



Power BI Manager Guide

Activity Book

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CHAPTER 1

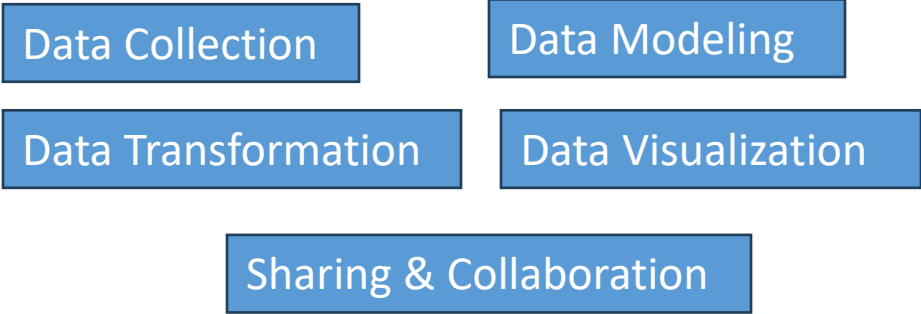
Activity 1: Matching Terms with Definitions.

Instructions: Match each Power BI term with its correct definition by writing the corresponding letter in the blank

| # | Term | Definition |
|---|--------------------------|---|
| 1 | Power BI Desktop | (a) The cloud-based platform for sharing reports |
| 2 | Power BI Service | (b) The tool used to clean and transform data in Power BI |
| 3 | Data Model | (c) A tool used to build reports and dashboards offline |
| 4 | Data Analysis Life Cycle | (d) The structure that organises relationships between tables |
| 5 | Power Query | (e) The process of collecting, transforming, and visualising data |

CHAPTER 1

Activity 2: Arrange the Steps in the Data Analysis Life Cycle



| | |
|---|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

CHAPTER 1

Activity 3: Multiple Choice – Fill in the Blanks

Instructions: Choose the correct answer from the options provided

1. Power BI is a _____ tool used for creating reports and dashboards.
 - a) Database
 - b) Business Intelligence
 - c) Word Processing
2. The _____ component of Power BI is used to clean and prepare data.
 - a) Power Query
 - b) Data Model
 - c) Power Service
3. Power BI Service allows users to _____ reports securely.
 - a) Delete
 - b) Share
 - c) Hide
4. The Data Analysis Life Cycle includes **collection, transformation, modelling**, and _____.
 - a) Storage
 - b) Visualisation
 - c) Computation

