

# Introduction to Power BI

**Course description:** In this course, you will learn about the life and journey of a data analyst, the skills, tasks, and processes they go through in order to tell a story with data so trusted business decisions can be made. You will learn how the suite of Power BI tools and services are used by a data analyst to tell a compelling story through reports and dashboards, and the need for true BI in the enterprise. Begin exploring the fundamentals of Power BI interactive reports and the web-based Power BI service for your business. At the end of the course, you will learn how to ingest data in Power BI.

**Duration: 1 day (8 hours)**

**Pre-requisites:** There are no prerequisites for this course

## Course Outline

### Module 1: Discover data analysis

*In this module, you explore the different roles in data and learn the different tasks of a data analyst.*

- Introduction
- Overview of data analysis
- Roles in data
- Tasks of a data analyst

### Module 2: Get started building with Power BI

*Learn what Power BI is, including its building blocks and how they work together.*

- Introduction
- Use Power BI
- Building blocks of Power BI
- Tour and use the Power BI service

### Module 3: Describe the capabilities of Microsoft Power BI

*Learn how you can leverage Power BI to easily build reports and dashboards with interactive visualizations and see how other organizations have used this solution to drive business results with actionable insights.*

- Introduction
- Describe using Power BI to build data-driven analytics
- Explore the different Power BI elements
- Describe cleaning and transforming data
- Describe using AI Insights to spot trends and anomalies
- Build a basic dashboard
- Consider the business value of Power BI

### Module 4: Explore what Power BI can do for you

*As a consumer, you can use the Power BI service to review and interact with content that's been shared with you. This module provides the foundational information that you need to work effectively in the Power BI service.*

- What can I do with the Power BI service as a consumer?
- View content in the Power BI service
- Explore Power BI using dashboards, reports, and apps
- Collaborate and share in Power BI
- Find and view dashboards and reports

### **Module 5: Get data in Power BI**

*You'll learn how to retrieve data from a variety of data sources, including Microsoft Excel, relational databases, and NoSQL data stores. You'll also learn how to improve performance while retrieving data.*

- Introduction
- Get data from files
- Get data from relational data sources
- Create dynamic reports with parameters
- Get data from a NoSQL database
- Get data from online services
- Select a storage mode
- Get data from Azure Analysis Services
- Fix performance issues
- Resolve data import errors
- Exercise - Prepare data in Power BI Desktop