

## COURSE SYLLABUS

<b>COURSE TITLE:</b>	<b>55049AC PowerPivot, Power View and SharePoint 2013 Business Intelligence Center for Analysts</b>
<b>FORMAT:</b>	Instructor-led
<b>CERTIFICATION EXAMS:</b>	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.

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**ELEMENTS OF THIS SYLLABUS ARE SUBJECT TO CHANGE.**



### ABOUT THE COURSE

This two-day instructor-led course concentrates on PowerPivot and Power View in Excel 2013. The attendees will learn how to surface the workbooks and visualizations using the Business Intelligence Center in SharePoint 2013.

As far as possible each of the modules is stand-alone allowing for customization of the course for those audiences that may not have an interest in a certain service.

### AUDIENCE

This course is intended for analysts, business intelligence (BI) developers and IT professionals that will be involved with the design, development, and maintenance of Excel workbooks utilizing PowerPivot and Power View 2013 to be surfaced on SharePoint.

### AT COURSE COMPLETION

After completing this course, students will be able to:

- ▶ Use PowerPivot within Excel to import a table from SQL Server.
- ▶ Use PowerPivot within Excel to import large datasets.
- ▶ Use PowerPivot within Excel to import with a query.
- ▶ Create relationships between tables.
- ▶ Create a cascading relationship.
- ▶ Create a relationship between two tables from different sources.
- ▶ Hide columns they don't want reflected in the resulting PivotTable.
- ▶ Change data types.
- ▶ View the relationships existing within the imported tables from SQL Server and then import an additional table and configure a relationship between it and the existing.
- ▶ Create a PivotTable within an existing worksheet.
- ▶ Add a calculated field to a table from the PivotTable.
- ▶ Use the FILTER function.
- ▶ Use the CALCULATE function.
- ▶ Build a date table in excel.
- ▶ Relate a table to the date table created in Excel.
- ▶ Create and configure perspectives.
- ▶ Create and configure hierarchies.
- ▶ Create and configure KPIs.
- ▶ Navigate and successfully use Power View.



- ▶ Create a table.
- ▶ Create a chart.
- ▶ Save and share their work.
- ▶ Explore the options and settings available within the new SharePoint 2013 Central Administration.
- ▶ Access and review the Secure Store.
- ▶ Create a new web application and business intelligence site while exploring the features of both.
- ▶ Create custom apps to store visualizations and/or workbooks in SharePoint 2013 Business Intelligence Center.

### **PREREQUISITES**

Before attending this course, students should have:

- ▶ Experience with Excel 2007 or higher.
- ▶ An understanding of PivotTables.

### **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: POWERPIVOT**

In this module we will explore PowerPivot and its analytical capabilities. PowerPivot is a data analysis add-on for Microsoft Excel that allows large amounts of data to be collected, aggregated, and analyzed in one workbook. Sound powerful? It is! We'll cover everything you need to know to get you up, running, and analyzing.

#### **Lessons**

- ▶ Best Things That PowerPivot Brings to Excel
- ▶ What Will PowerPivot Do for the Analyst?
- ▶ Introduction to PivotTables (Optional)
- ▶ PowerPivot Versions
- ▶ New 2013 PowerPivot Features
- ▶ VLOOKUP Not Required (Use Relationships)
- ▶ Architectural Changes in Excel 2013
- ▶ PowerPivot and Excel 2013
- ▶ PowerPivot and SharePoint
- ▶ Enterprise Business Intelligence and PowerPivot
- ▶ Importing Data
- ▶ Data Models
- ▶ Relationships



- ▶ Simple PivotTable Reports
- ▶ Calculated Columns and Calculated Fields
- ▶ Refreshing Data
- ▶ Calculations
- ▶ SharePoint Sharing

### Lab 1: POWERPIVOT

- ▶ Pivot Tables (Optional)
- ▶ PowerPivot User Interface
- ▶ Importing Data
- ▶ Importing Large Datasets
- ▶ Importing Data with a Query
- ▶ Creating Relationships
- ▶ Creating a Cascading Relationship
- ▶ Creating a Relationship Between Tables From Different Sources
- ▶ Hiding Columns, Change Data Type, Sorting, and Filtering
- ▶ Calculated Column and Calculated Field
- ▶ Add a Calculated Field From the PivotTable
- ▶ Filter Context Using One Table
- ▶ Row Context and Dynamic Selection
- ▶ FILTER Function
- ▶ CALCULATE Function
- ▶ Build a Date Table
- ▶ Relate a Table to an Excel Calendar Table
- ▶ Time Intelligence
- ▶ Perspectives
- ▶ Hierarchies
- ▶ KPIs

After completing this module, students will be able to:

- ▶ Use PowerPivot within Excel to import a table from SQL Server.
- ▶ Use PowerPivot within Excel to import large datasets.
- ▶ Use PowerPivot within Excel to import with a query.
- ▶ Create relationships between tables.
- ▶ Create a cascading relationship.
- ▶ Create a relationship between two tables from different sources.
- ▶ Hide columns they don't want reflected in the resulting PivotTable.
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- ▶ Create a PivotTable within an existing worksheet.
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- ▶ Build a date table in excel.
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- ▶ Create and configure hierarchies.
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### MODULE 3: POWER VIEW

In this module we will cover Power View and the reporting that can be created. From tables to charts and sharing on SharePoint, this module will have you ready to visualize your data in a variety of ways.



### Lessons

- ▶ Report Design Principles
- ▶ New 2013 Power View Features
- ▶ Microsoft Power View User Interface
- ▶ Tables
- ▶ Charts
- ▶ BI Semantic Models
- ▶ Saving and Sharing

### Lab 1: POWER VIEW

- ▶ Power View

After completing this module, students will be able to:

- ▶ Navigate and successfully use Power View.
- ▶ Create a table.
- ▶ Create a chart.
- ▶ Save and share their work.

## MODULE 4: SHAREPOINT 2013 BUSINESS INTELLIGENCE CENTER

In this module, we will explore the new and improved 2013 SharePoint Central Administration site. We are going to cover specifically the new 2013 Business Intelligence Center template within SharePoint. Permissions and roles will be addressed and the included library and list apps will be explained.

### Lessons

- ▶ Quick Architecture
- ▶ New 2013 SharePoint Central Administration
- ▶ New 2013 Business Intelligence Center
- ▶ Permissions and Roles
- ▶ Included Document Library and List Apps
- ▶ Create Custom Apps (Libraries) for Visualizations or Workbooks

### Lab 1: SHAREPOINT 2013 BUSINESS INTELLIGENCE CENTER

- ▶ Central Administration Tour and Web Application Creation
- ▶ Introduction to the Business Intelligence Center
- ▶ Permissions and Sharing
- ▶ SharePoint 2013 Business Intelligence Center Create Apps

After completing this module, students will be able to:

- ▶ Explore the options and settings available within the new SharePoint 2013 Central Administration.
- ▶ Access and review the Secure Store.
- ▶ Create a new web application and business intelligence site while exploring the features of both.
- ▶ Create custom apps to store visualizations and/or workbooks in SharePoint 2013 Business Intelligence Center.

