

Power BI Desktop

Intermediate - Transform, Shape and Model Data

Course Code

SSAP1002

Duration

1 Day

Format

Classroom | Virtual

Overview

Business Intelligence (BI) is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. Whether your data is a simple Excel spreadsheet, or a collection of cloud-based and on-premises hybrid data warehouses, Power BI lets you easily connect to your data sources, visualise (or discover) what's important, and share that with anyone or everyone you want.

Objectives

By the end of this course, delegates should be comfortable with extracting data from a variety of data sources, performing transformations on the data and creating a data model.

Content

Lesson 1: Connecting to Data Sources with Power BI Desktop

- View all Connection Options
- Connect to an Excel Workbook
- Connect to Text/CSV Files
- Manage Data Sources

Lesson 2: Using Data View

- Use Data View
- Clean Irregularly Formatted Data
- Manage Columns
- Sort Table Data

Lesson 3: Using the Power Query Editor

- Open the Power Query Editor
- Use the Query Settings Pane
- Transform and Shape Data
- Use Merge Queries
- Use Append Queries
- View the Power Query M formula language in the Advanced Editor

Lesson 4: Using Model View

Prerequisites

Delegates should have a good knowledge of Excel and have attended the 1 Day Power BI Reports and Dashboards course or have equivalent knowledge.

Software & Licence Requirements

Required software (learner device):

- Microsoft Power BI Desktop (Windows)
- Learners must have the Microsoft Power BI Desktop client installed before the course begins.
- Microsoft Power BI Desktop is used throughout the course to connect to data, build models, and create reports.
- A modern web browser is required to access the Microsoft Power BI Service, it is introduced alongside the Microsoft Power BI Desktop application.
- Note, there is no requirement for a paid license at Intermediate level - Microsoft Power BI Desktop is explicitly described as a free download.
- You may need to contact your IT dept to install Power BI (sometimes users do not have access to install Power BI Desktop).

What are NOT required for the Intermediate course:

- No Power BI Pro or Premium Per User License or Premium Capacity
- No advanced organisational tenant configuration.

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- Use the Model View
- Understand Model Relationships
- Create and Manage Relationships
- Create a Hierarchy
- Lesson 4: Calculations
- Learn DAX basics
- Create a Table
- Create a Calculated Column
- Create a Measure
- Use Quick Measures