



PST TRAINING (PTY) LTD

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Microsoft Power BI

Overview

This one day course is an introduction to Microsoft Power BI, a cloud based analytics service used to turn data into interactive insights. Participants will learn how to connect to various data sources, transform data using Power Query, build data models with DAX, and create compelling reports and dashboards.

The course also covers sharing and collaborating with Power BI and best practices for performance and security. Learners will leave with the skills needed to build end to end BI solutions.

Objectives

- Understand the architecture and components of Power BI.
- Connect to Excel files, databases, web services and other data sources.
- Use Power Query to filter, shape and transform data.
- Create relationships and build data models.
- Write DAX expressions to create calculated columns and measures.
- Design interactive reports and dashboards using a variety of visualisations.
- Publish reports and dashboards and share them with others.
- Apply optimisation techniques to improve report performance.

Course Prerequisite

MS Excel Intermediate

Language of Delivery

English

Delivery Methods

Facilitated by a competent and experienced subject matter trainer using interactive, experiential techniques such as questions, discussions, demonstrations, exercises, and assessments.

Who should attend?

This course benefits anyone who needs to analyse, visualise or share data insights, including:

- Data Analysts and Business Intelligence Professionals
- IT Professionals involved in data integration
- Finance and Accounting Professionals
- Project Managers and Operations Managers
- Marketing and Sales Analysts
- Consultants, Business Advisors and Management Staff

Course Outline

This course consists of the following 5 modules

Module 1	Introduction to Power BI • Overview of the Power BI ecosystem • Database terminology and relationships • Using Power BI Desktop • Connecting to and cleaning data • Creating relationships between tables
Module 2	Power Query for Data Transformation • Understanding query steps and data flows • Removing duplicates and empty fields • Concatenating columns and changing case • Finding, replacing and cleaning text • Splitting columns; pivoting and unpivoting • Importing data from folders
Module 3	Data Modelling with DAX • Writing DAX formulas for calculated columns • Building DAX driven measures and calculated tables • Referencing related tables

Module 4	Visualisation and Reporting • Creating charts, tables and cards • Using slicers and cross filtering • Customising themes and formatting visuals • Applying conditional formatting and tooltips
Module 5	Collaboration and Performance • Publishing and sharing reports and dashboards • Creating live dashboards with tiles and alerts • Optimising data models and reports for performance

Additional Information

Duration	1 Day	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire