

# Power BI Level 1



A one day course for people new to Power BI, but highly experienced with Microsoft Excel/Access

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## Prerequisites

This course assumes the students to have extensive previous familiarity with other Microsoft desktop products such as Excel and/or Access.

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## Chapter 1 - Connect to Data with Power BI

- What is Power BI?
- Components of Power BI
- A Crash-Course in Databases
- Connect to Excel
- Select Which Data to Load
- View the Data
- Clean Data in Data View
- Clean Data in the Query Editor
- Undo Applied Steps in Query Editor
- Choose Columns
- Close the Query Editor
- Save and Close the Report
- Connect to a Database Query
- Connect Directly to Access Tables
- View the Relationship in Model View
- Select the Required Fields
- Connect to a CSV file
- Combine Files from a Folder
- Add Internet Data to a Report
- Relate the Tables using Model View

## Chapter 2 - Data Manipulation

- Open an Existing Report
- Add a Calculated Custom Column
- View Query Formulae
- Rename an Applied Step
- Remove a Custom Column
- Group Rows
- Add another Aggregation
- Add a Grouping
- Pivot a Column

- Select Pivoted Columns
- Sort and Filter Data
- Use Inbuilt Functions in a Custom Column
- Change the Data Type of a Column

## Chapter 3 - Visualizations

- A Note on Design
- Add a Simple Chart Visualization
- Format the Chart
- Change the Chart Type
- Create a Table Visualization
- Add a Map Visualization
- Cross Filtering
- Add and Rename a New Page
- Add a Gauge Visualization
- Format Numbers on the Gauge
- Add Timescaled Data
- Drill Mode
- Add a Slicer

## Chapter 4 - Data Analysis Expressions (DAX)

- DAX and Measures
- DAX Syntax
- Create a Measure
- Use Measures in Visualisations
- Link Another Data Source
- Create a Hierarchy
- CALCULATE Function using ALL
- CALCULATE Function using FILTER
- RELATED Function
- PREVIOUSQUARTER Function
- TOTALYTD Function