



Power BI - Mastering Report Design

Power BI

About The Course

During this 1-day course, you will learn to build Power BI reports that are not just accurate and functional, but also visually compelling.

During the course, students will build strong design foundations to enrich their reports by first exploring and then intelligently utilising some handy tools and elements such as conditional formatting, bookmarks, report page tooltips, drill through filters, custom visuals, and more.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

Who Should Do This Course?

This course benefits both new and experienced Power BI professionals who want to become proficient in designing eye-catching reports.

This course does not aim to cover theory of Data Modelling or DAX Functions (although we will use some DAX Functions to enhance our report design)

If you're interested in diving deep into Data Modelling and DAX, please refer to our other courses.

Prerequisites

This Power BI course is suitable for the people who have either completed our Power BI Essentials course or have equivalent skills.

Content

Unit 1: Design Principles

- How to Communicate a Clear Story
- Creating Aesthetically Pleasing Reports and Dashboards
- Using the Right Visuals
- Information Reading Rule: Left to Right and Top to Bottom
- Report Design Rule: KPI
- Report Design Rule: Summarized Data
- Report Design Rule: Detailed Data
- Best Choice Visuals for Comparison

- Best Choice Visuals to Show Data Distribution
- Visualizing Relationships between Data
- Analysing Data Composition

Unit 2: Introduction to Power BI Ecosystem

- Power BI's Reporting and Authoring Tool
- Using of Different Power BI Components
- Keeping the Ecosystem Updated
- Understanding Parts of a Report

- Sorting and Drilling Through Capabilities
- Introducing the Spotlight
- Understanding the Insights
- Introducing AI Visuals
- Working with Bookmarks
- Understanding Filter Propagation
- Creating a Dashboard
- Understanding Visuals Pane
- Understanding Filters Pane
- Understanding Fields Pane Controls
- Page Navigation in Power BI
- Using Enterprise Power BI Templates

Unit 3: Basic Report Elements in Power BI Desktop

- Importing Custom KPI Icon and Image files
- Copying and Pasting Between Reports
- Adding Report Level Measures
- Introduction to the Ribbon Tabs
- Configuring Advanced Preview Options
- Features in Desktop vs. Reports
- Introduction to Various Data Connectors
- Creating Calculated Measures, Columns and Tables
- Creating Hierarchy

Unit 4: Developing Reports in Power BI

- Creating the Report File
- Adding Filters and Slicers
- Adding Visuals and Report Elements
- Configuring Theme and Formatting
- Setting the Default User Experience
- Dynamic Column Headers

Unit 5: Report Filters and Slicers

- Understanding Filters in Filters Pane
- Using Filters as a Slicer in a Report
- Filtering a Report, Page and Visual
- Understanding Text filtering options
- Categorizing Date and Time Filters
- Understanding Date and Time Filtering Options
- Setting the Filter Status
- Creating Drop Down or List Filters
- Creating Number Filters
- Configuring Multiple Selections
- Editing Interaction between Filters
- Syncing Slicers
- Adding Place Holders
- Setting Background Colours
- Adding Search Menu
- Formatting Options for a Slicer
- Copying Across the Report
- Snapping to Grid
- Configuring Buttons

- Using Selection Pane
- Maintaining Layer Order
- Grouping Items Together
- Working with Time Intelligence Slicers

Unit 6: Understanding the Report Elements

- Understanding Report Elements
- Creating Charts/Graphs
- Creating AI Visuals
- Using Card Visual
- Using Spatial Data for Maps
- Introduction to Fields Pane
- Understanding the Format Pane
- Using the Analytics Pane
- Adding Text Box
- Creating Advanced Buttons
- Adding Shapes
- Adding Images
- Creating Card Visual with Icon
- Configuring Ribbon Chart
- Using TopN Filters
- Locking the Filters
- Creating Cluster Bar Chart
- Configuring Tooltips
- Creating Combo Chart
- Creating Line Chart
- Adding Analytics Lines
- Creating Scoreboard

Unit 7: Theme and Formatting Options in Power BI

- Introduction to Report Themes and Their Types
- Creating Custom Theme Interface
- Setting the Visual Header Configuration
- Adding Image in Title
- Adding Latest Date
- Creating Multi-Row Card
- Formatting Pages
- Enabling Always-Focus Mode
- Recommended Practices
- Final Formatting Method

Unit 8: Premium User Experience

- Configuring Pages
- Adding Slicers and Filters
- Sorting in an Order
- Configuring the Drill through Location
- Difference between Workspace and App User Experience
- User Experience Options Available in Service
- Writing Comments in a Team
- Creating Dynamic Multi-Value Data Labels
- Learning How to Use Charts

- Recommended Practices
- Understanding Paginated Report

Unit 9: Conditional Formatting

- Adding Conditional Formatting
- Types of Conditional Formatting
- Adding Data Bars and Icons
- Adding Custom Icon Set
- Adding Web URL
- Using Same Conditions for Multiple Visuals
- Conditions for Histogram Bins

Unit 10: Drill Through, Visual Interaction and Slicer Synchronisation

- Navigating From Summary to Detail Pages
- Configuring Cross Filtering
- Keeping Filters
- Setting Visual Interaction
- Duplicating Pages
- Configuring Measure in Filters
- Creating a Decomposition Tree

Unit 11: Basic and Advanced Tooltips

- Configuring Tooltips on Visuals
- Enabling Visual Header Tooltip
- Configuring Tool Tip Pages
- Using Smart Narrative Visual
- Adding Emoji in Visuals
- Adding Various Calculations in Smart Narrative

Unit 12: Bookmarks

- Quick and Easy Navigation Using Buttons
- Toggle between Charts Using Buttons
- Elements of a Bookmark
- Configuring Button States for User Experience
- Setting Button Effects
- Finding Anomalies in Data

Unit 13: Custom Visuals

- Importing Visuals from Marketplace
- Common Visuals in an Organization
- Importing Custom Visuals
- Custom Slicers
- Visual Cues
- Introducing Colour Helper by Okviz - Discuss
- Box and Whisker Chart

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**