

Aceindus IT Training

Microsoft Power BI

Scope	Topic
Introduction	Introduction to Power BI and Power BI Products. Also, pricing of Power BI
	Installing Power BI desktop and sign-in to Power BI app service from Desktop
Desktop	<ul style="list-style-type: none">3. Explore the Power BI Desktop panels<ul style="list-style-type: none">i. Options window (left to Home Menu)ii. Top Ribbon with different data sourcesiii. Left side vertical paneliv. Right side vertical panels (Visualizations, Fields)Data Cleansing4. Explore all the data sources and connecting to excel file, text file, folder source, sql server database5. What is Load and edit? Can we do edit after loading to the model?6. HOME ribbon<ul style="list-style-type: none">i) Choose & Remove columnsii) Keep & remove rowsiii) Remove duplicates & Error rowsiv) Sortingv) Split column (by delimiter / by no. of characters)vi) Group byvii) data type changeviii) First row as headersix) Replace valuesx) Merge queries & Append QueriesTransform ribbon<ul style="list-style-type: none">i) Transpose, Reverse and Count Rowsii) Filliii) Pivot and Un-pivotiv) Formatv) Merge columns and Extractvi) statistics / standard/ Scientific / Trigonometry / Round/ Informationvii) Date/ Time / Durationviii) Add Custom columns / Index columnAdd Column ribbonView ribbon<ul style="list-style-type: none">i) Query settingsii) Advanced editoriii) Formula bar (M-Query)iv) Mono spacedv) Show whitespaceLeft / Right Panels<ul style="list-style-type: none">i) Table and optionsii) Left side vertical panel (Queries)iii) Properties and Applied steps with gear iconsiv) Left side

vertical panel (Query settings)

7. How to load the cleansed and transformed data to the data model (Close and Apply option)?

Data Modelling

8. What is relationship window and Data window from Left side vertical panel

Explore Table properties and Field properties

9. Relationship window & manage relationships from ribbon

Explore the field properties from the right side vertical panel (Fields)

Data window Difference between new measure & New columns

10. Create multiple measures and columns with DAX functions Reports

11. What is reports windows from Left side vertical panel and explore the options of reports window

New page, visuals, Text box, image, shapes and page view

Top ribbon with report options

Rename, hide/Unhide, delete, Hierarchy and filters

ii. Right side panel(Fields options)

around 25+ styles with formatting options

(Visualizations)

12. Different report styles and apply formatting options

i. Table, Matrix, Card, Multi row card,

ii. Bar charts, Line charts

iii. Dual style charts (Line and bar)

iv. Pie charts, Donut charts, Tree maps and geographical maps (Globe and Filled Map)

v. Scatter plot, Funnel, Gauge, KPI and Slickers.

vi. R based charts

13. After adding 4 visuals to page, explore the below options

Format painter

i. Ribbon (Home)

Edit interactions, Align, distribute and bring forward, send backward

ii. Ribbon (Format)

Focus mode, sort by, export data

iii. Visual options

14. How to create drilldown charts?

15. How to publish the files Power BI App service and what are the options while publishing?

16. Explore Power BI App service window with top ribbon and panels

1. Full focus mode with print option while in focus mode

option

i. Top black ribbon

Content packs, settings, gateways, Dev tools and embed code

2. Gear icon

3. Downloads, support, feedback and account info

1. Add widget (Web content, image, video and Textbox)

ii.

App Service

white ribbon under black ribbon

2. Share

Duplicate / print / refresh/ featured dashboard

provide business question, answered in a report format

question bar below white ribbon

iv. Left side ribbon (from bottom)

1. Datasets: Explore data set options

1. Types of gateways and what are those?

Gateways 2. refresh the data from on-premise to Cloud App service

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