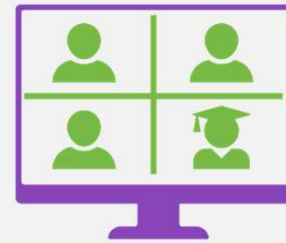


What is Power BI?

A quick overview and demonstration



Power BI
LEARNING AND SUPPORT
Powered by **Just in Time Learning and Support**

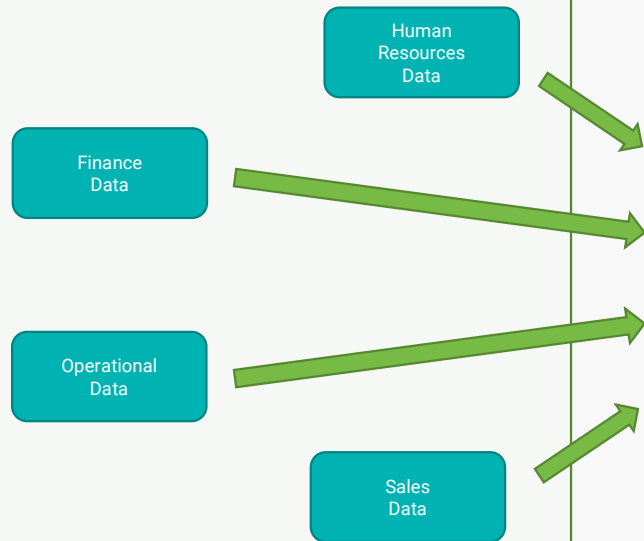


Topic Overview

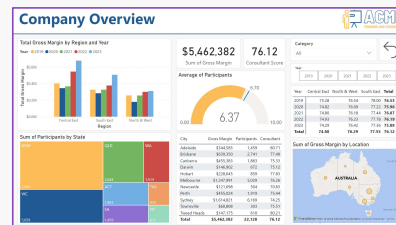
- ☐ What does Power BI do?
- ☐ How is our data stored?
- ☐ High Level Report creation process.
- ☐ Demo of creating a report.
- ☐ What does it cost?
- ☐ What's next?

What does Power BI do?

Your Data - Stored in your systems
(external to Power BI)



Design Reports



Share Reports

Report End Users



Data for this video – Employee Expenses



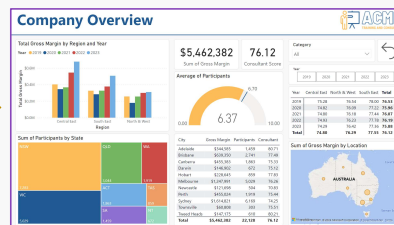
Connect to tables

	A	B	C	D	E	F
1	Purchase	Last Name	First Name	City	Country	Date of purchase
2	1	Oswald	Michael	54/03/2003	United States	24/12/2016
3	2	Vito	Jim	09/04/2004	United Kingdom	02/02/2016
4	3	Johnson	Tom	23/08/2012	Canada	02/12/2016
5	4	Levent	Peter	18/10/2019	Germany	22/12/2016
6	5	Rosenk	Edward	19/07/2001	Argentina	26/02/2015
7	6	Freeman	Jack	18/09/2001	United States	06/12/2016
8	7	Smith	David	11/03/2003	Canada	15/12/2016
9	8	Brown	Liam	03/09/2007	Australia	03/07/2015
10	9	Miller	Thomas	03/04/2000	Germany	07/12/2016
11	10	Williams	Bill	26/07/2002	United States	20/12/2016
12	11	Gomez	Alexia	12/09/2005	Canada	11/09/2017
13	12	Bond	James	25/02/2015	United Kingdom	12/09/2017
14	13	Kaplan	Patricia	01/12/2005	United States	14/02/2018
15	14					17/02/2017
16	15					17/02/2016

