G COM SOLUTIONS

Power BI

Power BI

Tutor-Led and Self-Paced Online Training Courses 2024

Contents

Our Live Power BI Online Courses

Live Tutor-led Online Training

Like all our clients, we are having to come to terms with the Coronavirus public health threat and to adapt the way we work in response to government advice. Given the official guidelines regarding social distancing and the restriction of all but essential travel, we are now converting all of our public training courses into live, instructor-led online courses.

We will strive to ensure that our online courses provide all of the benefits of our classroom training sessions and are just as hands-on and interactive. Our online classes are not simply webinars and will still be in line with our philosophy of learning by doing.

The classes are small, with a maximum of eight delegates and each person is given remote access to a computer in our training centre and provided with lots of opportunities to practice all of the techniques being taught.

The Benefits of Live Online Training

- *The training content is the same as our classroom schedule*

- *The training is delivered by the same trainers and to the same high standards*

- *Delegates are given access to a training workstation, just as with classroom courses*

- *Training is fully interactive and includes practical exercises*

- *You can book staff in different offices or even different countries onto the same course*

- *Online training reduces the cost of travel and accommodation down to zero*

- *Delegates can attend a course either in the office or from home*

G Com Solutions' Live Online Training Solution

There are two key aspects to our live online training solution: collaboration and hands-on practice. Firstly, there is a need for the trainer and delegates to communicate; for the delegates to see the trainer's presentations and demonstrations and be able to ask questions as needed. And, secondly, the delegates must be given opportunities to practice the techniques and software features being taught while the trainer monitors their progress.

To enable collaboration between the trainer and delegates, we use an online video conferencing service (video is optional for delegates). Some training companies rely solely on the this type of service for delivering training. However, we feel that this approach provides the user with a hands-off, passive training experience.

We therefore add a second element by providing each delegate with remote access to one of the computers at our training centre. Each person can run software, manage files and carry out practical exercises, just as if they were sitting right in front of the training PC.

And, because the computers being used by delegates are physically right in front of the trainer in our training centre, our trainers can keep an eye on everyone's progress and provide instant guidance when anyone gets stuck.

Self-Paced Online Training

Although live, tutor-led training is almost always the most effective way of learning Power BI, complementing this with self-paced online courses is both convenient and cost-effective.

Our online courses help both beginners and experienced users extend their Power BI skills. They also follow the same topics as are covered on our tutor-led courses.

Our self-paced courses convey important topics via step-by-step demonstration and users are provided with all of the necessary resources to replicate the techniques shown as they learn.

Studying online offers complete flexibility. Students can access course material at any time, both at work and from home. With online training you save yourself the time and cost of travel and accommodation and you are not at the mercy of the elements.

You can approach learning in your own space and on your own terms. Depending on their requirements, students can space out their learning sessions or "binge" to get themselves up to speed on a topic as quickly as possible.

Dual Online Training Solution (D.O.T.S.)

Our Dual Online Training Solution (D.O.T.S.) provides your staff with two modes of training: live instructor-led training is followed with one-year's access to the self-paced version of the same course.

The material covered in the live training will be very similar to that covered in the self-paced video training. So, the self-paced training provides a very effective form of post-training reinforcement.

The PDF courseware covers both the live, tutor-led sessions taken by each delegate and the self-paced training undertaken as a follow-up.

Our courseware ties the two forms of training together and helps to keep topics fresh in delegates' minds.

For really effective Power BI training just join the D O T S

Booking a Course

If you wish to make a telephone booking, or if you would like to ask a few questions before booking, you can call us free on 0800 989 248.

To check the latest course dates and availability of places, visit our web site: http://www.gcomsolutions.co.uk. Here you will find the most up to date information regarding course dates. (In addition to the courses listed in this booklet, we may also run extra courses in response to high demand.)

The fastest method of securing a place on one of our courses is to book on line and pay by credit card. A confirmation with joining instructions will then be sent out to you.

When you book online you can opt to pay by cheque or bank transfer–in which case we will email you a booking form and pro forma invoice. To secure your place, you will need to sign the booking form and return it to us with your payment.

Naturally, you can also simply email us with details of the course(s) in which you are interested, and the names of your delegates, at admin@gcomsolutions.co.uk.

Bulk Purchase

G Com Solutions season tickets enable you to pre-purchase places on our public scheduled training courses at discounted rates and are valid for one year from date of purchase. For your convenience, season tickets are sold by number of training days, rather than by number of courses. The more training days you purchase, the higher the discount. You can book any number of people on any number of courses, as long as there are training days still available on your season ticket.

