

## TRAINING COURSE OVERVIEW

This in-depth, instructor-led training course provides the Power BI user with the skills needed to harness the power of this robust reporting tool. Each student will follow the instructor to complete step-by-step, hands-on exercises and learn how to import and transform their data into easy-to-read reports and dashboards.

**Course Number:** EPMA-500

**Course Duration:** Two (2) days

**Student Roles:** IT Professionals

**Course Prerequisites:** Basic knowledge of business intelligence and reporting

**Course Pricing:** Please contact EPMA at [training@epmainc.com](mailto:training@epmainc.com) or 888.444.EPMA for individual or group pricing.

## TRAINING COURSE TOPICS

### Course Overview

Learn what Power BI is. Examine the Power BI suite of products and identify the differences between products. This topic will also discuss any recent Power BI updates.

### Power BI Desktop

Explore the Power BI Desktop Interface and learn how to utilize PBIX vs PBIT file types. Study all data types, examine data sources and discuss data refresh.

### Working with CSV, TXT and EXCEL Worksheets

Learn how to import, transform and load data. Understand Pivot Tables, appending operations and learn how to work within folders and files.

### Connecting to Databases

Explore how to work with relational data and understand relationships. Learn how to import from a database.

## Merging, Grouping, Summarizing, And Calculating Data

Perform and understand what issues can occur with merges. Understand grouping options, summarizing and calculating.

## Reporting

Create reports and learn how to utilize all visualizations like Matrix, Map, Card, and Chart Visualizations. Discover how to use Slicers and publish to Power BI Online.

## Power BI Online

Introduction into Power BI Online including importing data, creating reports, configuring dashboards, sharing reports, configuring dashboards, and sharing reports and dashboards. Explore Power BI Mobile.

## TRAINING COURSE INSTRUCTORS

EPMA instructors are certified in Microsoft Project and Microsoft Project Server, and have several years of practical hands-on experience deploying multiple versions of Microsoft Project, Microsoft Project Server, Project Online, and Power BI in organizations of varying types and sizes. This experience allows them to teach the mechanics of the tools, as well as share many practical tips, best practices, and pitfalls to avoid.

## TRAINING COURSE LOCATIONS

### EPMA Training Center

When delivered as a public, open enrollment training course, there typically are students from various companies and industries in the same class. Because of this diversity, class discussions often include a wide variety of comments, questions, and student experiences to supplement the standard material covered in the course.

EPMA's state-of-the-art training and solution center, located in Houston, Texas, accommodates up to 26 concurrent attendees and is populated with an elaborate array of technology.

The training and solution center is located at 4615 Southwest Freeway, suite 200 in Houston, Texas and is conveniently located minutes away from a wide variety of hotels, dining, shopping, and entertainment. The facility is located 15 minutes from downtown Houston, and it is accessible by air through two Houston-area airports.

## Live Virtual

When delivered as a live virtual training course, students may attend from their office or home over the internet, but have many of the same benefits as attending in-person.

## On Site

When delivered as an on-site training course, students may choose to have organization-specific discussions around how they should use the tool from a functional and process perspective.

After coordinating on-site training schedules and logistics, an EPMA instructor travels to the training facility of your choice to deliver the training course for your personnel. Students are expected to supply their own computer equipment and internet connectivity as necessary.

**Please contact EPMA at [training@epmainc.com](mailto:training@epmainc.com) or 888.444.EPMA for more details, as well as pricing for individuals or groups.**