

Chapter 1: Introduction to Power BI Desktop	Chapter 2: Discovering and Loading Data with Power BI Desktop
<ul style="list-style-type: none"> • The Microsoft Self-Service Business Intelligence Solution • Installing and Running Power BI Desktop • A First Power BI Desktop dashboard • The Data Load Process • The Power BI Desktop Window 	<ul style="list-style-type: none"> • Data Sources • Loading Data <ul style="list-style-type: none"> ✓ Web Pages ✓ CSV Files ✓ Text Files ✓ XML Files ✓ Excel ✓ Microsoft Access Databases • Relational Databases: SQL Server <ul style="list-style-type: none"> ✓ Automatically Loading Related Tables ✓ Database Options • Other Data Sources • Reusing and Pinning Data Sources • Refreshing Data • Connection Security
Chapter 3: Transforming Datasets	Chapter 4: Data Cleansing
<ul style="list-style-type: none"> • Power BI Desktop Queries <ul style="list-style-type: none"> ✓ Editing Data After a Data Load ✓ Transforming Data Before Loading • Query or Load? • The Power BI Desktop Query Editor <ul style="list-style-type: none"> ✓ The Applied Steps List • Dataset Shaping <ul style="list-style-type: none"> ✓ Renaming Columns ✓ Reordering Columns ✓ Removing Columns ✓ Merging Columns ✓ Removing Records ✓ Removing Duplicate Records ✓ Sorting Data • Filtering Data 	<ul style="list-style-type: none"> • Viewing a Full Record • Power BI Desktop Query Editor Context Menus <ul style="list-style-type: none"> ✓ Changing Data Type ✓ Detecting Data Types ✓ Replacing Values ✓ Transforming Column Contents ✓ Filling Down ✓ Using the First Row As Headers • Grouping Records
Chapter 5: Data Mashup	Chapter 6: Creating a Data Model
<ul style="list-style-type: none"> • The Power BI Desktop View • Extending • Duplicating • Splitting Columns • Merging Columns • Custom Columns • Index Columns • Merging Data • Appending Data <ul style="list-style-type: none"> ✓ Adding the Contents of One Query to Another ✓ Adding Multiple Files from a Source Folder • Changing the Data Structure <ul style="list-style-type: none"> ✓ Unpivoting Tables ✓ Pivoting Tables 	<ul style="list-style-type: none"> • Data Modelling in the Power BI Desktop Environment • Data Model or Query? • The Power BI Desktop Data View Ribbons • Managing Power BI Desktop Data • Power BI Desktop Data Types • Formatting Power BI Desktop Data • Preparing Data for Dashboards <ul style="list-style-type: none"> ✓ Categorize Data ✓ Apply a Default Summarization • Sorting Data in Power BI Desktop Tables • Adding Hierarchies • Designing a Power BI Desktop Data Model <ul style="list-style-type: none"> ✓ Data View and Relationship View ✓ Relationship View Display Options ✓ Creating Relationships

- ✓ Transposing Rows and Columns
- Managing the Transformation Process
- **Managing Queries**
 - ✓ Organizing Queries
 - ✓ Grouping Queries
 - ✓ Duplicating Queries
 - ✓ Referencing Queries
 - ✓ Add a Column As a New Query
 - ✓ Enable Data Load
 - ✓ Enable Data Refresh
- Pending Changes
- Copying Data from Power BI Desktop

- ✓ Creating Relationships Manually
- ✓ Creating Relationships Automatically
- ✓ Deleting Relationships
- ✓ Managing Relationships
- ✓ Deactivating Relationships
- ✓ Advanced Relationship Options

Chapter 7: Extending the Data Model with Calculated Columns

Chapter 8: Adding Measures to the Data Model

- Types of Calculations
- New Columns
- Concatenating Column Contents
- Tweaking Text
- **Simple Calculations**
 - ✓ Math Operators
 - ✓ Rounding Values
- Calculating Across Tables
- Cascading Column Calculations
- Using Functions in New Columns
- Simple Logic: the IF () Function
- **Making Good Use of the Formula Bar**
 - ✓ Exception Indicators
 - ✓ Creating Alerts
 - ✓ Flagging Data
 - ✓ Nested IF() Functions
 - ✓ Creating Custom Groups Using Multiple Nested IF() Statements
 - ✓ Multiline Formulas
 - ✓ Complex Logic
 - ✓ Formatting Logical Results

- A First Measure: Number of Cars Sold
- Basic Aggregations in Measures
- Using Multiple Measures
- Cross-Table Measures
- More Advanced Aggregations
- **Filter Context**
 - ✓ Row Context
 - ✓ Query Context
 - ✓ Filter Context
- Filtering Data in Measures
- **Simple Filters**
 - ✓ Text and Numeric Filters
- **More Complex Filters**
 - ✓ Multiple Criteria in Filters
 - ✓ Using Multiple Filters
- **Calculating Percentages of Totals**
 - ✓ A Simple Percentage
 - ✓ Removing Multiple Filter Elements
 - ✓ Visual Totals
 - ✓ The ALLEXCEPT() Function
- Filtering on Measures
- Displaying Rank
- A Few Comments and Notes on Using Measures
- Calculation Options