Employee Expenses

Excel Workbook

Design Reports



Share Reports

Report End Users



Example table data – Employee Expenses

Employee Expenses

Expense Date	Amount	Employee Number	Name	Location	Department	Expense Category
1/01/2021	\$13.80	100	Lara Miles	NSW, Australia	Operations	Tea and Coffee
1/01/2021	\$32.71	110	Tristan Auld	NSW, Australia	Operations	Meals
2/01/2021	\$7.06	097	Ashton Gosman	NSW, Australia	Operations	Postage
2/01/2021	\$27.64	017	Sophia Benn	NSW, Australia	Executive	Meals
2/01/2021	\$287.23	012	Liam Bermingham	NT, Australia	Executive	Accommodation A
2/01/2021	\$41.04	017	Sophia Benn	NSW, Australia	Executive	Meals
3/01/2021	\$159.82	151	Piper Koerstz	VIC, Australia	Operations	Accommodation A
3/01/2021	\$36.10	043	Oscar Pillingier	VIC, Australia	Operations	Meals
5/01/2021	\$80.31	087	Dylan Gwynn	NSW, Australia	Operations	Other
7/01/2021	\$7.56	072	Isabel Boxall	QLD, Australia	Sales	Postage
10/01/2021	\$354.15	147	Elizabeth Muramats	NSW, Australia	Operations	Accommodation A
10/01/2021	\$20.34	092	Ryder Stable	QLD, Australia	Sales	Meals
10/01/2021	\$29.27	033	Archer Lynravn	VIC, Australia	Operations	Gifts
10/01/2021	\$342.31	127	Flynn Edgley	VIC, Australia	Sales	Accommodation A
11/01/2021	\$18.02	054	Jamie Carne	WA, Australia	Operations	Gifts
13/01/2021	\$285.86	045	Victoria Goderich	NSW, Australia	Sales	Accommodation A
15/01/2021	\$28.84	083	Koby Lacey	QLD, Australia	Human Resources	Meals
21/01/2021	\$44.63	066	Jack Tonkin	NSW, Australia	Sales	Meals
24/01/2021	\$8.20	022	Annabelle Heap	WA, Australia	Executive	Postage
29/01/2021	\$48.90	104	Sean Coneybeer	QLD, Australia	Operations	Gifts
5/02/2021	\$231.51	129	Tyler Wark	VIC, Australia	Sales	Accommodation A
5/02/2021	\$44.10	087	Dylan Gwynn	NSW, Australia	Operations	Meals

A particular Expense
on a specific date

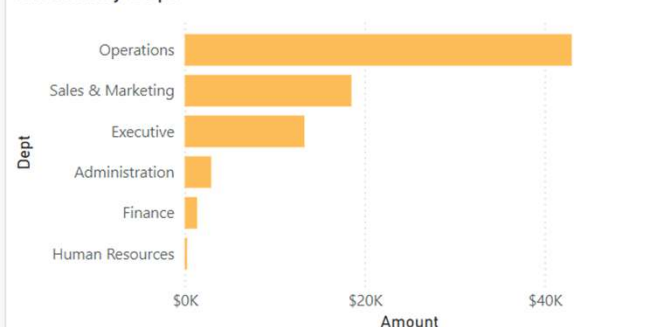
Information about the Expense
For example: the expense **Amount**

