



Evaluating and Presenting Analysis Results: Microsoft Excel

Course ID #: 7000-005-ZZ-Z

Hours: 21

Course Content

Course Description:

This course is designed to teach the participant how to combine the functionality of Power View, PowerPivot, Power Query, and Power BI into graphs, charts, KPIs, reports, and other visualizations for use in their business. This course is lab example intensive.

At Course Completion:

After completing this course, student will be able to:

- Navigate the Power View interface.
- Utilize Power View reports.
- Work with tables.
- Understand aggregations.
- Utilize matrix.
- Configure drill through.
- Use cards as a visualization.
- Apply filters.
- Create charts.
- Utilize tiles.
- Add slicers to reports.
- Utilize themes.
- Navigate the PowerPivot interface.
- Load data.
- Examine and configure relationships.
- Configure calculated columns are calculated fields.
- Create PivotTables.
- Understand and utilize DAX.
- Use KPIs.
- Work with hierarchies.
- Manage perspectives.
- Navigate the Power Query interface.
- Load data.
- Filter data.
- Merge datasets.
- Manage modifications.
- Perform data cleaning.
- Navigate the Power Map interface.
- Use Bing maps.
- Examine map data.
- Configure tours, scenes, and layers.
- Add time to a presentation.
- Navigate the Power BI interface.
- Utilize data sources.
- Understand querying with natural language

Prerequisites:

Working knowledge of Excel

Target Student:

The course is targeted towards business analysts, business intelligence developers, and reporting professionals.



Evaluating and Presenting Analysis Results: Microsoft Excel

Course ID #: 7000-005-ZZ-Z

Hours: 21

Topics:

Module 1: Course Overview

This module explains how the class will be structured and introduces course materials and additional administrative information.

Lessons

- Introduction
- Course Materials
- Facilities
- Prerequisites
- What We'll Be Discussing

Module 2: Power View

In this module, we will explore Power View and its capabilities, then briefly walk-through the types of reports available and how to format them.

Lessons

- Exploring the Power View Interface
- Visualizing Power View Reports
- Working with Tables
- Understanding Aggregations
- Utilizing Matrix
- Configuring Drill Through
- Using Cards
- Applying Filters
- Creating Charts
- Examining Tiles
- Adding Slicers to Reports
- Theming Reports

Module 3: PowerPivot

In this module, we will explore PowerPivot and its capabilities, then briefly walk-through

the options available and how to configure them.

Lessons

- Exploring the PowerPivot Interface
- Loading Data
- Examining Relationships
- Configuring Calculated Columns and Calculated Fields
- Creating PivotTables
- Understanding DAX
- Utilizing DAX Functions
- Using KPIs
- Working with Hierarchies
- Managing Perspectives
- After completing this module, students will be able to:
 - Navigate the PowerPivot interface.
 - Load data.
 - Examine and configure relationships.
 - Configure calculated columns and calculated fields.
 - Create PivotTables.
 - Understand and utilize DAX.
 - Use KPIs.
 - Work with hierarchies.
 - Manage perspectives.

Module 4: Power Query

In this module, we will delve into the benefits and features provided using Power Query. We will examine the options available within the ribbon, as well as explore and demonstrate importing, filtering, and merging data using Power Query.



Evaluating and Presenting Analysis Results: Microsoft Excel

Course ID #: 7000-005-ZZ-Z

Hours: 21

Lessons

- Exploring The Power Query Interface
- Loading Data
- Managing Modifications
- Examining Data Cleaning

Module 5: Power Map

In this module we will explore Power Map and its capabilities.

Lessons

- Exploring The Power Map Interface
- Using Bing Maps
- Examining Map Data
- Reviewing Map Types and Presentation

Module 6: Introduction to Power BI

In this module, we will explore the Power BI interface and walk-through the options available.

Lessons

- Introducing Power BI
- Explaining Excel and Power BI
- Examining Data Sources
- Querying with Natural Language