Each time you book a course, you will be sent a statement showing how many training days you have used, how many you have left and how long you have to use them.

Cost of Season Tickets

The cost of season tickets is as follows:

ST010: 10 day season ticket   £3,185   (15% discount)

ST025: 25 day season ticket   £7,500   (20% discount)

ST050: 50 day season ticket   £13,500   (28% discount)

ST100: 100 day season ticket   £22,500   (40% discount)

If you work for a large organisation and are about to book a course, it m[...] human resources department to see if colleagues in other departments [...] courses. If so, why not pool your resources, buy a season ticket and stret[...] further.

Season tickets are also useful in "spend it or lose it" scenarios where you need to use a training budget in a given period.

You can purchase season tickets on line, at www.gcomsolutions.co.uk. Or, if you would like more information, please call us on 0800 998 9248.

Intensive "Fast-Track" Training Courses

Ideally, when learning software, one starts with a beginner's course then, after a few weeks or months of practice, one moves on to some advanced training. Some people, however, find themselves in a situation where they need to learn programs very rapidly in order to address projects which have been thrust upon them.

Our fast track specials have been designed for people who find themselves in this situation. These courses offer delegates the fast track approach to training, typically containing basic to advanced material usually covered in a one-week or three-day cycle.

We run three such courses.

Power BI 1-Week Intensive Course

This course consists of three individual courses:

Power BI Introduction
Power BI Intermediate
Power BI Advanced

DAX 3-Day Intensive Course

This course consists of three individual courses:

DAX Introduction
DAX Intermediate
DAX Advanced

Power Query & M 3-Day Intensive Course

*This course consists of three individual courses:*

Power Query & M Introduction
Power Query & M Intermediate
Power Query & M Advanced

Staggering Fast-Track Courses

Booking 1-week fast-track courses qualifies you for a discount, and the good news is that you don't even have to take the whole cycle of courses in one hit. When you book the course, we have no objection to your staggering the various courses across several months. You might consider taking this approach if you want the benefit of a fast-track price but don't actually have to get up to speed in double-quick time.
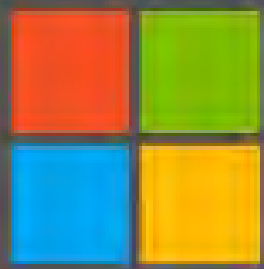
Our Live Power BI Online Courses

Power BI 1-Week Intensive Course

	£1,675		£295		£1,825

PUBLIC TUTOR-LED ONLINE TRAINING COURSE DATES 2024

8-12 Jan	12-16 Feb	11-15 Mar	22-26 Apr	13-17 May	17-21 Jun
22-26 Jul	13-17 Aug	9-13 Sep	7-11 Oct	4-8 Nov	2-6 Dec

The Power BI 1 Week Intensive Course for Power Users offers comprehensive coverage of both basic and advanced features of Microsoft Power BI. This course is designed for users who are new to Power BI, but who intend to use the program extensively in their business workflows.

You should consider taking this course when your company has recently adopted, or are about to adopt Power BI; and you will be playing a pivotal, hands-on role in content-creation and sharing using Power BI Desktop and the Power BI service.

The course consists of three components: Power BI Introduction, Power BI Intermediate and Power BI Advanced.

Power BI Introduction
(2 days)

Our introduction to Power BI will familiarize users with the key features and operations of the Power BI suite. By the end of this course, delegates will be confident in using the three main components of Power BI: Power BI Desktop, the Power BI Service, and Power BI Mobile Apps.

Key Topics Covered

- Getting started
- Connecting to software services
- Getting data into Power BI
- Cleaning up and transforming data
- Data modelling
- Using DAX
- Creating reports
- Creating visualizations
- Publishing content
- Creating Power BI Mobile Content
- Consuming and customizing content
- Refreshing content

Power BI Intermediate
(1 day)

Our intermediate Microsoft Power BI training course delves deeper into the Query Editor and DAX formulas; it discusses Excel and PowerPoint integration; and shows delegates how to use custom visuals to construct interactive data narratives for their audience.

Key Topics Covered

- Parameters and Templates
- Power Query Functions
- DAX Time Intelligence
- What If Parameters
- Excel Integration
- Custom visuals
- Business narration
- PowerPoint integration

Power BI Advanced
(2 days)

This course provides in-depth coverage of the Power Query M language as well as the use of advanced DAX formulas. Delegates will also learn how to improve the user experience through the use of parameter tables; how to optimize the data model by the strategic use of calculated tables; and how to work with advanced visuals and dashboard tiles.

