

Dashboard in a Day – Overview

This is a standard Microsoft curriculum which means that it has to be delivered according to the instructions laid out.

- All files and instructions are supplied
- It is done as 5 labs – each lab will be approximately 90-120 minutes long.
- There is a standard dataset and the idea is that each lab builds on the work from the previous one.
- Completed versions of each PowerBI file is supplied in case participants do not complete their exercises.
- Sessions are done virtually and recorded. Course content and recordings are stored on GiraffePad
- Max of 15 participants per course

Course Content

Lab number	What is covered
01 – Accessing and preparing data	How to load data from Excel and CSV files
	Use Get and Transform/Power Query to cleanse and prepare the data
	Preparing the tables in Power Query
	Linking them together
02 – Data Modeling and Exploration	Create a range of charts
	Highlight and cross filter
	Create new groups and hierarchies
	Create measures to the model to do additional analysis
03 – Data visualisation	Building a complete report ready to be published to PowerBI service
	How to do conditional formatting
	Add a logo
	Import a custom visual
	Apply a custom theme
	Add bookmarks to tell a story
04 – Publishing and Accessing reports	Create a mobile view of your report
	Publish this report to PowerBI service
	Create a dashboard in PowerBI service
05 - Collaboration	Learn how to share your dashboard and collaborate with other users