Public Power BI Desktop Masterclasses

About the course

CMBI's series of **Power BI Desktop Masterclasses** are aimed at analysts and developers who want to learn to develop automated reporting solutions in Power BI. Each Masterclass is a remotely-hosted, instructor-led 2-hour workshop that focuses on teaching you the most important features of Power BI Desktop. Take a deep-dive into Power BI and Power Query to drive better insight and decision-making in your organisation.

See full details of each Masterclass below or contact julie@cmbi.com.au for more information.

Who should do this course?

This course is designed for analysts or developers wanting to learn how to develop Power BI reports. No prior experience of Power BI is required.

Delivery Method

CMBI presents each Masterclass remotely, using industry-leading video conferencing software. Each session is presented live as a series of practical exercises, giving attendees hands-on experience with personalised one-on-one support from CMBI's expert trainers where needed.

Each workshop is completely independent so you can pick and choose the topics that are most relevant to you, or attend them all to learn how to build a completely automated reporting solution in Power BI Desktop.

Materials and support

CMBI's course materials support learning and re-enforcement well beyond the workshop.

Each session includes an associated set of support materials to help attendees complete the tasks on the day, as well as provide support after course completion:

- Complete Power BI models for all exercises
- Datasets for all examples
- Optional Q&A time at the end of the session for anyone interested in asking specific questions

How it works

Location: Delivered remotely by our expert trainers

Duration: 2 hours

Price:
$1,000 + GST per session

Materials & support:

Each session includes:

- ✓ Power BI models and datasets for all exercises
- ✓ Interactive exercises with personalised support
- ✓ Q&A time at the end of the session
- ✓ 30 days email support

Masterclass 1: Automate Data Processing with Power Query

Understand the different ways of getting data into Power BI Desktop, and learn how to use Power Query to automate data cleansing and transformation. Eliminate repetitive and time consuming data processing tasks from your job forever!

Unit 1: Introduction to Power BI

- ✓ What is Power BI?
- ✓ Understand the different components in Power BI
- ✓ Power BI Desktop vs. Power BI Web Service
- ✓ Overview of Power BI Licensing (Free vs Pro/Premium)
- ✓ Navigate Report View, Data View and Relationship View in Power BI Desktop

Unit 2: Extracting Data with Power Query

- ✓ Understand the different ways to get data into Power BI: Direct Connection, Excel data model, Power Query
- ✓ Load a csv file with Get Data
- ✓ Load an Excel file with Get Data
- ✓ Understand the Power Query interface
- ✓ Change a query name
- ✓ Add a new transformation step

Unit 3: Transforming Data with Power Query

- ✓ Promote headers
- ✓ Change data types
- ✓ Replace values
- ✓ Replace errors
- ✓ Remove top/bottom rows
- ✓ Capitalise each word
- ✓ Transform text to upper or lower case
- ✓ Clean/trim text values
- ✓ Split columns
- ✓ Merge columns
- ✓ Add conditional columns
- ✓ Add custom columns
- ✓ Add index columns
- ✓ Add a comment to a transformation step
- ✓ Rename a transformation step
- ✓ Rename a column

Unit 4: Integrating Data with Power Query

- ✓ Merge multiple datasets together
- ✓ Understand the advantages of PQ's Merge function over Excel VLOOKUP
- ✓ Group data
- ✓ Filter rows

Unit 5: Loading Data to Power BI Desktop

- ✓ Close & Apply to load data from PQ to Power BI Desktop
- ✓ Inspect the data in Data View
- ✓ Inspect the tables in Relationship View
- ✓ Refresh the data
- ✓ Hiding columns in Power BI

Masterclass 2: An Introduction to Relationships and DAX

Understand how to create a flexible data model for your reporting solution using relationships • Learn how to use DAX to create new columns and measures for use in your reports

Unit 6: Introduction to DAX

- ✓ What is DAX?
- ✓ Understand DAX syntax and common DAX functions
- ✓ Create a calculated column
- ✓ Calculated columns vs. Measures
- ✓ Understand why we need to create measures
- ✓ Understand filter context
- ✓ Create measures using SUM, AVERAGE, COUNTROWS, DISTINCTCOUNT, DIVIDE, MIN and MAX
- ✓ Quick Measures

Unit 7: Relationships

- ✓ Data tables vs. lookup tables
- ✓ Why create relationships?
- ✓ Create a relationship
- ✓ Inspect a relationship
- ✓ Identify the keys in a relationship
- ✓ Understand the cardinality of a relationship
- ✓ Active vs. Inactive relationships
- ✓ Understand the cross filter direction
- ✓ Troubleshooting problematic relationships

Masterclass 3: Creating Interactive Reports in Power BI Desktop

Become a pro at creating professional-looking and interactive reports with the help of Power BI Desktop • Learn how to improve the usability of your reports with Filters, Drilldowns, Drillthroughs, and Tooltips

Unit 8: Creating Visualisations

- ✓ Create and duplicate new report pages
- ✓ Explore the different types of Slicers (dropdown, list, timeline, horizontal tiles)
- ✓ Create and format Cards
- ✓ Create and format a Column Chart
- ✓ Create and format a Bar Chart
- ✓ Create and format a Line Chart
- ✓ Create and format a Pie/Donut Chart
- ✓ Create and format a Table
- ✓ Create and format a Matrix
- ✓ Create and format a Gauge Chart
- ✓ Create and format a Tree Map
- ✓ Create and format a Map

Unit 9: Enhancing Report Navigation

- ✓ Add Drilldown functionality to a visualisation
- ✓ Create a Drilldown hierarchy
- ✓ Create a Drillthrough page
- ✓ Add Tooltips

Unit 10: Exploring Filters

- ✓ Understand filtering with Slicers
- ✓ Add a visual-level filter
- ✓ Add a page-level filter
- ✓ Add a report-level filter
- ✓ Add a Top-N filter

Unit 11: Editing Interactions

- ✓ Understand cross-filtering behaviour
- ✓ Edit interactions between visualisations in a report
- ✓ Cross-highlighting vs. cross-filtering

Unit 12: Creating a Corporate Look-and-Feel

- ✓ Add a corporate logo
- ✓ Add conditional formatting
- ✓ Import a custom theme file
- ✓ Create/edit a JSON theme file