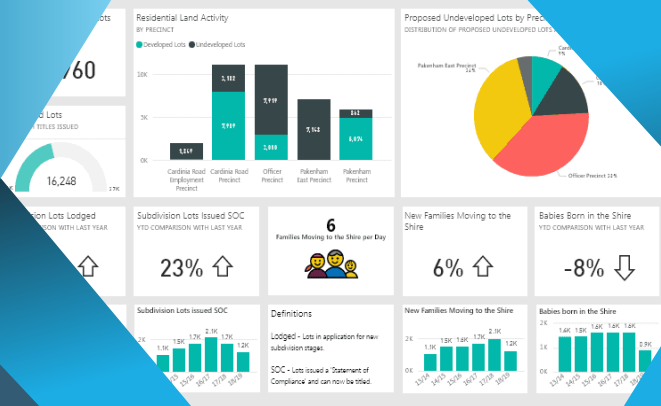


# Microsoft Power BI



Training Hours: 20 Hours

## Learning Outcomes

- Creating visuals with the help of data and present it in a better way.
- Helping in loading the big data in a lesser time and saving our time.
- It helps to create dashboards with the multiple data in a few minutes.
- Using different charts and graphs for the data and create a unique dashboard.
- Using smart functions that makes the visuals more interesting and attractive.
- Using Buttons, Shapes, Bookmarks, and Navigation that helps to make the report in a meaningful way.
- Understanding the formatting options of every visual. Power BI also provides to download visuals from other sources.
- Multiple options available for user to make changes in the report with the use of smart functions.
- Create a dynamic reports and dashboards and share with your Seniors anytime.
- It is a completely free application for student purpose so no charges for using this application.
- Easy to give access to multiple users and can create a role as per the requirement.
- Understanding the DAX formulas of Power BI which is designed for this application.
- It is the best tool for practicing your data for analysis and visualization.
- It can also download on the phone and keep monitoring the data anytime.

## Course Outline

- 1) What is Power Bi  
It is an application that is designed in managing the big reports and getting the better results from it. It can handle multiple reports easily and make a beautiful visualization.
- 2) Why do we use it?  
It is mainly used for data management, data cleaning, data transforming, and visualizing. Visuals can be made in MS Excel but it is not capable in managing the big data. On the other side, Power BI is created for handling multiple big reports and creating different types of visuals easily.
- 3) What is the purpose of using this application?  
It is a free application. There is no fee has to pay for using this application. It can be downloaded in MS operating system and Apple IOS easily. It can convert the data into visualization very quickly, it doesn't keep you wait for a long time that's why it is very helpful in managing the data very quickly.
- 4) How it helps while preparing the data?  
Power BI has introduced many visuals for creating the dashboards. It also guides a user for creating a better visualization. It provides three types of data to users such as Report view, Data view, and Model view.
- 5) Why is it so popular?  
It is a user-friendly application unlike other data management software. It doesn't take much time for the data loading. There are many smart functions available that make the visualizations better.
- 6) Understanding of Report view, Data view, Model view along with the data
  1. Report View – It shows the visualization part of the data.
  2. Data View – It shows the original data which is uploaded by the user and whatever changes to be made in the data, user can see the latest data in the Data view after amendment.
  3. Model View – It shows the relationship between two or three tables/data. It also helps in creating the relationship between two tables for making a beautiful dashboard.
- 7) Understanding each and every tab and its functions.

### Home tab

- Get data
- Excel Workbook
- Enter Data
- Recent Sources
- New Visual
- Text box
- More Visuals

#### Insert tab

- New page
- New Visuals
- Buttons
- Shapes
- Image
- Paginated Report

#### Modeling

- New table
- New Column
- Q and A Setup

#### View

- Page View
- Mobile Layout
- Filters
- Bookmarks
- Selection

#### Optimize

- Pause Visuals
- Refresh Visuals

- 8) Creating Visuals with the help of multiple data  
Creating a final visualization with the help of all the above-mentioned functions.