

## Power BI

### Day-wise syllabus

**Duration: 60 Hours**

Day	Topic
1	<b>INTRODUCTION TO POWER BI</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Downloading, Installing, and Activating the New Features in Power BI</li> </ul>
2	<b>BASIC CHARTS IN POWER BI</b> <ul style="list-style-type: none"> <li>• Section Overview</li> <li>• Creating a Column Chart in Power BI</li> <li>• Creating a Stacked Column Chart in Power BI</li> <li>• Creating a Pie Chart in Power BI</li> <li>• Creating a Donut Chart in Power BI</li> <li>• Creating a Funnel Chart in Power BI</li> <li>• Creating a Ribbon Chart in Power BI</li> <li>• Include and Exclude in Power BI</li> <li>• Exporting Data from Visuals</li> </ul>
3	<b>MAPS IN POWER BI</b> <ul style="list-style-type: none"> <li>• Basic Maps in Power BI</li> <li>• Creating a Filled Map</li> <li>• Creating a Map with a Pie Chart</li> <li>• Formatting a Map</li> <li>• Changing the Background in a Map</li> <li>• Creating the Map of India in Power BI</li> <li>• Creating the Map of Australia in Power BI</li> </ul>
4	<b>TABLES AND MATRIX IN POWER BI</b> <ul style="list-style-type: none"> <li>• Creating a Table</li> <li>• Formatting a Table</li> <li>• Conditional Formatting in a Table</li> <li>• Aggregation in a Table</li> <li>• Matrix</li> <li>• Conditional Formatting in a Matrix.</li> <li>• Hierarchies in a Matrix</li> <li>• Sub-Total and Total in a Matrix</li> <li>• Formatting Numbers in a Table</li> </ul>
5	<b>OTHER CHARTS IN POWER BI</b> <ul style="list-style-type: none"> <li>• Section Introduction</li> <li>• Line Chart in Power BI</li> <li>• Drill Down Line Chart in Power BI</li> <li>• Area Chart in Power BI</li> <li>• Line Chart versus Column Chart in Power BI</li> <li>• Scatter Plot in Power BI</li> <li>• Waterfall Chart in Power BI</li> <li>• TreeMap in Power BI</li> <li>• Gauge Chart in Power BI</li> </ul>
6	<b>CARDS AND FILTERS IN POWER BI</b>

	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Number Card in Power BI</li> <li>• Text Card in Power BI</li> <li>• Formatting a Text Card in Power BI</li> <li>• Date Card</li> <li>• Date Card (Relative Filtering)</li> <li>• Multi-row Card</li> <li>• Applying Filters on Visuals</li> <li>• Applying Filters on a Page</li> <li>• Using Filters on All Pages</li> <li>• Drillthrough in Power BI</li> </ul>
7	<b>SLICERS IN POWER BI</b> <ul style="list-style-type: none"> <li>• Slicers in Power BI</li> <li>• Text Slicers in Power BI</li> <li>• Formatting a Text Slicer</li> <li>• Date Slicers in Power BI</li> <li>• Formatting a Date Slicer</li> <li>• Number Slicers in Power BI</li> </ul>
8	<b>ADVANCED CHARTS IN POWER BI</b> <ul style="list-style-type: none"> <li>• Advanced Charts in Power BI</li> <li>• Creating an Animated Bar Chart Race</li> <li>• Drill Down Donut Chart</li> <li>• Drill Down Column Chart</li> <li>• Creating a Word Cloud in Power BI</li> <li>• Creating a Sankey Chart in Power BI</li> <li>• Creating an Infographic in Power BI</li> <li>• Creating a Play Axis in Power BI</li> <li>• Creating a Scroller in Power BI</li> <li>• Creating a Sunburst Chart in Power BI</li> <li>• Creating a Histogram in Power BI</li> </ul>
9	<b>POWER BI OBJECTS, BOOKMARKS, AND ACTIONS</b> <ul style="list-style-type: none"> <li>• Inserting Images in Power BI</li> <li>• Inserting Text in Power BI</li> <li>• Inserting Shapes in Power BI</li> <li>• Inserting Buttons in Power BI</li> <li>• Inserting a Web Uniform Resource Locator (URL) in Power BI</li> <li>• Inserting a Page Navigation Option in Power BI</li> <li>• Inserting a Bookmark Option in Power BI</li> <li>• Drillthrough Action in Power BI</li> </ul>
10	<b>POWER BI SERVICES</b> <ul style="list-style-type: none"> <li>• Creating a Report in Power BI</li> <li>• Creating an Account in the Power BI Service</li> <li>• Publishing a Report to the Power BI Service</li> <li>• Exporting a Report to PPT, PDF, and PBIX</li> <li>• Commenting, Sharing, and Subscribing to Power BI Reports</li> <li>• Creating a Dashboard in the Power BI Service</li> <li>• Problems in the BI Dashboard and their Solution</li> <li>• Automatically Refreshing Reports in the Power BI Service</li> </ul>

