



# Fast-track Power BI & DAX

Sample manual - first two chapters



## TABLE OF CONTENTS (1 of 11)

1	GETTING STARTED	Page
1.1	Getting Started in Power BI Desktop	13
	<i>Example for this Chapter</i>	13
1.2	Working with Files	14
	<i>Creating New Files</i>	14
	<i>Opening and Saving Files</i>	14
1.3	Views in Power BI Desktop	15
	<i>Switching Panes</i>	15
	<i>Report, Table and Model View</i>	16
1.4	Getting Data	17
1.5	Transforming Data	18
	<i>Editing Queries / Transforming Data</i>	18
	<i>The Power BI Query Editor</i>	19
	<i>Promoting Row Headers</i>	19
	<i>Replacing Values</i>	20
	<i>Changing Data Types</i>	20
	<i>Removing Columns</i>	20
1.6	Creating Visuals	21
	<i>Inserting a Visual</i>	21
	<i>Assigning Grouping Fields to a Visual</i>	21
	<i>Assigning Numerical Fields</i>	22
1.7	Three Ways to Format Visuals	23
	<i>In Situ Selection</i>	23
	<i>Changing what's on your Chart</i>	23
	<i>The Format Pane</i>	24
1.8	Publishing your Report	25

2	IMPORTING DATA	Page
2.1	Our Example	26
2.2	Importing from Different Sources	27
	<i>Re-Using a Data Source</i>	27
2.3	Importing from Excel	28
2.4	Importing CSV or Text Files	29
2.5	Importing from SQL Server	29
	<i>Using Queries and Stored Procedures</i>	31
	<i>Passing Arguments to Stored Procedures</i>	31
2.6	Importing from a Website	32
2.7	Entering Data Manually	33
	<i>Pasting Data</i>	33
	<i>Typing in Data</i>	34

3	DATA MODELS	Page
3.1	Data Models	35
	<i>Viewing a Model</i>	35
	<i>Selecting Single Model Items</i>	36
	<i>Selecting Multiple Items</i>	36
	<i>Searching for Fields</i>	36
3.2	Model Diagrams	37
	<i>Arranging Tables in a Model</i>	37
	<i>Diagram Layouts</i>	37
	<i>Collapsing and Expanding Tables</i>	38
	<i>Controlling Expand/Collapse Field Visibility</i>	38
	<i>Seeing Table Information</i>	38
3.3	Hiding Objects	39
	<i>Why you might Want to Hide Tables and Fields</i>	39
	<i>Hiding Tables</i>	40
	<i>Hiding Fields/Columns</i>	40
3.4	Model Properties	41
	<i>Table Properties</i>	41
	<i>Display Folders</i>	41
	<i>Default Number and Date Formatting</i>	42
	<i>Changing the Default Aggregation for a Field</i>	42
3.5	Relationships	43
	<i>The Need for Relationships</i>	43
	<i>Parent-Child Relationships</i>	43
	<i>Creating a Relationship</i>	44
	<i>Editing Relationships</i>	44
	<i>The Effect of Relationships</i>	45
	<i>Cross-Filter Direction</i>	45

## TABLE OF CONTENTS (2 of 11)

4	VISUALS	Page
4.1	Overview of Visuals	46
4.2	Adding and Changing Visuals	47
	<i>Adding a Visual then Selecting its Data</i>	47
	<i>Data-First Visual Creation</i>	48
	<i>Changing Visual Types</i>	48
4.3	Working with Visuals	49
	<i>The Visual Header</i>	49
	<i>Focus Mode</i>	49
	<i>Spotlight Mode</i>	49
	<i>Resizing a Visual</i>	50
	<i>Selecting Visuals</i>	50
	<i>Moving, Copying and Deleting Visuals</i>	50
	<i>Locking Visuals</i>	51
	<i>Aligning and Distributing Visualisations</i>	51
	<i>Grouping Visualisations</i>	52
	<i>Showing a Visual's Underlying Data</i>	53
4.4	The Selection Pane	54
	<i>Viewing the Selection Pane</i>	54
	<i>Changing the Visual Layer Order</i>	55
	<i>Changing the Tab Order</i>	55
	<i>Hiding Visuals</i>	55

