



**UniTxt**  
UNIFYING PRO

# **TOC - Power BI Training**

**Duration - 3 Days**

# ABOUT US

At UniTxt Pro Infusions, we understand that the success of any business lies in its ability to adapt, grow, and evolve. That's why we're here to offer a range of exceptional services that cater to your business's unique needs. With a dedicated focus on Training and Development, Staffing, and Business Process Solutions, we are committed to driving your business towards excellence.

With a deep-rooted commitment to excellence, we have been helping businesses of all sizes and industries navigate the complexities of today's competitive landscape.

**1**

## TAILORED LEARNING JOURNEYS

We start by understanding your organization's unique objectives. Our seasoned trainers collaborate closely with you to create personalized learning journeys that align with your specific needs.

**2**

## INTERACTIVE AND IMMERSIVE TRAINING

We believe that effective learning happens through engagement. Our training methodology focuses on hands-on experiences, interactive workshops, and real-world simulations.

**3**

## CONTINUOUS ASSESSMENT AND ENHANCEMENT

Learning is an ongoing process, and we're committed to your long-term success. We establish robust evaluation mechanisms, including feedback loops, performance metrics & assessments.

# COURSE DETAILS

## Topics Include: -

- **MS Power BI Desktop**
- **MS Power Query**
- **MS Power Pivot**
- **Visualization**

## Prerequisite: -

- **Power BI Desktop**

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## **Introduction to Power BI Desktop**

- **Installing and Running Power BI Desktop**
- **A First Power BI Desktop dashboard**
- **The Data Load Process**
- **The Power BI Desktop Window**

## **Discovering and Loading Data with Power BI Desktop**

- **Data Sources**
- **Loading Data**
- **Web Pages**
- **CSV Files**
- **Excel**

## **Transforming Datasets**

- **Power BI Desktop Queries**
- **Editing Data After a Data Load**
- **Transforming Data Before Loading**
- **The Power BI Desktop Query Editor**
- **The Applied Steps List**
- **Dataset Shaping**
- **Renaming/Reordering/Removing Columns**
- **Removing Error Records**
- **Removing Duplicate**
- **Records Sorting Data**
- **Filtering Data**

## **Data Cleansing**

- **Changing Data Type**
- **Detecting Data Types**
- **Replacing Values**
- **Transforming Column Contents**
- **Filling Down**
- **Using the First Row As Headers**
- **Grouping Records**

## Data Mashup

- Duplicating
- Splitting & Merging Columns
- Custom/ Index Columns
- Merging & Appending Data
- Understanding the Join kinds while merging
- Adding the Contents of One Query to Another
- Adding Multiple Files from a Source Folder
- Changing the Data Structure
- Pivoting & Unpivoting Tables
- Query Duplicates & References
- Intro to M
- Managing Queries
- Enable Data Load
- Enable Data Refresh

## Creating a Data Model

- Data Modeling in the Power BI Desktop Environment
- The Power BI Desktop Data View Ribbons
- Managing Power BI Desktop Data
- Power BI Desktop Data Types
- Formatting Power BI Desktop Data

## Designing a Power BI Desktop Data Model

- Data View and Relationship View
- Creating Relationships Manually & Automatically
- Cardinality- Many to One, One to One
- Deleting Relationships
- Managing Relationships
- Deactivating Relationships

## Introduction to DAX

- What is DAX Measure and Calculated Column
- What is the difference between Measure and Calculated Columns
- How to write SUM,AVERAGE,COUNT,MAX,MIN,DIVIDE .
- Learn amazing DAX functions like SUMX, COUNTX,FILTER
- What is a DAX Studio and how it can help you in understanding DAX
- Most versatile and used DAX in POWERBI - CALCULATE -
- How to write IF & Switch Dax as a calculated column

## Analyzing Data over Time

- Simple Date Calculations
- Date and Time Formatting
- Calculating the Difference Between Two Dates
- Adding Time Intelligence to a Data Model
- Creating and Applying a Date Table
- YTD, QTD and MTD Calculations
- Comparing Data from Previous Years

## Text-Based Visualizations

- Power BI Desktop Dashboards
- Tables
- Creating a Basic Table
- Creating a Matrix
- Multi-Row Cards

## Charts in PowerBI Desktop

- A First Chart
- Basic Chart Types
- 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
- Drill Down
- Enhancing Charts

## Other Types of Visuals

- Maps
- Filled Maps
- Tree Maps
- A Rapid Overview of a Selection of Custom Visuals

## **Filtering Data**

- **Filters**
- **Visual-Level Filters**
- **Page-Level Filters**
- **Report-Level Filters**
- **Removing Filters**
- **Using the Filter Hierarchy**
- **Using Slicers**
- **Formatting Slicers**
- **Specifying Visual Interactions**
- **Choosing the Correct Approach to Interactive Data Selection**

## **Enhancing Reports**

- **Adding Text Boxes to Annotate a Report**
- **Modifying the Page Background Colour**
- **Adding Shapes & Images**
- **Organizing Visuals on the Page**
- **Exporting Data from a Visualisation**



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## THANK YOU

Dear Reader,

Your commitment to upskilling is commendable. This journey signifies adaptability and a hunger for growth. Let these insights be catalysts for transformation. UniTxt equips you to navigate evolving landscapes. Embrace gained knowledge, the key to unlocking future possibilities. Persevere and stay curious; today's skills shape tomorrow's success. UniTxt is your skilling companion, empowering you to meet present demands and shape your professional destiny. As you close this chapter, carry the spirit of resilience and lifelong learning. Saluting your determination, UniTxt wishes you continued success in your pursuit of excellence.

Best wishes,  
Team UniTxt Pro Infusions

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