Chapter 9: Analyzing Data over Time

Chapter 10: Text-Based Visualizations

- **Simple Date Calculations**
 - ✓ Date and Time Formatting
 - ✓ Calculating the Age of Cars Sold
 - ✓ Calculating the Difference Between Two Dates
- Adding Time Intelligence to a Data Model
- **Creating and Applying a Date Table**
 - ✓ Creating the Date Table
 - ✓ Adding Sort By Columns to the Date Table
 - ✓ Date Table Techniques
 - ✓ Adding the Date Table to the Data Model
- **Applying Time Intelligence**

- Power BI Desktop Dashboards
- Tables
 - ✓ Creating a Basic Table
 - ✓ Deleting a Table
 - ✓ Copying a Table
 - ✓ Changing the Table Size and Position
 - ✓ Changing Column Order
 - ✓ Removing Columns from a Table
- Types of Data
- Enhancing Tables
- Table Granularity
- Creating a Matrix
- Multi-Row Cards

<ul style="list-style-type: none"> ✓ YTD, QTD and MTD Calculations ✓ Analyze Data As a Ratio over Time ✓ Comparing a Metric with the Result from a Range of Dates • Comparisons with Previous Time Periods • Comparison with a Parallel Period in Time <ul style="list-style-type: none"> ✓ Comparing Data from Previous Years ✓ Comparing with the Same Date Period from a Different Quarter, Month, or Year • Rolling Aggregations over a Period of Time 	<ul style="list-style-type: none"> • Switching Between Table Types
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Chapter 11: Charts in Power BI Desktop	Chapter 12: Other Types of Visuals
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<ul style="list-style-type: none"> • A First Chart • Basic Chart Types <ul style="list-style-type: none"> ✓ Column Charts ✓ Line Charts ✓ Pie Charts • Essential Chart Adjustments • Donut Charts • Funnel Charts • Multiple Data Values in Charts • 100% Stacked Column and Bar Charts • Scatter Charts • Bubble Charts • Waterfall • Dual-Axis Charts • Data Details • Drill Down • Enhancing Charts • Bubble Chart Play Axis 	<ul style="list-style-type: none"> • Maps • Using Geographical Data • Adjusting the Map Display in Power BI Desktop • Filled Maps • Tree Maps • Gauges • Additional Visuals • Loading Custom Visuals • A Rapid Overview of a Selection of Custom Visuals
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Chapter 13: Filtering Data	Chapter 14: Using Slicers
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<ul style="list-style-type: none"> • Filters • Visual-Level Filters • Filtering Different Data Types • Advanced Text Filters • Specific Visualization-Level Filters • Multiple Filters • Page-Level Filters • Report-Level Filters • Removing Filters • Using the Filter Hierarchy • Filtering Tips 	<ul style="list-style-type: none"> • Slicers • Formatting Slicers • Using Charts as Slicers <ul style="list-style-type: none"> ✓ Charts as Filters ✓ Highlighting Chart Data ✓ Cross-Chart Highlighting ✓ Highlighting Data in Bubble Charts ✓ Column and Bar Charts As Filters ✓ Specifying Visual Interactions ✓ Choosing the Correct Approach to Interactive Data Selection • Specifying Visual Interactions • Choosing the Correct Approach to Interactive Data Selection
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Chapter 15: Enhancing Dashboards	Chapter 16: Advanced Topics
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<ul style="list-style-type: none"> • Adding Text Boxes to Annotate a Report • Modifying the Page Background Colour • Images • Adding Shapes • Organizing Visuals on the Page • Exporting Data from a Visualisation 	<ul style="list-style-type: none"> • Parameters <ul style="list-style-type: none"> ✓ Dynamic Data Source Connections ✓ Dynamic Column Selections ✓ Dynamic Filtering • Data Visualization and Power of R in Power BI • RLS (Row Level Security) • Publishing Reports to Power BI • Creating Power BI Templates
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Power BI Service	
Getting Started	Dashboards
<ul style="list-style-type: none"> • Power BI - basic concepts • Get started with Power BI • Data sources for Power BI • Supported browsers for Power BI • Supported languages and countries/regions for Power BI 	<ul style="list-style-type: none"> • Dashboards in Power BI • Create a Power BI dashboard • Dashboard tiles in Power BI • Pin a tile to a Power BI dashboard from a report • Pin a tile from one dashboard to another dashboard • Pin a tile to a Power BI dashboard from Excel
Ask questions of your data	Share your work
<ul style="list-style-type: none"> • Q&A in Power BI • How to use Power BI Q&A • Tutorial: Get Started with Power BI Q&A • Make your data work well with Q&A in Power BI • Introduction to Cortana for Power BI 	<ul style="list-style-type: none"> • Organizational content packs: Introduction • How should I share dashboards and reports? • Share a dashboard with colleagues and others • Publish from Power BI to the web • Create a group in Power BI • Connect to files on your group's OneDrive for Business
Data from files and Databases	Data refresh
<ul style="list-style-type: none"> • Get data from files • Tutorial: From Excel workbook to stunning report in no time • Get data from Excel workbook files • Get data from Power BI Desktop files • Get data from Comma Separated Value (.CSV) files • Publish to Power BI from Excel 2016 	<ul style="list-style-type: none"> • Data refresh in Power BI • Configure scheduled refresh • Refresh a dataset created from an Excel workbook - local • Refresh a dataset created from an Excel workbook - cloud



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