



COURSE SYLLABUS

COURSE TITLE: 752549 Power BI Online
FORMAT: Instructor-Led
CERTIFICATION EXAMS: None

This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs. Course content, prices, and availability are subject to change without notice.

ELEMENTS OF THIS SYLLABUS ARE SUBJECT TO CHANGE.

ABOUT THE COURSE

This one-day course familiarizes the participant with Power BI Online, which allows you to intuitively discover and automate the import, transformation, and combination of data across a variety of data sources.

AUDIENCE

The student should be familiar with Excel and the concepts of datasets and basic reporting.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Understand and utilize Power BI Online.
- Understand and examine the differences between Power BI Desktop and Power BI Online.
- Understand and explore the Power BI Online interface.
- Understand and perform importing Excel worksheets, CSV, TXT, PBIX.
- Understand connecting to databases.
- Understand other forms of data.
- Understand data refresh.
- Understand and perform creating a new Power BI report.
- Understand and perform adding filters to a report.
- Understand and perform adding KPI's to a report.
- Understand and perform creating a Power BI dashboard.
- Understand and perform pinning tiles.
- Understand sharing reports and dashboards.
- Understand Power BI Mobile.

PREREQUISITES

Before attending this course, students must have:

- None

ADDITIONAL READING

To help you prepare for this class, review the following resources:

- None

MODULE 1: COURSE OVERVIEW

This module explains how the class will be structured and introduces course materials and additional administrative information.



Lessons

- Introduction
- Course Materials
- Facilities
- Prerequisites
- What We'll Be Discussing

Lab 1: COURSE OVERVIEW

- None

After completing this module, students will be able to:

- Successfully log into their virtual machine.
- Have a full understanding of what the course intends to cover.

MODULE 2: INTRODUCTION TO POWER BI ONLINE

In this module, we will explore the purpose of Power BI Online and examine the differences between the products available. We will then explore the Power BI Online interface.

Lessons

- What is Power BI Online
- Examining the Differences Between Power BI Desktop and Power BI Online
- Exploring the Power BI Online Interface

Lab 1: INTRODUCTION TO POWER BI ONLINE

- Exploring the Power BI Online Interface

After completing this module, students will be able to:

- Understand and utilize Power BI Online.
- Understand and examine the differences between Power BI Desktop and Power BI Online.
- Understand and explore the Power BI Online interface.

MODULE 3: IMPORTING DATA

In this module, we will explore importing data into Power BI utilizing multiple sources.

Lessons

- Utilizing Excel (.xlsx or .xlsm), Comma Separated Value (.csv), and Power BI Desktop (.pbix) Files
- Connecting to Databases
- Examining Other Forms of Data
- Understanding Data Refresh

Lab 1: IMPORTING DATA

- Importing Excel (.xlsx or .xlsm), Comma Separated Value (.csv), and Power BI Desktop (.pbix) Files

After completing this module, students will be able to:

- Understand and perform importing Excel worksheets, CSV, TXT, PBIX.
- Understand connecting to databases.
- Understand other forms of data.
- Understand data refresh.

MODULE 4: CREATING REPORTS

In this module, we examine reports and how to configure them, then explore filters and KPI's.

Lessons

- Creating a New Power BI Report
- Adding Filters to a Power BI Report
- Adding KPI's to a Report



Lab 1: CREATING REPORTS

- Create a Report
- Adding Filters to a Report
- Adding KPI's to a Report

After completing this module, students will be able to:

- Understand and perform creating a new Power BI report.
- Understand and perform adding filters to a report.
- Understand and perform adding KPI's to a report.

MODULE 5: CONFIGURING DASHBOARDS

In this module, we will cover dashboard configurations and explore pinning tiles.

Lessons

- Creating a Power BI Dashboard
- Pinning Tiles

Lab 1: CONFIGURING DASHBOARDS

- Create a Dashboard
- Pinning Tiles

After completing this module, students will be able to:

- Understand and perform creating a Power BI dashboard.
- Understand and perform pinning tiles.

MODULE 6: SHARING REPORTS AND DASHBOARDS

In this module, we will examine ways of sharing reports and dashboards and also briefly explore options available utilizing Power BI mobile.

Lessons

- Sharing Reports and Dashboards
- Exploring Power BI Mobile

Lab 1: SHARING REPORTS AND DASHBOARDS

- None

After completing this module, students will be able to:

- Understand sharing reports and dashboards.
- Understand Power BI Mobile.

