

Using PowerBI Desktop

By Peter Low



Learning Objectives

This 2-day practical workshop is aimed at equipping participants with the fundamentals of using Power BI Desktop as well as the applied skills required to enable them to communicate insights in the form of BI reports to make the right business decisions.

By the end of this workshop, participants will be able to:

- ❖ Appreciate the concept of business intelligence and how it is applied in business
- ❖ Be equipped with the skills to differentiate between Power Pivot and traditional Pivot Table features
- ❖ Learn about Power Query and build Data Models
- ❖ Understand data analysis and data visualization concepts
- ❖ Learn the features in Power BI Desktop
- ❖ Be equipped with required skills to create Power BI dashboard solution
- ❖ Learn how to create BI Reports

Participants should ideally have the following assumed knowledge:

- Must be conversant in English
- Must be able to use computer and navigate using the mouse
- Knowledge of basic Microsoft Excel

Course Contents

Day 1

1. Program Introduction & Ice-Breaker

- a) Participants to indicate their exposure to Power BI solutions or understanding
- b) Trainer will scribe the topics/objectives shared by participants to set the context for learning
- c) Trainer will connect the issues to the topics that will be covered during the training

2. An Introduction to Business Intelligence

What is Business Intelligence and Business Analytics?
Data Analysis concepts
Understanding Data Visualization
Considerations for implementing Power BI solution
Introduction to Power BI Desktop views and navigation

3. Introduction to Power Query in Power BI Desktop

- a) Setting up Power BI environment
- b) Get, Clean and Shape Data
 - Concept
 - Process
 - Objective
- c) Using M Language
- d) Data Cleaning

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4. Building Data Models in Power BI Desktop - Creating the Data Model

- What is a data model?
- What is a table relationship?
- Types of relationship and linkages
- Creating table relations
- Understanding when to denormalise data

5. Creating Measures with DAX

- Difference between measures and calculated columns
- Creating table for measures
- Create Iterators and Aggregators functions
- Using Filter function

6. Creating Calculations with DAX

- What is DAX?
- Using DAX Operators
- Work with Text Operators
- Using DAX Date and Time Functions
- Getting data from related tables
- Use Math, Trig and Statistical Functions

Day 2

1. Recap of Day 1 Learning & Using Pivot Table

- a) Day 2 Opening and Recap of Day 1 Learning
- b) Fundamentals of Data Visualization
- c) Using Slicers
- d) Add Visualizations in Power View
- e) Formatting in Power View
- f) Importing New Visualization from Marketplace

2. Creating Power BI Reports

- a) Create tables and matrices
- b) Building bar, column and pie charts
- c) Build line and scatter charts
- d) Link visualization in Power BI

3. Publish Reports and Creating Dashboards

- a) Creating user friendly model
- b) Publishing Power BI files
- c) Add Tiles to a Dashboard
- d) Sharing Dashboards
- e) Create dashboard solution
- f) Participant sharing Power BI solution and share insights generated from solution

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4. Summary & Closing

- a) Overall Summary of 2-Day Course
- b) Facilitator to wrap session and open floor for Q & A from participants
- c) Course Feedback

For Whom

This course would be suitable for any working professionals who are interested to advance their knowledge in using Power BI Desktop and its applications for their businesses.

About The Trainer – Mr Peter Low

Peter has more than 20 years of working experience. He has worked for different multi-national companies like CapitaLand, Hewlett Packard, Fuji Xerox and Philip Morris. In his last role, he was the department head for the sales information team whereby he was responsible for providing data analytics for the organization as well as managing system implementations in the company.

From February 2016, Peter made a career switch and became a freelance trainer in IT and Leadership courses. He completed his Advanced Certificate in Training and Assessment (ACTA) certification and Specialist Diploma in Leadership and People Management (SP LPM) in 2016 and has conducted SSG and non-SSG courses for public run as well as corporate clients.