & A and Quick Insights

Making Visualisations with  
natural language queries

Create a Visual using Q&A