

Microsoft Power BI for Beginners Cheat Sheet

Introduction to Power BI

Microsoft Power BI is a collection of software services, apps, and connectors that work together to turn unrelated sources of data into coherent, visually immersive, and interactive insights.

Power BI lets you connect to data sources, visualize (or discover) what's important,

and

share that with collaborators or an

audience

- 1.Bring data into Power BI Desktop, and create a report.
- 2.Publish to the Power BI service, where you can create new visualizations or build dashboards
- 3. Share dashboards with others
- 4. View and interact with shared dashboards and reports in Power BI

Mobile apps

Basic - Use the Power BI Service (SaaS)

Go https://powerbi.microsoft.com

Apps are an easy and popular way to quickly create visuals in Power BI An app is a collection of preset, ready-

made

visuals and reports

Quick and easy: you just have to press a few buttons or make a few comments, and you're quickly served a collection of entrees designed to go together, all presented in a tidy, ready-to-consume package.

1Connect to data. select the Get Data button in the lower-left corner of the

home page

Basic - Use the Power BI Service (SaaS) Apps (cont)

For software services like github,
salesforce or google analytics, the
Power BI service provides a collection
of ready-made visuals pre-arranged on
dashboards and reports

Pre-arranged visuals are known as apps

2Update APP data in the Power BI service

Update immediately by clicking the update icon

Or to configure update settings, select the schedule update icon for the

dataset, and use the menu that appears

Datasets tab is selected on the Settings page that appears. In the right pane, select the arrow next to Scheduled refresh to expand that section. The Settings dialog box appears on the canvas, letting you set the update

Create quick insights from an Excel

workbook or a local database

settings that meet your needs.

Extensive modelling

Real-time analytics

Custom development

Personal reports and visualization

An analytics and decision engine to inform group projects, divisions, or entire corporations

Basic building blocks of Power BI

Microsoft Power BI can be broken down into a few basic building blocks. Even seemingly complex things are built from basic building blocks

VisualGraphical representation of data, iza-like a chart, a color-coded map tions

Might be simple, like a single number that represents something significant

Might be visually complex, like a gradient-colored map that shows voter sentiment about a certain social issue or concern

Goal of a visual is to present data

in a way that provides context and insights that are difficult to see from raw data

Datasets

A collection of data that Power BI uses to create its visualizations

Can also be a combination of different sources, which you can filter and combine to provide a unique collection of data (a dataset) for use in Power BI



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Basic building blocks of Power BI (cont)

Examples of connections available: Excel or a Microsoft SQL Server database,

SharePoint Lists, in Azure or Oracle, or in a service like Facebook, Salesforce, or MailChimp

Access datasets through data connectors

Recommended to filter data before bringing it into Power BI to enable focus

Reports

A collection of visualizations that appear together on one or more pages

Reports can be created in the Power BI service, or in Power BI desktop

Reports let you create many visualizations, on multiple pages if necessary, and let you arrange those visualizations in whatever way best tells your story.

Dashboards

A report that can be shared with others

Other users or groups interact with your dashboards when they're in the Power BI service or on their mobile device

Tiles

A single visualization on a dashboard

Basic building blocks of Power BI (cont)

Can be moved around when creating or editing the dashboard

Can't be moved around when only viewing or consuming the report

Power BI parts

Power BI consists of

DesktopMicrosoft desktop application "-AppPower BI Desktop"

ServiceAn online SaaS (Software as a AppService) service called the (SaaS)Power BI service

MobileNative mobile Power BI apps for AppsWindows, iOS, and Android.

Flow of work

A common flow of work in Power BI begins

in Power BI Desktop, where a report is created. That report is then published to the Power BI service and finally shared, so that users of Power BI Mobile apps can consume the information.