



# Power BI Dashboard in a Day

This 1-day course aims to showcase the process of creating reports in Power BI Desktop and Publishing in Power BI service. It begins by connecting to a data source and transforming/manipulating data as needed, it explains what is a data model, showcases how to create reports in Power BI Desktop, how to publish and access reports and how to build a dashboard.

Today, organizations have vast volumes of information such as inventory, sales, HR information etc. This information is useless unless it is summarized to tell a story and answer questions such as "which product is our best selling product?", "what product should be stocked?", "why we had an decrease in our revenue?" and so forth. Professionals from various sectors from times are required to create reports from gathered data. This 1-day course teaches the process on creating and publishing reports in Power BI.



**CODE:** ED24A20



**DURATION:** 7 hours



**START DATE:** 15/05/2024



**AUDIENCE PROFILE:**

Professionals from various sectors who are required to create reports from gathered data or data models provided by their organizations



**PREREQUISITES FOR PARTICIPATION:**

Very Good knowledge of Microsoft Excel.



**TRAINING LANGUAGE:**

Greek or English



**TRAINING MATERIALS:**

Step by Step training materials in the English Language



**METHODOLOGY:**

Lecture, discussion, demonstration and practice.



**COURSE OBJECTIVES:**

Upon completion of this course the participants will :

- Describe the process of creating and publishing a report
- Connect to, import, and transform data from a variety of sources.
- Define business rules and KPIs.
- Explore data with powerful visualization tools.
- Build stunning reports.
- Share dashboards with their team and business partners, and publish them to the web.
- Adopt Power BI as a tool for data analysis

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 **VENUE: WEBINAR**

 **DATES & TIMES:**

Wednesday, 15/05/2022, 8.15 - 16.00

 **PARICIPATION COST:**

The cost includes the course notes and certificate. In the event of classroom led training, coffee, snacks and lunch (only for full day courses) are offered complimentary.

#### **Participation Cost**

- Total Cost: €235,00
- HRDA Subsidy: €140,00
- Net Cost: €95,00

#### **For Unemployed**

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# Power BI- Dashboard in a Day

## COURSE TOPICS

### Unit 1: Introduction to Power BI

- What is Power BI
- The evolution of Power BI
- Power Platform
- PowerBI Desktop and Power BI Service
- Demo of a Power BI Report

### Unit 2: Accessing and Preparing the data

- Exploring data
- Accessing Data
- Data Preparation
- Lab 1 Accessing & Preparing the data
- Lab 1 Solution +
- Questions

### Unit 3: Data Modeling and Exploration

- Power BI Desktop - Layout
- Power BI Desktop – Data Exploration
- Lab 2 Data Modeling and Exploration
- Lab 2 Solution +
- Questions

### Unit 4: Visualizations

- Power BI Desktop – Visuals
- Creating Visuals
- Formatting Visuals
- Formatting the Canvas
- Lab 3 Visualizations
- Lab 3 Solution +
- Questions

### Unit 5: Publishing and accessing Reports

- Power BI Desktop – Creating a mobile view
- What is Power BI Service

- Power BI Service – Publishing Report
- Power BI – Building a Dashboard
- Lab 4 Publishing and accessing Reports (optional Power BI Service demo)
- Lab 4 Solution +
- Questions

### Unit 6: Collaboration and Distribution

- Power BI Service – Collaboration and Distribution
- Power BI Mobile – Accessing Report on Mobile Device
- Further Exploration – Power Platform
- Power Apps
- Power Automate
- Dataverse
- Lab 5 Building a Dashboard and Sharing
- Lab 5 Solution +
- Questions
- Q&A

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