

Module 1 – Getting Started

- What is Power BI
- Navigating the Power BI Desktop Interface

Module 2 – Gathering Data

- What is Power Query?
- Supported File Types
- Creating a New Power BI Report
- Importing Data
- Adding More Data to the Data Model
- Saving

Module 3 – Exploring the Data

- Using Model View
- Understanding and Creating Table Relationships
- Changing Data Model Properties
- Creating a New Table Diagram
- Keeping Data Up To Date

Module 4 – Transforming Data in Power Query

- Launching Power Query from Power BI
- Shaping & Transforming Columns
- Shaping & Transforming Rows
- Errors
- Filtering Data
- Creating Calculations
- Combining Data from Multiple Queries
- Refreshing a Query from the Power Query Editor

Module 5 -Refining Data in Table View

- Using Table View
- Filtering and Sorting in Table View
- Formatting Data
- Setting Default Summary Calculations
- Setting Data Categories
- Creating Measure Fields

Module 6 – Building Reports

- Exploring Report View
- Creating a Simple Visualization
- Choosing a Visualization Type
- Formatting the Report & Visualizations
- Applying Filters to Visualization
- Sharing Report Data