5	VISUAL INTERACTIONS	Page
5.1	Overview	56
5.2	Editing Visual Interactions	57
	<i>What the 3 Symbols Mean</i>	58

6	FORMATTING VISUALS	Page
6.1	Finding Formatting Properties	59
	<i>Searching for a Property</i>	59
	<i>Finding a Property</i>	59
6.2	Common Formats to Apply	60
	<i>Setting Visual Backgrounds</i>	60
	<i>Borders and Shadow Effects</i>	61
	<i>Titles, Subtitles and Dividing Lines</i>	62
6.3	Header Icons	63
6.4	Tooltips	64
6.5	Useful General Formatting Tricks	65
	<i>The Wonderful Format Painter</i>	65
	<i>Expanding and Collapsing Cards</i>	66
	<i>Removing all Formatting</i>	66
6.6	Themes	67

7	TABLES	Page
7.1	Basic Tables	68
7.2	Working with Table Columns	68
	<i>Sorting Tables by Columns</i>	69
	<i>Re-ordering Columns</i>	69
	<i>Changing Column Widths Automatically</i>	69
	<i>Changing Column Widths Manually</i>	70
	<i>Changing Word Wrap Options</i>	70
	<i>Renaming Columns</i>	71
7.3	Aggregating Data	72
7.4	Formatting Numbers	73
	<i>Formatting Numbers within a Single Table</i>	73
	<i>Formatting Numbers for all Visuals</i>	74
	<i>Setting Custom Number Formats</i>	74
7.5	Working with Dates in Tables	75
	<i>Displaying Dates as Dates</i>	75
	<i>Changing the Default Format for a Date</i>	75
	<i>Setting a Custom Date Format</i>	76
7.6	Specific to Formatting Tables	77
	<i>Column Headers</i>	77
	<i>Totals</i>	77
	<i>Font Size and Typeface</i>	78
	<i>Table Padding and Gridlines</i>	78
	<i>Table Styles</i>	79
	<i>Formatting Columns Individually</i>	79

8	CONDITIONAL FORMATTING	Page
8.1	Conditional Formatting	80
8.2	Applying Conditional Formatting	81
	<i>Setting Conditional Formatting</i>	81
	<i>Changing Conditional Formatting</i>	81
8.3	Gradient Effects	82
	<i>Adding a Middle Colour</i>	82
8.4	Rules-Based Conditional Formatting	83
8.5	Formatting Using Field Values	84
8.6	Data Bars	85
8.7	Displaying Icons	86

## TABLE OF CONTENTS (3 of 11)

9	MATRICES	Page
9.1	Overview of Matrices	87
9.2	Creating a Matrix	88
	<i>The Sections of a Matrix</i>	88
	<i>Sorting in a Matrix</i>	88
9.3	Multiple Rows, Columns and Values	89
	<i>Multiple Row Fields</i>	89
	<i>Multiple Values Fields</i>	90
	<i>Multiple Column Fields</i>	90

10	TEXT BOXES, IMAGES AND SHAPES	Page
10.1	Overview	91
	<i>Drawing Text Boxes, Images or Shapes</i>	91
10.2	Images	92
	<i>Scaling Images</i>	92
	<i>Adding a Hyperlink to an Image</i>	92
10.3	Text Boxes	93
	<i>Inserting Values</i>	93
10.4	Shapes	93
	<i>Adding a Shape</i>	94

11	CHART BASICS	Page
11.1	The Parts of a Chart	95
11.2	Types of Chart Available	96
11.3	Working with Charts	97
	<i>Creating a Chart</i>	97
	<i>Suggesting Chart Types</i>	97
	<i>Sorting Charts</i>	98
	<i>Zoom Sliders</i>	99
	<i>Excluding and Including Data</i>	100
11.4	Quick Ways to Format Charts	101
11.5	Chart Legends	102
11.6	Detail Labels	103
	<i>Leader Lines for Data Labels</i>	104
	<i>Total Labels</i>	104
11.7	Background and Gridlines	105
	<i>Plot Area and Background</i>	105
	<i>Gridlines</i>	105
11.8	Axes	106
	<i>Categorical versus Continuous Formatting</i>	106
	<i>Formatting Axes</i>	107
	<i>Scaling Ranges</i>	107
	<i>Spacing Categories</i>	107
11.9	Conditional Formatting	108

