



## Power BI for Beginners

# Course Level: 100



This instructor-led course provides an introduction to the Power BI Desktop app as well as the Power BI Service. Use Power BI Desktop to connect to different data sources, transform data using the Power Query Editor, build reports, and add visuals, bookmarks, and wallpapers before publishing to the Power BI Service.

Create dashboards in the Power BI Service to share with colleagues. Collaborate with workspaces and Microsoft Teams. Understand how Power BI integrates with Dynamics 365 and Power Apps model-driven apps. Provide admins and anyone responsible for working with Power BI the fundamental skills to prepare and publish analytics in ways which are most helpful to the organization.



# At A Glance:

## Power BI for Beginners



### Why Enroll?

Provide admins and anyone responsible for working with Power BI with the fundamental skills to prepare and publish analytics in ways which are most helpful to the organization



### Key Takeaways

Power BI Desktop, Power BI Web Service, Workspaces and Apps, Import and Direct Query Data Connections, Power BI and Model-driven apps, Scheduled Data Refresh



### Who to Enroll?

- System Administrators
- Power Users
- Customizers
- Developers
- Business Analysts



### Register

Register for Power BI for Beginners today!

[Click to Register.](#)



# About This Training



## Intended Audience

This course is designed to support individuals with responsibility for reporting and analytics of data from Dynamics 365, Dataverse, other CRM and ERP technologies, and any additional internal or external online sources. It's also useful for those interested in improving charts and analytics, as well as discovering new insights into data.



## Recommended Prerequisites

Prerequisites are recommendations, and while not required, they are highly advised to ensure a successful learning experience:

- Understanding of data, relational databases, and data structuring
- Exposure to Dynamics 365 or Power Apps model-driven apps is helpful



## Required Prerequisites

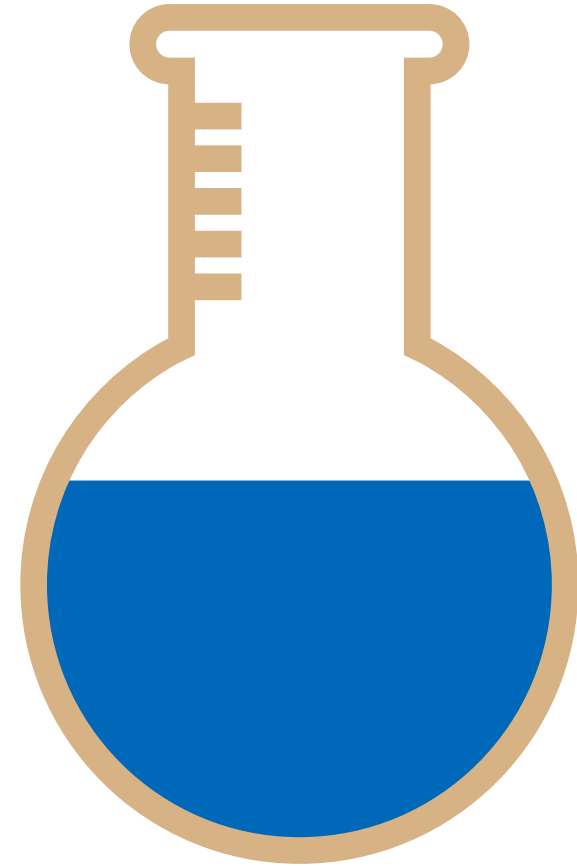
None



# Key Takeaways

## This Training Will Allow You To:

- Operate the Power BI Desktop application
- Navigate the PowerBI.com web service
- Understand the basic principles of Workspaces
- Collaborate using Teams
- Share Dashboards & Reports
- Understand Import and DirectQuery Data Connectivity Modes
- Embed Power BI Dashboards & Tiles in D365
- Set up Data Refresh Schedules





## SESSION 1



## SESSION 2

### SESSION 1

#### INTRODUCTION TO POWER BI

- Key Components
- What is Power BI?
- 5 Key Components
- The Parts of Power BI

#### POWER BI DESKTOP

- Overview
- Connecting to Data
- Shape Data
- Build Reports
- Custom Visuals
- Bookmarks, Themes & Wallpapers
- Sharing Report

#### POWER BI SERVICE

- Overview
- Getting Data
- Dashboards
- Ask the Data – Q & A
- Quick Insights



## SESSION 1



## SESSION 2

### SESSION 2

#### COLLABORATE & SHARE

- Introduction
- Collaborate in a Workspace
- Collaborate in Teams
- Sharing Dashboards & Reports
- Distribute Insights in an App
- Print/Save to File
- Creating New Workspaces

#### GET DATA

- Data Connectivity
- Import vs DirectQuery

#### POWER BI & D365

- Power BI Tiles in D365
- Power BI Dashboards in D365

#### DATA REFRESH

- Data Refresh
- Scheduling



Dynamics 365 University is designed to be **foundational training for those responsible for implementing and supporting Dynamics 365 and Power Platform** within an organization.

By focusing on out-of-the-box features and functionality, participants gain an understanding of how the Dynamics 365 and Power Platform tools and architecture can be leveraged and customized to **support your unique organizational processes.**

GET STARTED