

2 Days

## Course Overview

Master Power BI Service in a day: Navigate the interface, import Excel data, connect to databases, refresh data, and create reports with KPIs. Learn dashboard configuration, sharing, and Power BI Mobile use for on-the-go analysis. Boost your data visualisation and intelligence skills.

### Course information:

The Future Savvy 1-day Microsoft Power BI Service Introduction course will show you how to intuitively discover and automate the import, transformation, and combination of data across a variety of data sources. This frees up your time, and lets you automate all the laborious admin tasks you previously had to do! Best of all, our experienced instructors will provide hands-on training so you can start using Power BI Service confidently.

After just 1 day you can apply your new Power BI Service training skills at work and make sense of your data like never before.

### Course requirements:

We recommend all Power BI students are familiar with Excel and the concepts of datasets and basic reporting.

### What you will learn:

With this Microsoft Power BI Service Introduction course, you will be able to:

- Confidently navigate the Power BI Service interface
- Import data
- Create reports
- Configure and share dashboards
- and so much more

By the end of the 1-day instructor-led Microsoft Power BI Service Introduction course, you'll be able to analyse, make sense and report on your data, confidently navigate the Power BI Service interface and share the most important data for your organisation.

# Course Outline

## 1. Introduction to Power BI Service

- What is Power BI Service
- Examining the Differences Between Power BI Desktop and Power BI Service
- Exploring the Power BI Service Interface

## 2. Importing Data

- Utilizing Excel (.xlsx or .xlsm), Comma Separated Value (.csv)
- Utilizing Power BI Desktop (.pbix) Files
- Connecting to Databases
- Examining Other Forms of Data
- Understanding Data Refresh

## 3. Creating Reports

- Creating a New Power BI Report
- Adding Filters to a Power BI Report
- Adding KPI's to a Report

## 4. Configuring Dashboards

- Creating a Power BI Dashboard
- Pinning Tiles

## 5. Sharing Reports and Dashboards

- Sharing Reports and Dashboards
- Exploring Power BI Mobile