12	SMALL MULTIPLES	Page
12.1	Overview of Small Multiples	109
12.2	Creating and Formatting Small Multiples	110
	<i>Setting Grid Width and Height</i>	110
	<i>Formatting Small Multiple Titles</i>	111
	<i>Other Formatting Options</i>	111
	<i>Suppressing Axis Titles</i>	112
	<i>Using Different Axes for Different Charts</i>	112
12.3	Making the Background Colour Dynamic	113

## TABLE OF CONTENTS (4 of 11)

13	MORE ON CHARTS	Page
13.1	Line, Combination and Area Charts	114
	<i>Multiple Fields in Line Charts</i>	114
	<i>Line Formatting</i>	115
	<i>Secondary Axes</i>	116
	<i>Combination Charts</i>	116
	<i>Area Charts</i>	117
13.2	Pie, Donut and Treemap Charts	118
	<i>Formatting Pie and Donut Charts</i>	118
13.3	Scatter and Bubble Charts	119
	<i>Creating Scatter Charts</i>	119
	<i>Making Bubble Charts</i>	119
	<i>Formatting Scatter and Bubble Charts</i>	120
	<i>Animating Bubble Charts</i>	121

14	GROUPING AND BINNING	Page
14.1	Grouping	122
	<i>Starting a Group</i>	122
	<i>Editing Groups</i>	123
	<i>Using Group Fields</i>	123
14.2	Binning	123

15	DRILL-DOWN	Page
15.1	Drill-Down for Charts	125
	<i>What is Drill-Down?</i>	125
	<i>Enabling Drill Down</i>	125
	<i>Drilling Down</i>	126
	<i>Drilling Up</i>	126
	<i>What Happens when you Drill Down</i>	127
	<i>Drill Down and Visual Interactions</i>	127
	<i>Viewing the Next Hierarchy Level</i>	128
	<i>Expanding All Levels in a Hierarchy</i>	128
15.2	Drill-Down in a Matrix	129
	<i>Choosing Row or Column Fields</i>	129

16	CARDS	Page
16.1	New Cards	130
16.2	Working with Cards	131
	<i>Creating a New Card</i>	131
	<i>Formatting Card Values and Labels</i>	131
	<i>Formatting the Numbers in Cards</i>	132
	<i>Card Shapes</i>	132
	<i>Formatting the Cards Themselves</i>	133
	<i>Adding Images to Cards</i>	133
16.3	Reference Labels	134
16.4	Multi-row Cards	135

17	GAUGES	Page
17.1	Gauges	136
	<i>Adding a Gauge</i>	136
	<i>Minimum, Maximum and Target Values</i>	137
	<i>Formatting Gauges</i>	137

18	KEY PERFORMANCE INDICATORS (KPIs)	Page
18.1	Overview of KPIs	138
	<i>Creating a KPI</i>	138
18.2	Creating Targets	139
	<i>Formatting KPIs</i>	140

19	SLICERS	Page
19.1	Introducing Slicers	141
19.2	Working with Slicers	142
	<i>Creating a Slicer</i>	142
	<i>Selecting and Clearing Items</i>	142
	<i>Changing Selection Behaviour</i>	143
	<i>Searching in Slicers</i>	143
	<i>Dropdown Slicers</i>	143
	<i>Tile Slicers</i>	144
	<i>Customising your Slicer Header</i>	145
19.3	Hierarchical Slicers	146
19.4	Number and Date Slicers	147
	<i>Sliders</i>	147
	<i>Choosing Dates</i>	147
	<i>Picking Relative Dates</i>	148
	<i>Changing the Anchor Date</i>	148

20	NEW SLICERS	Page
20.1	Overview of the New Slicer Visual	149
	<i>Benefits of the New Slicer Visual</i>	149
	<i>Enabling the Visual</i>	149
20.2	Working with the New Slicer	150
	<i>Adding a New Slicer Visual</i>	150
	<i>Basic Configuration</i>	150
	<i>Adding Images and Text</i>	151
	<i>Adding Hover and Selection Effects</i>	152

## TABLE OF CONTENTS (5 of 11)

21	FILTERING REPORTS	Page
21.1	How Filters Work	153
21.2	Working with Filters	154
	<i>Showing the Filters Pane</i>	154
	<i>Applying a Basic Filter</i>	154
	<i>Adding Fields to the Filters Pane</i>	155
	<i>Removing a Filter</i>	155
	<i>Advanced Text Filters</i>	155
	<i>Advanced Number Filters</i>	156
	<i>Relative Date Filtering</i>	156
	<i>Top and Bottom Filters</i>	157
	<i>Sorting Filters</i>	157
21.3	Formatting Filters	158
21.4	Controlling Filters for End Users	159
	<i>Locking and Hiding Filters</i>	159
	<i>Report Filter Settings</i>	159

