

Introduction to PowerBI

Structure: 4 X 90 minute sessions (each to be recorded)

Workbooks/files/follow on resources all supplied

- 15 participant max.
- Access to materials for a year

Prerequisites:

- This is not for beginners. Attendees should have a solid Excel foundation e.g. be familiar with vlookups/pivot tables.
- PowerBI Desktop needs to be downloaded beforehand. [It can be downloaded here](#)
- PowerBI Service is an add-on to an Office 365 licence but can be accessed for a 60 day trial period here. You can get more [information about this here](#)

Session	Content
Session One	<ul style="list-style-type: none">• Overview of PowerBI• Laying out the dashboard – setting up filters/adding slicers• Getting data into PowerBI – what sort of data and how to do it?• Relationships – what are they and why are they important• Creating your first simple dashboard• Follow on homework
Session Two	<ul style="list-style-type: none">• Review of homework• Creating Measures (how to tell PowerBI what calculations to do)• Deeper dive into visualization• Homework – building on existing dashboard and/or trying it out with your own data
Session Three	<ul style="list-style-type: none">• Review of homework• Exploring further visuals and measures• Getting more out of your data – exploring AI Visuals (Key Influencers/Decomposition Tree etc)• Homework – building on existing dashboard and/or trying it out with your own data
Session Four	<ul style="list-style-type: none">• Review of homework• Sharing your work – uploading to the cloud (PowerBI service)• Introduction to drill through and Tooltips for visuals• What's next?