# INTRODUCTION TO POWER BI

## Getting Started with Power BI

**Star Schema (common database structure)**

* Fact tables – events or transactions
* Dimension tables - more information about each transaction
* Create relationships through key columns

**3 Views (top left)**

1. Report (default) – create reports and visuals
2. Data – see associated data
3. Model – see and manage relationships among table in data model

**Report View**

* Canvas area – visualizations are created and arranged
* Filters pane – filter data visualizations
* Visualizations pane – add, change or customize visualizations
* Fields pane – shows available fields
* Can drag filters and visualizations panes to the canvas
* Change filters and axes

**Slicers and Tables**

* Add additional fields to existing reports
* Slicer – automatically modifies all connected visualizations
* Use multiple filters and slicers
* Dimension table
* Match page name to title
* Format Slicer (filter) in Visualizations pane
* Chart titles are automatically generated

## Transforming Data

**Dataset Errors**

* Unneeded columns
* Inconvenient, inconsistent data
* Extra characters
* Blank rows

**Cleaning Data**

* Transform before loading
* Power Query Editor (M language) - format dataset
* Opens in separate window – need to close and apply
* Applied steps tracks changes – can revert to earlier version
* Use first row as headers
* Edit query in Report view
* Power Bi automatically sums visualizations – can change aggregation in Visualizations pane