22	DRILL-THROUGH FILTERS	Page
22.1	What are Drill-Through Filters?	160
22.2	Creating a Drill-through Filter	161
	<i>Step 1 – Create the Main Report Page</i>	161
	<i>Step 2 – Create the Drill-Through Target Page</i>	161
	<i>Step 3 – Name and Hide your Drill-Through Page</i>	162
	<i>Step 4 – Configuring your Drill-Through Page</i>	162
	<i>Step 5 – Testing your Drill-Through Page</i>	162
22.3	Three Ways to Drill Through	163
	<i>Modern Tooltips (Left Clicking)</i>	163
	<i>Right-Clicking</i>	163
	<i>Using a Drill-Through Button</i>	163
22.4	Adding a Context-Sensitive Title	164
22.5	Extra Drill-through Options	165
	<i>Keeping All Filters</i>	165
	<i>Drill-through from Summarised Fields</i>	165

23	BUTTONS AND SHAPES	Page
23.1	Overview	166
	<i>Types of Clickable Objects</i>	166
	<i>Types of Action</i>	166
23.2	Adding Clickable Shapes	167
23.3	Adding Clickable Images	167
23.4	Adding Clickable Buttons	169
	<i>Adding the Button</i>	169
	<i>Setting Default, Hover, Selection and Disabled Effects</i>	169
	<i>Formatting Buttons</i>	170

24	PAGE NAVIGATION	Page
24.1	Overview	171
24.2	Page Navigators	172
	<i>Creating Page Navigators</i>	172
	<i>Formatting Page Navigators</i>	173
	<i>Displaying Page Navigators as Grids</i>	173
24.3	Simple Custom Page Navigators	174
24.4	Dynamic Page Navigation	175
	<i>Step 1 – Creating (and Editing) the Table</i>	175
	<i>Step 2 – Creating the Slicer</i>	176
	<i>Step 3 – Creating the Button</i>	176
	<i>Step 4 – Setting the Button's Action and Tooltip</i>	176
	<i>Step 5 – Showing your Menu on All Pages</i>	177

25	CUSTOM VISUALS	Page
25.1	What are Custom Visuals?	178
25.2	Adding Custom Visuals	179
	<i>Pinning Custom Visuals</i>	179
25.3	Working with Custom Visuals	180
	<i>Applying a Custom Visual</i>	180
	<i>Removing Custom Visuals</i>	180

## TABLE OF CONTENTS (6 of 11)

26	QUERYING DATA	Page
26.1	What are Queries?	181
26.2	Working with Queries	182
	<i>Opening the Query Editor</i>	182
	<i>The Query Editor</i>	182
	<i>Default Query Steps</i>	183
	<i>Viewing Data at Different Steps</i>	183
	<i>Editing a Query Step</i>	183
	<i>Renaming Steps</i>	184
	<i>Deleting a Query Step</i>	185
	<i>Deleting Multiple Query Steps</i>	185
	<i>Adding a New Step</i>	185
	<i>Viewing M Formulae</i>	186
	<i>Applying Query Changes</i>	186
26.3	Common Transforms	187
	<i>Changing Data Types</i>	187
	<i>Renaming Columns</i>	187
	<i>Removing Columns</i>	188
	<i>Removing Rows</i>	188
	<i>Sorting Rows</i>	189
	<i>Filtering Rows</i>	189
	<i>Splitting Columns by Delimiter</i>	190
	<i>Splitting Columns by Number of Characters</i>	190
	<i>Extracting Values</i>	191
	<i>Replacing Values</i>	191
	<i>Duplicating Columns</i>	191
26.4	Creating New Columns	192
	<i>Creating a Column by Example</i>	192
	<i>Creating a Formula</i>	192
	<i>Creating Conditional Columns</i>	194