11	<b>TEXT FUNCTIONS IN POWER QUERY</b> <ul style="list-style-type: none"> <li>• Text Functions in Power Query</li> <li>• Merging Columns in Power Query</li> <li>• Split and Trim Functions</li> <li>• Upper Case, Lower Case and Proper Case</li> <li>• Adding Prefixes and Suffixes</li> <li>• Left, Right, and Mid Functions in Power Query</li> <li>• Extracting Text with Delimiters</li> </ul>
12	<b>DATE FUNCTIONS</b> <ul style="list-style-type: none"> <li>• Date Functions</li> <li>• Year, Quarter, and Day Functions</li> <li>• Difference between Dates</li> <li>• Month and Day Name</li> <li>• Finding Day and Week of the Week/Month/Year</li> <li>• Extracting the Date and Time</li> <li>• Calculating Age</li> <li>• Day of Year, Quarter, or Month</li> </ul>
13	<b>NUMBER FUNCTIONS IN POWER QUERY</b> <ul style="list-style-type: none"> <li>• Number Functions</li> <li>• Basic Number Functions</li> <li>• Percentage, Percent of, and Modulo Functions</li> <li>• Rounding Off Functions</li> <li>• IsEven and IsOdd Functions</li> </ul>
14	<b>APPENDING DATA IN POWER BI</b> <ul style="list-style-type: none"> <li>• Appending Data</li> <li>• Appending Multiple Comma Separated Values (CSV) Files in a Folder</li> <li>• Appending Multiple Excel Sheets and Tables</li> <li>• Appending Excel Sheets or Tables with Different Columns</li> <li>• Appending Multiple Files from a Folder</li> <li>• Appending Different Data Source</li> </ul>
15	<b>INTRODUCTION TO MERGE QUERIES</b> <ul style="list-style-type: none"> <li>• Merge Queries</li> <li>• Merging Sheets or Tables</li> <li>• Merging Data from Multiple Excel Files</li> <li>• Merging Data from Different Data Sources</li> <li>• Merging Data Having Multiple Criteria</li> </ul>
16	<b>INTRODUCTION TO CONDITIONAL COLUMN AND COLUMN FROM EXAMPLES</b> <ul style="list-style-type: none"> <li>• Section Introduction</li> <li>• Column from Examples - Splitting Text</li> <li>• Column from Examples - Merging Columns</li> <li>• Column from Examples - Date</li> <li>• Column from Examples - Alphanumeric</li> <li>• Conditional Column - One Column</li> <li>• Conditional Column- Two Columns</li> <li>• Conditional Column- Comparing Two Columns</li> <li>• Conditional Column - On Dates</li> </ul>

17	<b>IMPORTANT TOPICS IN POWER BI</b> <ul style="list-style-type: none"> <li>• Section Introduction</li> <li>• Working with the Fill up and Fill Down Options</li> <li>• Grouping in Power BI</li> <li>• How to Transpose?</li> <li>• How to Unpivot?</li> <li>• What are Data Types?</li> <li>• Replacing Errors and Values</li> <li>• Keeping and Removing Rows</li> <li>• Adding, Removing, and Going to Specific Columns</li> </ul>
18	<b>M LANGUAGE</b> <ul style="list-style-type: none"> <li>• M Language</li> <li>• Introduction to M Language</li> <li>• ISINDATE Function in M Language</li> <li>• Adding and Subtracting Dates Using M Functions</li> <li>• Basic Date M Functions</li> <li>• Basic Text M Functions</li> <li>• Writing a Simple M Code</li> <li>• Tricks to Get Help on More than 900 M Functions</li> </ul>
19	Project Work
20	Project Work