The final demo report page

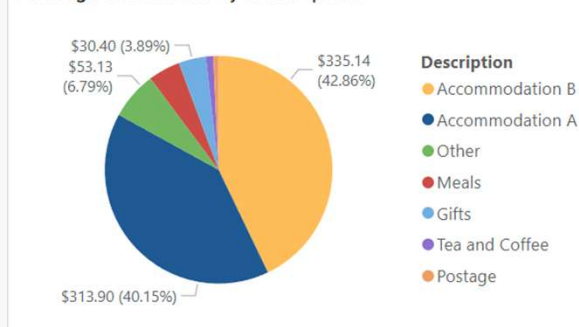
Expenses Overview



Amount by Dept



Average of Amount by Description



\$79,432

Amount

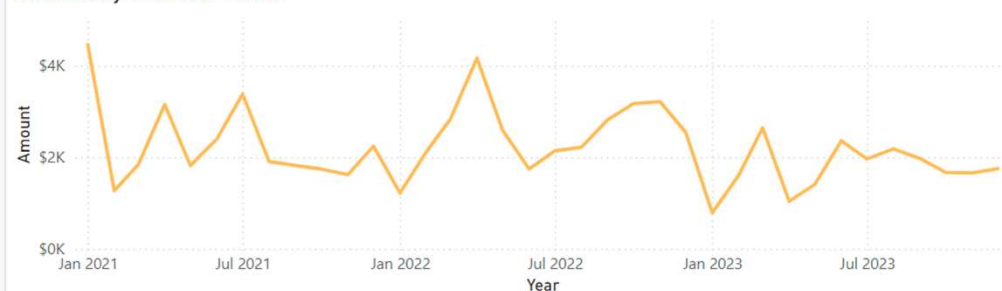
Year

2021

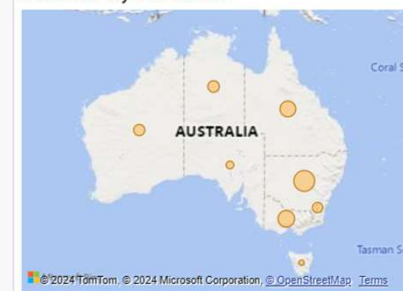
2022

2023

Amount by Year and Month



Amount by Location



High level Report creation process



**Your Data - Stored in
your systems**
(external to Power BI)

	A	B	C	D	E	F
1	Purchase ID	Last name	First name	Subsidiary	Country	Date of purchase
2	1	Davidson	Michael	04/03/1986	United States	20/12/2016
3	2	Vito	Jim	09/01/1994	United Kingdom	02/02/2016
4	3	Johnson	Tom	23/08/1972	France	02/11/2016
5	4	Lewis	Peter	18/10/1979	Germany	22/11/2016
6	5	Koenig	Edward	13/05/1983	Argentina	26/09/2015
7	6	Preston	Jack	16/06/1991	United States	06/11/2016
8	7	Smith	David	11/03/1965	Canada	19/11/2016
9	8	Brown	Luis	03/09/1997	Australia	03/07/2015
10	9	Miller	Thomas	07/01/1980	Germany	07/11/2016
11	10	Williams	Bill	26/07/1960	United States	20/11/2015
12	11	Gemini	Alexia	12/09/1995	Canada	11/03/2017
13	12	Bond	James	25/02/1975	United Kingdom	12/08/2017
14	13	Burgie	Patricia	01/12/1996	United States	14/01/2015
15	14	Reding	Michelle	07/04/1985	Canada	23/02/2017
16	15	Harvey	Billy	14/07/1971	United Kingdom	12/01/2016

Employee Expenses

Excel Workbook



Connect and Load

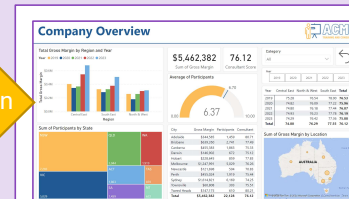
Power BI Desktop
(free from Microsoft)



Purchase ID	Last name	First name	Subsidiary	Country	Date of purchase
1	Davidson	Michael	04/03/1986	United States	20/12/2016
2	Vito	Jim	09/01/1994	United Kingdom	02/02/2016
3	Johnson	Tom	23/08/1972	France	02/11/2016
4	Lewis	Peter	18/10/1979	Germany	22/11/2016
5	Koenig	Edward	13/05/1983	Argentina	26/09/2015
6	Preston	Jack	16/06/1991	United States	06/11/2016
7	Smith	David	11/03/1965	Canada	19/11/2016
8	Brown	Luis	03/09/1997	Australia	03/07/2015
9	Miller	Thomas	07/01/1980	Germany	07/11/2016
10	Williams	Bill	26/07/1960	United States	20/11/2015
11	Gemini	Alexia	12/09/1995	Canada	11/03/2017
12	Bond	James	25/02/1975	United Kingdom	12/08/2017
13	Burgie	Patricia	01/12/1996	United States	14/01/2015
14	Reding	Michelle	07/04/1985	Canada	23/02/2017
15	Harvey	Billy	14/07/1971	United Kingdom	12/01/2016

Copy of the Data
Stored in Power BI

Design



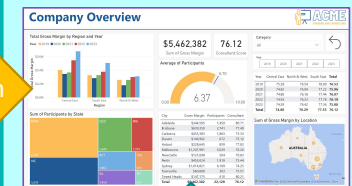
Report Designer
Multiple pages and visuals

Publish

Power BI Service



Workspace 1



Report End Users

A better learning experience ...



- Virtual, live and interactive classes using Zoom.
- Instructor shares their screen and guides you.
- One or more ½ day sessions.
- Multi-session courses run over a few days.
- Mornings from 9.00 am to 12.30 pm.
- Maximum of 6 participants.



May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Power BI Learning and Support Courses