27	MAPS	Page
27.1	Overview of Maps	195
27.2	Choosing a Map Visual	196
27.3	Maps Using Latitude and Longitude	197
	<i>Stopping Aggregation for Simple Maps</i>	197
	<i>Changing the Aggregation Method for Locations</i>	198
27.4	Maps without Latitude and Longitude	199
	<i>Using a Recognised Geographical Entity</i>	199
	<i>Categorising Columns as Places</i>	199
	<i>Fixing Locations to the UK</i>	200
	<i>Converting Postcodes to Latitude/Longitude</i>	200
27.5	General Maps	201
	<i>Treating Maps as Visuals</i>	201
	<i>Changing the Map Style</i>	201
	<i>Conditional Formatting</i>	202
	<i>Manual Zoom Settings</i>	203
	<i>Viewing Controls</i>	204
	<i>Selecting Points on a Map</i>	204
	<i>Selecting within Driving Time/Distance</i>	205
	<i>Drill-Down in Maps</i>	205
27.6	Specific Types of Maps	206
	<i>Bubble Maps</i>	206
	<i>Heat Maps</i>	207
	<i>Cluster Maps</i>	208
27.7	Layers	208
	<i>3D Column Layers</i>	209
	<i>Traffic Layers</i>	209
	<i>Reference Layers</i>	210



## TABLE OF CONTENTS (7 of 11)

28	PUBLISHING	Page
28.1	Overview of Publishing	211
28.2	An Infinite Number of Variables	212
	<i>Your Power BI Licence</i>	212
	<i>Linking to Data</i>	212
	<i>Data Sources</i>	213
28.3	Workspaces	214
	<i>Choosing a Workspace</i>	214
28.4	Creating Workspaces	215
28.5	Publishing Reports	216
28.6	Viewing and Editing Reports	217
	<i>Reports and Datasets</i>	217
	<i>Viewing Individual Reports</i>	217
	<i>Editing a Report</i>	218
28.7	Dashboards and Tiles	219
	<i>Adding Tiles to Dashboards</i>	219
	<i>Using Tiles</i>	219
28.8	Lineage View	220
28.9	Refreshing Data	220
	<i>Types of Connection</i>	221
	<i>Types of Refresh</i>	222
	<i>Web Connections: a Warning</i>	222
	<i>Viewing and Managing Connections</i>	223
	<i>Viewing Individual Connections</i>	223
	<i>Scheduling Refreshes</i>	224
28.10	Sharing and Exporting Reports	225
	<i>Creating a PowerPoint Presentation</i>	225
	<i>Exporting to PDF</i>	226
	<i>Generating a Public URL for your Report</i>	226
	<i>Embedding your Report in a Website</i>	227
	<i>Creating a Power BI Report File</i>	227
	<i>Sharing a Report</i>	227

29	INTRODUCTION TO DAX IN POWER BI	Page
29.1	DAX in Power BI	228
	<i>How DAX is Used 1 – Calculated Columns</i>	228
	<i>How DAX is Used 2 – Measures</i>	228
	<i>How DAX is Used 3 – Calculated Tables</i>	229
	<i>Choosing the Type of Calculation</i>	229
	<i>Where Else is DAX Used?</i>	229
29.2	The Construct-a-Creature Database	230
	<i>The Tables and Relationships</i>	230
29.3	Getting Help with DAX	231
	<i>Getting Help within Power BI</i>	231
	<i>Other Sources of Help</i>	231

30	BASIC CALCULATED COLUMNS	Page
30.1	Calculated Columns	232
	<i>Key Features of Calculated Columns</i>	232
	<i>Creating a Calculated Column</i>	232
	<i>Entering a Formula</i>	233
	<i>Calculated Column Properties</i>	234
	<i>Using Calculated Columns in Visuals</i>	234
30.2	Referencing Columns and Tables	235
	<i>Qualifying Column Names</i>	235
	<i>Table Names</i>	235
	<i>Referencing Columns in Other Tables</i>	236
	<i>The Related Function</i>	236
30.3	Editing DAX Code	237
	<i>Multiple Lines and Indenting</i>	237
	<i>Comments</i>	238
	<i>Keyboard Shortcuts</i>	238