Key Topics Covered

- The Power Query Formula Language
- Understanding Automatically Generated Code
- Creating custom functions in M
- Iteration Techniques
- Advanced DAX
- Working with calculated tables
- Using parameter tables
- Using ArcGIS Maps for Power BI
- Using R Visualizations and Datasets
- Advanced dashboard tiles

Power BI 1-Week Intensive Course

Private Corporate Training Options

Delegates	Tutor-Led	Self-Paced	Dual Online Training
Up to 10	4,975	1,900	5,925
Up to 20	9,750	3,700	11,600
Up to 30	14,250	5,250	16,875
Up to 40	18,600	6,800	22,000
Up to 50	22,625	8,000	26,625
Up to 60	26,550	9,300	31,200
Up to 70	30,100	10,500	35,350
Up to 80	33,600	11,200	39,200
Up to 90	36,675	12,150	42,750
Up to 100	39,750	12,500	46,000

Power BI Introduction (2 days)

	£790		£120		£850

TUTOR-LED ONLINE TRAINING COURSE DATES 2024

8-9 Jan	12-13 Feb	11-12 Mar	22-23 Apr	13-14 May	17-18 Jun
22-23 Jul	13-14 Aug	9-10 Sep	7-8 Oct	4-5 Nov	2-3 Dec

Our introduction to Power BI will familiarize users with the key features and operations of the Power BI suite. By the end of this course, delegates will be confident in using the three main components of Power BI: Power BI Desktop, the Power BI Service, and Power BI Mobile Apps.

Getting started

Key components of Power BI; What is Power BI Desktop; Power BI service; Power BI free vs Power BI Pro; Power BI vs Excel add-ins; Dashboards, reports & datasets

Connecting to software services

Understanding content packs for services; Google Analytics content pack; Salesforce content pack; Microsoft Dynamics CRM content pack

Getting data into Power BI

Connecting to data sources in the Power BI service; Connecting to data sources in Power BI Desktop; Importing excel workbooks; Importing Access databases; Connecting to SQL Server

Cleaning up and transforming data

Using the Query Editor; Creating a query; Understanding query steps; Automatically generated steps; Removing query steps; Modifying query steps; Renaming columns; Reordering and removing columns; Changing data types; The close & apply command

Data modelling

Working in data view; Working in relationship view; Auto-detection of table relationships; Creating table relationships manually; Setting cardinality; Cross filter direction

Using DAX

Creating Calculated columns; Creating measures; Understanding row context; Understanding filter context; The SUMX function; The CALCULATE function; The ALL function; The FILTER function; Using time intelligence functions

Creating reports

Working in report view; Creating tables and key metrics; Working with the matrix visual; Filtering data with slicers

Creating visualizations

Creating column and bar charts; Creating line and area charts; Creating scatter charts; Treemap visualizations; Using charts as slicers; Using maps with geographical data; Using custom visuals in your reports

Publishing content

Publishing Power BI Desktop reports; Printing and exporting dashboards and reports; Creating Groups in the Power BI service; Creating content Packs; Assigning groups to content packs; Sharing dashboards with your organization; Publishing reports to the web; Embedding a report in a web page

Creating Power BI Mobile Content

Optimising visuals for small viewports; Creating a phone version of a dashboard; Creating phone-optimised reports

Consuming and customizing content

Browsing group content; Using content packs; Creating read-only versions; Using Quick Insights in Power BI; Creating dashboards from your reports; Querying with natural language; Creating custom Q & A suggestions

Refreshing content

Setting up a personal gateway; Customizing dataset refresh settings; Scheduling a refresh frequency; Setting up enterprise gateways; Managing enterprise gateways; Adding and removing data sources, Creating live connections to data

Power BI Introduction (2 days)

Private Corporate Training Options

Delegates	Tutor-Led	Self-Paced	Dual Online Training
Up to 10	£1,990	£800	£2,390
Up to 20	£3,980	£1,500	£4,730
Up to 30	£5,940	£2,100	£6,990
Up to 40	£7,840	£2,800	£9,240
Up to 50	£9,750	£3,250	£11,375
Up to 60	£11,580	£3,900	£13,530
Up to 70	£13,370	£4,200	£15,470
Up to 80	£15,120	£4,400	£17,320
Up to 90	£16,830	£4,950	£19,305
Up to 100	£18,600	£5,000	£21,100

Power BI Intermediate (1 day)

£790	£120	£850

LIVE ONLINE TRAINING COURSE DATES 2024

10 Jan	14 Feb	13 Mar	24 Apr	15 May	19 Jun
24 Jul	15 Aug	11 Sep	9 Oct	6 Nov	4 Dec

This one day intermediate level course is designed for users who are already familiar with Power BI and are looking to broaden their horizons when it comes to designing reports and dashboards.

