

Microsoft Power BI for Data-Driven Decision Makers

Course Length:

1 day (8 hours)

Course Description

Overview:

As data acquisition, access, analysis, and reporting are interwoven with our businesses and lives, more and more data is collected about business and personal activities. This abundance of data and the computing power to analyze it has increased the use of data analysis and data visualization across a broad range of job roles. Decision makers of all types, including managers and executives, must interact with, interpret, and develop reports based on data and analysis provided to them.

Microsoft® Power BI® software is designed for data analysis and the creation of visualizations. Data analysts prepare data, perform initial analysis, and create visualizations that are then passed to business data decision makers. These decision makers can use Power BI's tools to explore the data, perform further analysis to find new insights, make decisions, and create customized reports to share their findings.

Course Objectives:

In this course, you will explore, analyze, and customize reports and visualizations in Power BI to discover new insights, showcase those insights, and share them. You will:

- Explore Power BI reports.
- Analyze data to get answers and insights.
- Sort and group data for analysis and reporting.
- Filter visualizations.
- Prepare reports.
- Troubleshoot, collaborate, and share reports.

Target Student:

This course is designed for professionals in a variety of job roles who receive Power BI data visualizations and reports from data analysts or from data visualization engineers. These data report recipients want to use the features and capabilities of Power BI to fully explore the visualizations and initial analyses provided to them in reports, perform additional analysis to ask next-level questions of the data, and to customize and create new visualizations and dashboards in order to share new insights and create compelling reports.

Course Prerequisites:

To ensure your success in this course, you have experience managing data with Microsoft® Excel® or Google Sheets

Course Content

Lesson 1: Exploring Power BI Reports

Topic A: Data Analysis Workflow with Power BI

Topic B: Explore Reports in the Power BI Service

Topic C: Edit Reports

Lesson 2: Analyzing Data to Get Answers and Insights

Topic A: Configure Data Visualizations

Topic B: Ask New Questions by Changing Summarization

Topic C: Find Answers with Calculations

Lesson 3: Sorting and Grouping Data for Analysis and Reporting

Topic A: Sort Data

Topic B: Group Data

Lesson 4: Filtering Visualizations

Topic A: Filter Data to Refine Analysis

Topic B: Create Slicers for Reports

Lesson 5: Preparing Reports

Topic A: Format and Annotate Reports

Topic B: Emphasize Data in Reports

Lesson 6: Troubleshooting, Sharing, and Collaborating

Topic A: Troubleshoot Data Issues

Topic B: Collaborate in Power BI

Topic C: Collaborate with Non-Power BI Users