

# Software Solutions

## Microsoft Power BI

### Get and Transform Data Best Practice - Level One



This course is a must for all those wanting to learn Power BI and best practice. This course will introduce you to the Microsoft's Power BI tool and connecting and analysing data. In this first hands-on workshop, you will learn the essential methods of connecting to data correctly and transforming that data so that you and others will have a data set that is easy to get real insights and valuable information. This course is all about 'best practice' when working with data.

This course teaches the learner how to get data from a variety of sources including text/csv, Excel and database files and bring that data into Power BI. This course is jammed packed with exercises that teach the learner how to transform data using the Power Query editor including pivoting, transposing, splitting, duplicating, merging, appending, replacing, formatting, applying functions and creating parameter queries and dynamic lists. It is fundamental that a Power BI user be able to get data and transform data so that it can then be reported easily.

Data analysts, managers, data scientists and anyone who is interested in connecting to and transforming data to get insights quickly and easily will benefit from this course. This course is essential for those who have never used Power BI, as well as beginners and those that are self-taught and want to learn Power BI properly.

It is recommended that attendees are familiar with working with data. It is also helpful to have some experience working with datasets involving more than one table, and a basic understanding of how they are related.

#### COURSE CONTENT

##### POWER BI INTRODUCTION

###### GETTING DATA

<input type="checkbox"/> Power BI Desktop	<input type="checkbox"/> Save A Power BI File
<input type="checkbox"/> Data In Flat Files	<input type="checkbox"/> Get Excel Data
<input type="checkbox"/> Excel Table (Best Practice)	<input type="checkbox"/> The Navigator
<input type="checkbox"/> Switch Between Power Query Editor & Power BI	<input type="checkbox"/> Get Data in Power BI Or Power Query
<input type="checkbox"/> Columns & Data Types	<input type="checkbox"/> The Query Pane , Query Settings & Steps
<input type="checkbox"/> Data Source Location & Permissions	<input type="checkbox"/> Get Data from A Relational Database
<input type="checkbox"/> Get Data from Text/Csv File	<input type="checkbox"/> Enter Data

##### PROFILE DATA IN POWER BI

<input type="checkbox"/> Find Data Anomalies and Statistics	<input type="checkbox"/> Column Distribution, Quality & Profile
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##### DATA STRUCTURES & RELATIONSHIPS

Create A Canvas or Layout	Manage Relationships & Autodetect Relationships
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##### DATA MODEL VIEW (BEST PRACTICE)

Star Schema Design	Fact Tables and Dimension Tables
Relate Star Schema Tables	Compare Fact and Dimension Tables

##### HIDING UNNECESSARY COLUMNS (BEST PRACTICE)

Manage Hidden Columns	Collapse All and Expand All
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##### TRANSFORMING QUERIES

Naming Queries (Best Practice)	Rename a Query & Query Properties & Settings
Group Queries (Best Practice)	Delete, Duplicate & Reference Queries

##### TRANSFORM COLUMNS, ROWS & DATA

Remove Top Rows	Applied Steps Pane
Document your Work (Best Practice)	Promote Headers
Remove, Moving, Rename and Selecting columns	Naming Columns and Values (Best Practice)
Evaluate and change column Data Types (Best Practice)	Filter & Sort Columns
Filter Early (Best Practice)	Do Expensive Operations Last (Best Practice)

## PIVOT & UNPIVOT COLUMNS

<input type="checkbox"/> Pivot Columns and Unpivot Columns	<input type="checkbox"/> Merge Columns and Transpose Rows
<input type="checkbox"/> Reverse Rows & Count Rows	<input type="checkbox"/> Replace Values, Replace Duplicates or Replace Nulls
<input type="checkbox"/> Fill a Column Down	<input type="checkbox"/> Fill a Column Up
<input type="checkbox"/> Transform or Add Column	<input type="checkbox"/> Duplicate Column or Values
<input type="checkbox"/> Format Text Column	<input type="checkbox"/> Format or Extract Date Values
<input type="checkbox"/> Format and Extract Time Values	<input type="checkbox"/> Create a Custom Column
<input type="checkbox"/> Create and Edit Conditional Column	<input type="checkbox"/> Add an Index Column
<input type="checkbox"/> Add a Column from Examples	<input type="checkbox"/> Column from Examples, from All Columns

## FUNCTIONS

<input type="checkbox"/> Rounding Functions	<input type="checkbox"/> Information Functions
<input type="checkbox"/> Trigonometry Functions	<input type="checkbox"/> Scientific Functions
<input type="checkbox"/> Standard Functions	<input type="checkbox"/> Statistical Functions

## DATA MANAGEMENT

<input type="checkbox"/> Group By Columns	<input type="checkbox"/> Split Columns
<input type="checkbox"/> Append to Combine multiple tables into a single table	<input type="checkbox"/> Merge to Combine multiple tables into a single table
<input type="checkbox"/> Combine Files	<input type="checkbox"/> Refresh Data
<input type="checkbox"/> Parameter Queries (Best Practice)	<input type="checkbox"/> Manage Parameter Queries