The course delves deeper into the Query Editor and the DAX language; it discusses Excel and PowerPoint integration; and shows delegates how to use bookmarks and custom visuals to construct interactive data narratives for their audience.

Parameters and Templates

Benefits of parameters and templates; Creating parameters; Parameter value types; Parameterizing data sources; parameterizing filters; Creating a template; Using a template

Power Query Functions

Converting a query to a function; Understanding function syntax; Invoking a function

DAX Time Intelligence

Calendar tables; Power BI Auto Date/Time feature; The TOTALYTD function; Specifying end of fiscal year;

Calculating running totals; the SAMEPERIODLASTYEAR function; the PARALLELPERIOD function; Using the DATEADD function for maximum flexibility

What If Parameters

Creating a what-if parameter; Specifying limits; Referencing the parameter measure; Incorporating parameter values in your model

Excel Integration

Analyze in Excel; Installing Power BI Publisher for Excel; Creating pivot table reports from Power BI data sources; The importance of data types; Error – The field that you are moving cannot be placed in that PivotTable area; Pinning Excel content to a Power BI dashboard

Custom visuals

Overview of custom visuals; Chiclet Slicer; Timeline; Advanced Time Slicer; Hierarchy Slicer; Synoptic Panel; Waffle Chart; Percentile Chart; Box and Whisker; Histogram; Bullet Chart; KPI Indicator; GlobeMap; Table Heatmap; WordCloud

Business narration

Planning narratives; Self-running narratives; Interactive narratives; Using the Pulse chart visual; Using the Scroller visual; Using Narratives for Power BI; Using video clips in your visuals

PowerPoint integration

Constructing a narrative in PowerPoint, Using export to PowerPoint, Embedding live reports into a PowerPoint presentation

Power BI Intermediate (1 day)

Private Corporate Training Options

Delegates	Tutor-Led	Self-Paced	Dual Online Training
Up to 10	£995	£800	£1,395
Up to 20	£1,990	£1,500	£2,740
Up to 30	£2,985	£2,100	£4,035
Up to 40	£3,980	£2,800	£5,380
Up to 50	£4,975	£3,250	£6,600
Up to 60	£5,940	£3,900	£7,890
Up to 70	£6,895	£4,200	£8,995
Up to 80	£7,840	£4,400	£10,040
Up to 90	£8,775	£4,950	£11,250
Up to 100	£9,750	£5,000	£12,250

Power BI Advanced (2 days)

£790	£120	£850

11-12 Jan	15-16 Feb	14-15 Mar	25-26 Apr	16-17 May	20-21 Jun
25-26 Jul	16-17 Aug	12-13 Sep	10-11 Oct	7-8 Nov	5-6 Dec

This Power BI Advanced training course is aimed at experienced Power BI users. The course delves into the M language behind the Query Editor, as well as the use of advanced DAX formulas. Delegates will also learn how to improve the user experience through the use parameter tables; and how to centralise their data by using dataflows and shared datasets.

Data Centralisation

The importance of data centralisation, Creating Dataflows, Gateway configuration, refreshing dataflows, Building reports from dataflows, Centralising datasets, Certifying datasets, Building reports from datasets

The Power Query Formula Language

Using The Formula Bar; Using The Advanced Editor; Overview Of The M Language; Exploring M using #shared

Understanding M Code

Excel.Workbook; File.Contents; Table.TransformColumns; Table.TransformColumnTypes; Table.UnpivotColumns; Table.UnpivotOtherColumns

Creating custom functions in M

Defining a function; Defining input parameters; The goes-to operator; Defining the function body; Using optional parameters; Calling functions

Iteration Techniques

Benefit of generating lists; Generating lists of numbers; Generating lists of dates; Generating alphanumeric lists; Using the each function; Applying a function to a list of files

Advanced dashboard tiles

Adding custom links to a dashboard, Using the web content widget, Using the video widget, Real-time streaming dashboard tiles

