

*Module 1 – Getting Started*

- What is Power BI
- The Power BI Desktop Interface

*Module 2 – Gathering Data*

- What is Power Query?
- Supported File Types
- Importing Data
- Adding More Data to the Data Model
- Saving
- Exploring Model View
- Data View
- Creating Measure Fields

*Module 3 – Transforming & Editing Queries*

- Shaping & Transforming Columns
- Shaping & Transforming Rows
- Errors
- Filtering Data
- Calculations
- Combining Data from Multiple Queries
- Keeping Data Up To Date
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- Shaping & Transforming Rows
- Errors
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- Combining Data from Multiple Queries
- Keeping Data Up To Date
- Shaping & Transforming Columns

*Module 4 – Building Reports*

- Exploring Report View
- Creating a Simple Visualization
- Choosing a Visualization Type
- Formatting the Report & Visualizations
- Applying Filters to Visualization
- Sharing Report Data