

## Day 3 (March 7<sup>th</sup> | March 28<sup>th</sup>)

### 9:00 AM - 9:30 AM Day 2 Concept Review

- Interactive overview of Day 2 key topics:

**Mentimeter Link:** <https://www.menti.com/al2jyc76iiq7>

- Time for additional Q&A & more in-depth concept review

### 9:30 AM – 10:30 AM Data Visualization 101

#### **Demo & Practice Exercises:**

- Create your first (real) Table Visual
- Add conditional formatting to your Table Visual
- Add a filter to your Table Visual

#### High level review of Data Visualization Best Practices

#### Introduction to core Power BI visuals and when to use them, Part 1

- Grid Visuals
- Categorical Visuals
- Time Series Visuals
- Proportional Visuals

**Demo & Practice Exercise:** Explore Categorical, Time-Series, and Proportional Visuals

#### Introduction to core Power BI visuals and when to use them, Part 2

- Performance Visuals
- Numeric Visuals

#### **Demo & Practice Exercises:**

*(Demo-only if needed given questions & timing)*

- Explore Performance & Numeric Visuals
- Bonus exercise: going deeper on formatting for Performance and Numeric visuals

10:30 -10:45 (Break)

10:45 AM – 12:00 PM Fine-tuning your report

Choosing the right interactive elements

- When to leverage Tooltips
- Setting up Drilldown/Drillthrough
- Adding Report-level Parameters
- Changing how report visuals cross-filter to get the right reporting experience

### **Demo and Practice Exercises:**

- Introductory exercise 1: Add a drilldown and tooltip to your existing report
- Introductory exercise 2: update the visual crossfilters on your report

**Demo:** create a parameter to support end-user forecasting within your report

Augmenting your reporting canvas with Static Elements

- How to add headers and text boxes
- Adding static images (e.g., logos)
- Using—or customizing—report themes

**Demo and Practice Exercise:** Add a report title and static image to your report

12:00 PM-1:00 PM Lunch Break

*(Lunch-and-Learn window if we fall behind or folks need 1-on-1 support)*

1:00 PM-1:30 PM Intro to the Power BI Service

- Introduction to the Power BI Service
- How—and why—to publish your reports & semantic models to the Power BI Service
- Understanding Workspaces and Apps
- Sharing and security basics in the Power BI Service

### **Demo and Practice Exercise**

Publish your report to your own Power BI workspace

1:30-2:30 CSV files & Report Cleanup

**Demo and Practice Exercise:** How to Merge CSV files in Power Query

**Demo and Practice Exercise:** Clean up your Power Query, Semantic Model, and Report for ease of use.

2:45 PM – 3:45 PM Review More Advanced Topics in Power BI

Intermediate DAX:

- Using the Calculate() Function
- When—and why—to use variables
- Measures review based on morning feedback

Group Exercise: create a Calculate function together

Security Options in Power BI

- Introduction to Row and Object-Level Security
- Considerations when sharing within (and beyond) your organization

Next Steps and Resources for Continued Learning

3:45 PM – 4:00 PM End of training Q&A and Assessment