Advanced DAX

Using DAX Studio, Writing complex formulas, Using variables, Calculating moving averages, Calculating running totals, Percentile calculations, Creating advanced time intelligence formulas, Using multiple date tables, Working with non-standard calendars

Working with calculated tables

Creating calculated tables, DAX functions that return tables, The CALCULATETABLE function, The ADDCOLUMNS function, The SUMMARIZE function, SUMMARIZE with ROLLUP, VALUES and DISTINCT functions, The CROSSJOIN function, The TOPN function, The ROW function, Using calculated tables within the data model

Using parameter tables

What is a parameter table, When to use parameter tables, Using the HASONEVALUE function, Using the VALUES function, Creating custom slicers, Creating multiple parameter table solutions

Advanced Data Modelling and Visualization

Working with multiple fact tables, Using active and inactive relationships, Using the USERELATIONSHIP function, Creating dynamic visual properties, Using BLANK() to make visibility dynamic

16

Power BI Advanced (2 days)

Private Corporate Training Options

Delegates	Tutor-Led	Self-Paced	Dual Online Training
Up to 10	£1,990	£800	£2,390
Up to 20	£3,980	£1,500	£4,730
Up to 30	£5,940	£2,100	£6,990
Up to 40	£7,840	£2,800	£9,240
Up to 50	£9,750	£3,250	£11,375
Up to 60	£11,580	£3,900	£13,530
Up to 70	£13,370	£4,200	£15,470
Up to 80	£15,120	£4,400	£17,320
Up to 90	£16,830	£4,950	£19,305
Up to 100	£18,600	£5,000	£21,100

Power BI Administration
(2 days - £790, plus VAT)

Our Power BI Administration training course covers the key administrative activities which can be carried within a Power BI tenant. Students will understand the implications of choices made using Power BI Tenant Settings and become familiar with the aspects of the Power BI service which are controlled by both global admins and Power BI service admins.

Overview

The Global admin role, The Power BI service admin role, Key aspects of Power BI administration

Power BI licensing

Power BI Free license, Power BI Pro license, Power BI Premium, Office 365 licensing, Automating license assignment

Securing Power BI

Azure AD Conditional Access policies, Restricting access based on network location, Restricting access based on device, Using multi-factor authentication, Tracking risky sign-ins

Export and Sharing Settings

Sharing content with external users, Publish to Web, Export Data, Export reports as PowerPoint presentation, Print dashboards and reports

Integration Settings

Integration Settings, Ask questions about data using Cortana, Use Analyze in Excel with on-premises datasets, Use ArcGIS Maps for Power BI, Use global search for Power BI

Custom Visual Settings

Enabling and disabling the use of custom visuals, Tenant Settings: R Visual Settings, Enabling and disabling the use of R visuals

Audit & Usage Settings

Overview of using audit logs, User role and license requirements, Granting access to non-admins, Activating the audit logs feature, Activities audited, Searching audit logs by user, Searching audit logs by date, Using PowerShell to search audit logs, Exporting the audit log, Creating Power BI reports from logs, Using the Power BI Usage Metric Solution Template

Other Settings

Using data classification for dashboards, Activating the Power BI Embedded API, Monitoring embed codes used for Publish to Web, Registering corporate custom visuals

Data Governance

Designing dataflows and entities, Import, DirectQuery and Composite modes, Centralized datasets, Template usage and storage, Row level security

Leveraging PowerShell

Installing the Power Bi modules, Exploring the syntax using help, Logging in and out of the Power BI service

Automating Reports and Dashboards

Listing reports and dashboards, Exporting reports, Copying reports, Creating reports and dashboards, Copying tiles

Automating Workspaces

Listing workspaces and their contents, Creating workspaces, Adding and removing users

Private Corporate Training Options

Delegates	Tutor-Led	Self-Paced	Dual Online Training
Up to 10	£1,990	£800	£2,390
Up to 20	£3,980	£1,500	£4,730
Up to 30	£5,940	£2,100	£6,990
Up to 40	£7,840	£2,800	£9,240
Up to 50	£9,750	£3,250	£11,375
Up to 60	£11,580	£3,900	£13,530
Up to 70	£13,370	£4,200	£15,470
Up to 80	£15,120	£4,400	£17,320
Up to 90	£16,830	£4,950	£19,305
Up to 100	£18,600	£5,000	£21,100

G Com Solutions Ltd

Pinnacle House
4-5 Newark Rd
Peterborough
PE1 5YD

0800 998 9248
gcomsolutions.co.uk