

# Power BI for Beginners

## Detailed learning objectives



- **Why use Power BI**
  - LO-1: Knowledge about core Power BI use cases
- **Getting started with Power BI**
  - LO-2: Installing and opening Power BI Desktop
  - LO-3: Navigating the 2 basic modes within Power BI desktop
- **Importing data from a CSV or Excel file**
  - LO-4: Importing data from a CSV using the 'Get Data' option
  - LO-5: Importing data from an Excel file
  - LO-6: Seeing where imported data is stored
  - LO-7: Becoming aware of 'data types' in Power BI
- **Creating a chart from your data**
  - LO-8: Using the Visualisations pane to create your first visual
  - LO-9: Adding data to your visual
  - LO-10: Thinking about columns as Lego-pieces
  - LO-11: Selecting the right visual for your data
  - LO-12: Using built-in summary statistics
- **Using filters**
  - LO-13: Using the filter pane to apply changes to a specific visual
  - LO-14: Using another visual as a filter
  - LO-15: Conceptualising interactive dashboards with filtering in mind
- **Cleaning data**
  - LO-16: Navigating to Power Query Editor to clean the imported data
  - LO-17: Renaming a column
  - LO-18: Understanding how data transformations are stored in 'applied steps'
  - LO-19: Changing the data types of a column
  - LO-20: Replacing values in a column
  - LO-21: Removing or replacing errors
  - LO-22: Filtering directly in the Power Query editor
  - LO-23: Troubleshooting common problems in data cleaning
- **Data modelling**
  - LO-24: Working with multiple data sources
  - LO-25: Mapping connections between data sources using a primary key
  - LO-26: Creating visuals which combine data sources
  - LO-27: Troubleshooting common problems in mapping multiple data sources
- **Customising charts**
  - LO-28: Adjusting the size and position of your visual on the canvas
  - LO-29: Adjusting the colour and style options of your visual
  - LO-30: Adjusting data labels
  - LO-31: Adding tooltips to your visual
  - LO-32: Sorting values on a chart
- **Designing a dashboard**
  - LO-33: Understanding principles of layout
  - LO-34: Using backgrounds effectively
  - LO-35: Adding text and image elements
- **Publishing a dashboard or report**
  - LO-36: Publishing from Power BI desktop
  - LO-37: Using Workspaces on the Power BI service
  - LO-38: Viewing and sharing a published report from the Power BI service