



# Introduction to Microsoft Power BI Desktop

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## Course Objectives:

- Set up the Power BI Desktop software.
- Identify sources of data.
- Connect to an Excel workbook, existing folders, an Access database and information from the Web.
- Understand how to create a Query.
- Shape and combine data; categorize data.
- Understand relationships and how to create, view and manage them.
- Understanding different Data Types.
- Create calculated columns, measures, and use DAX Functions.
- Create interactive Data Visualizations and format them.
- Create and share a Dashboard
- Use the Power BI Mobile App.

*Microsoft Power BI is a business analysis tool that allows you to create reports and dashboards for distribution within your company. This course is for students who want to use the product to develop insights into their company's data using this powerful tool.*

**NOTE:** Due to the frequency of updates to this product, this outline is subject to change.

## Course Content:

<b>Overview</b>	Get Power BI Desktop Getting Started with Power BI
<b>Connect to Data</b>	Data Sources Connect to Excel; folders; Access databases or Web data
<b>Shape and Combine Data</b>	Query Overview Shape, Combine and Categorize Data Create, View and Manage Relationships
<b>Data Fundamentals</b>	Data Types Calculated Columns; Measures DAX Basics
<b>Working with Reports</b>	Report View Create & Format Data Visualizations Create Report & Page Filters
<b>Sharing your Work</b>	Publish from Power BI Desktop Create and Share Dashboards in Power BI Use Q&A to ask questions in Query Language Use the Power BI Mobile App