CHAPTER 1

Activity 4: Drag to right places

Doubt

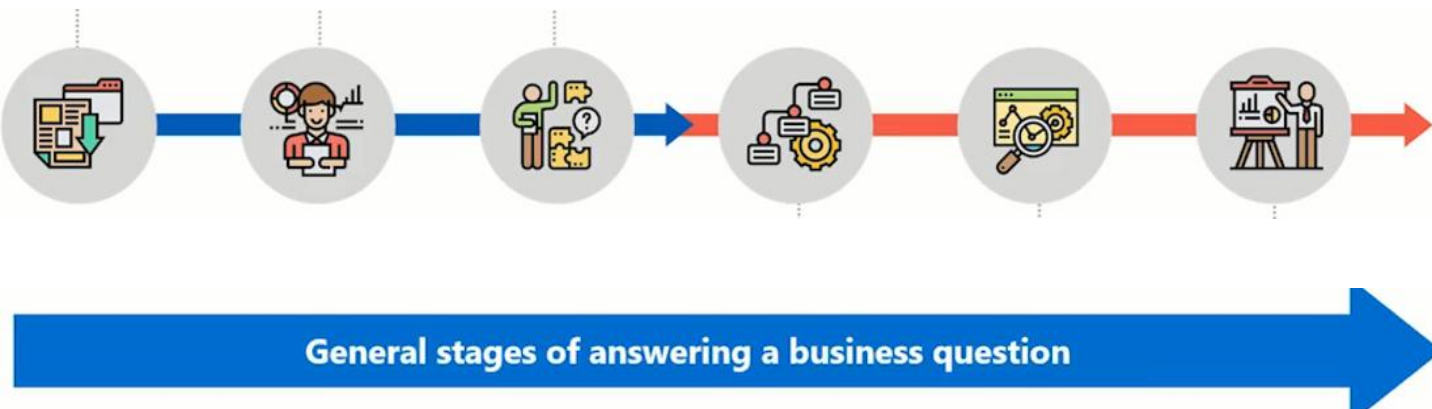
Acquire

Understand

Analyze

Transform

Present



CHAPTER 1

Activity 5: Drag to right places



Power BI Service



Power BI Desktop



Cloud Sources



Power BI Mobile



Data Sources



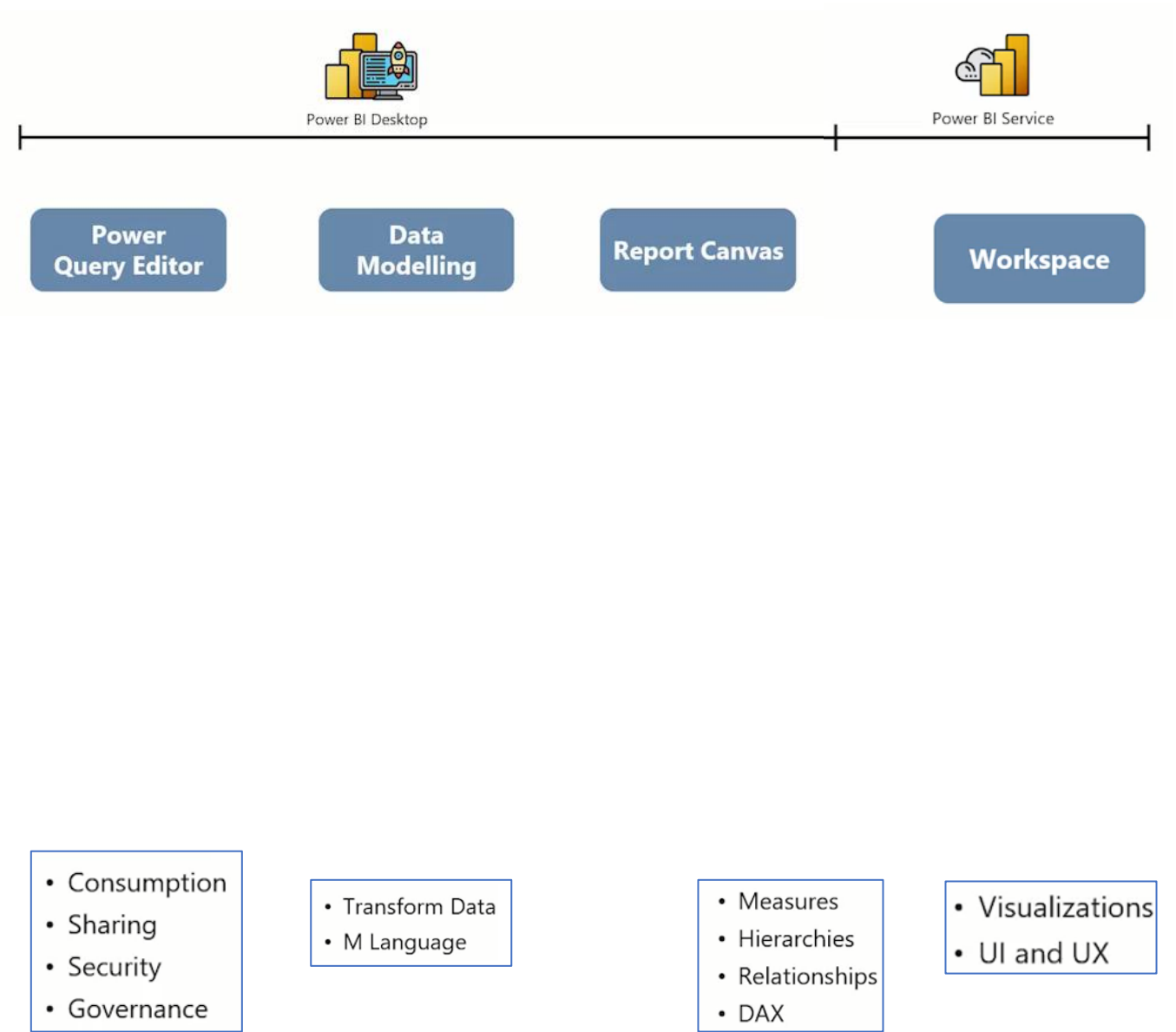
Power BI Report Server

Cloud

On Premise

CHAPTER 1

Activity 6: Drag to Right Place



CHAPTER 6

Activity 1: Designing Your Own Dashboard

[Use the Excel file provided for this Activity](#)

Step 1: Define Your Dashboard

- Each group discusses and **identifies a key report** they need in their work.
- Give them a few examples (e.g., project progress tracking, financial performance, resource allocation).

Step 2: Identify Required Fields

- Groups list **all fields** they need for the dashboard.
- Each field should have:
 - **Field Name**
 - **Data Type** (e.g., Text, Number, Date, Boolean)
 - **Source** (e.g., Excel, Database, API)

Step 3: Define Charts and Visuals

For each visual they want to include, they should specify:

- **Chart Title**
- **Visualization Type** (e.g., Bar Chart, Pie Chart, Line Chart)
- **Fields Used** (X-Axis, Y-Axis, Filters)
- **Any calculated measures** (e.g., Sum, Average, Percentage)

CHAPTER 6

Activity 1: Designing Your Own Dashboard (Cont.)

Step 4: Present the Dashboard Plan

- Each group presents their dashboard idea and justifies their choices.
- Other groups can provide feedback or suggestions.

[Use the Excel file provided for this Activity](#)