

# THE IN-HOUSE TRAINING COMPANY

## Power BI – dashboards (1 day)

### Overview

Power BI is a powerful data visualisation program that allows businesses to monitor data, analyse trends, and make decisions. This course is designed to provide a solid understanding of the reporting side of Power BI, the dashboards, where administrators, and end users can interact with dynamic visuals that communicates information.

This course focuses entirely on the creation and design of visualisations in dashboards, including a range of chart types, engaging maps, and different types of tables. Designing dashboards with KPI's (key performance indicators), heatmaps, flowcharts, sparklines, and compare multiple variables with trendlines.

### Learning objectives

This one-day programme focuses entirely on creating dashboards, by using the many visualisation tools available in Power BI.

You will learn to build dynamic, user-friendly interfaces in both Power BI Desktop and Power BI Service.

### Who should attend?

Managers and others who need to use or create reports and tables to support business management and decision-making.

### Pre-requisites

Our assumption is you are already using Power BI and your only requirement is to learn how to create and manage dashboard visualisations. If not, we recommend attending the Power BI Introduction course first.

### Course format

A very practical, interactive one-day session for a maximum group size of 8. Comprehensive materials provided, including exercise files and a unique step-by-step guide developed by the trainer specifically for this programme.

This programme can be delivered virtually or in the classroom, as you prefer.

## Expert trainer

**Alan** is a highly experienced and very popular IT skills trainer and a specialist in Power BI. After eighteen years as an employed IT trainer and training manager he went independent in 2013, specialising in Microsoft Office courses, primarily Power BI, Excel, PowerPoint, Word, Outlook and Access, although he also delivers training in other programs when required. His clients come from all sectors and include such organisations as The Economist, Hyundai, Marston Group, MediaCom, London Borough of Harrow, Paragon Customer Communications, ICP Global Creative, Bywaters, Amsafe Bridport, Seetec, Trumpf, Hyundai, etc, etc.

See what some of the participants have said about the workshops he's delivered for us:

'Fantastic. Well-paced and easy to follow.'

'Great experience.'

'Very personable, relatable, patient and able to present complicated processes in an understandable way.'

'Friendly and good at checking people are up to speed.'

'Very good and explained and answered all questions.'

'Explains everything well.'

## Workshop outline

### 1 Introduction

- Power BI ecosystem
- Things to keep in mind
- Selecting dashboard colours
- Importing visuals into Power BI
- Data sources for your analysis
- Joining tables in Power BI

### 2 Working with data

- Utilising a report theme
- Table visuals
- Matrix visuals
- Drilling into hierarchies
- Applying static filters
- Group numbers with lists
- Group numbers with bins

### 3 Creating visuals

- Heatmaps in Power BI
- Visualising time-intelligence trends

- Ranking categorical totals
- Comparing proportions
- View trends with sparklines

#### **4 Comparing variables**

- Insert key performance indicators (KPI)
- Visualising trendlines as KPI
- Forecasting with trendlines
- Visualising flows with Sankey diagrams
- Creating a scatter plot

#### **5 Mapping options**

- Map visuals
- Using a filled map
- Mapping with latitude and longitude
- Mapping with ArcGIS or ESRI

#### **6 Creating dashboards**

- High-level dashboard
- Migration analysis dashboard
- Adding slicers for filtering
- Promote interaction with nudge prompts
- Searching the dashboard with a slicer
- Creating dynamic labels
- Highlighting key points on the dashboard
- Customised visualisation tooltips
- Syncing slicers across pages

#### **7 Sharing dashboards**

- Setting up and formatting phone views
- Exporting data
- Creating PDF files
- Uploading to the cloud
- Share dashboards in SharePoint online

**Any questions?**

**Please just give us a call on 01582 463463 – we're here to help!**

**Or visit [www.theinhousetrainingcompany.com](http://www.theinhousetrainingcompany.com)**