31	WORKING WITH DATA TYPES	Page
31.1	DAX Data Types	239
	<i>Viewing a Column's Data Type</i>	239
31.2	Working with Numbers	240
	<i>Basic Arithmetic</i>	240
	<i>Controlling the Calculation Order</i>	240
	<i>Safely Dividing Numbers</i>	241
	<i>Numeric Functions</i>	242
31.3	Working with Text	243
	<i>Writing Text in Calculations</i>	243
	<i>Concatenating Text</i>	243
31.4	Text Functions	244
	<i>Finding and Extracting Text</i>	244
	<i>Replacing Text</i>	244
	<i>Generating Text</i>	245
	<i>Converting and Formatting Text</i>	245
31.5	Working with Dates	246
	<i>Entering Date and Time Values</i>	246
	<i>Returning the Current Date and Time</i>	246
	<i>Calculating Date and Time Values</i>	247
	<i>Calculating the Difference Between Dates</i>	247
	<i>Extracting Date Parts</i>	248
	<i>Formatting Dates</i>	248



## TABLE OF CONTENTS (8 of 11)

32	CONDITIONAL FUNCTIONS	Page
32.1	The IF Function	249
	<i>Testing a Single Condition</i>	249
	<i>Comparison Operators</i>	249
	<i>The IN Operator</i>	249
	<i>Nesting IF Functions</i>	250
	<i>Combining Logical Tests</i>	250
	<i>The NOT Operator</i>	250
32.2	Working with Blanks	251
	<i>Producing a Blank</i>	251
	<i>Blank Arithmetic</i>	251
	<i>Testing for Blanks</i>	251
	<i>The COALESCE Function</i>	252
32.3	Testing for Errors	253
	<i>The ISERROR and IFERROR Functions</i>	253
	<i>Avoiding Error Functions</i>	253
32.4	The SWITCH Function	254
	<i>A Simple SWITCH Function</i>	254
	<i>Logical Tests in a SWITCH Function</i>	254

33	BASIC MEASURES	Page
33.1	Introduction to Measures	255
	<i>Measures vs. Calculated Columns</i>	255
	<i>Implicit Measures</i>	255
33.2	Creating a Measure	256
	<i>Adding a Measure to a Table</i>	256
	<i>Formatting Measures</i>	257
	<i>Displaying a Measure in a Visual</i>	257
	<i>Referencing Measures</i>	258
33.3	Filter Context	259
	<i>What is Filter Context?</i>	259
	<i>How DAX Applies Filter Context</i>	260
33.4	Measures Tables	261
	<i>Creating a Separate Measures Table</i>	261
	<i>Moving Measures</i>	262
33.5	Quick Measures	263
	<i>Creating a Quick Measure</i>	263
	<i>Editing a Quick Measure</i>	264
	<i>Using a Quick Measure</i>	264

34	AGGREGATION FUNCTIONS	Page
34.1	Aggregating Column Values	265
	<i>Basic Aggregation Functions</i>	265
	<i>Functions for Counting</i>	266
	<i>Dealing with Boolean Values</i>	266
34.2	Aggregating Expressions	267
	<i>The AggregateX Functions</i>	267
34.3	Iterators and Row Context	268
	<i>A Reminder of Filter Context</i>	268
	<i>Row Context in Iterator Functions</i>	269
	<i>The Final Result</i>	269
	<i>How to Spot Iterators</i>	269

35	THE CALCULATE FUNCTION	Page
35.1	Introducing the CALCULATE Function	270
	<i>Expressions in the CALCULATE Function</i>	270
35.2	Adding New Filters	271
	<i>Basic Filter Expressions</i>	271
	<i>Adding Multiple Filters</i>	272
	<i>Filter Arguments and Filter Context</i>	272
	<i>Multiple Columns in Filter Arguments</i>	273
35.3	Replacing Filters	274
	<i>Replacing an Existing Filter</i>	274
	<i>Comparing Differently Filtered Measures</i>	275
	<i>Dealing with Blank Values</i>	275
35.4	Keeping Filters	276
	<i>The Problem with the Default Behaviour</i>	276
	<i>The KEEPFILTERS Function</i>	277
	<i>Using the VALUES Function</i>	277
35.5	Removing Filters	278
	<i>Removing Every Filter</i>	278
	<i>Using the ALL Function</i>	279
	<i>Comparing Filtered and Unfiltered Values</i>	279
	<i>Removing Filters from Specific Fields</i>	280
	<i>An Issue with Sort-By Fields</i>	281
	<i>Removing Filters from a Specific Table</i>	281
35.6	Special Filter Removal Functions	282
	<i>The ALLEXCEPT Function</i>	282
	<i>The ALLSELECTED Function</i>	283

## TABLE OF CONTENTS (9 of 11)

36	VARIABLES	Page
36.1	Introduction to Variables	284
	<i>Using Variables in Measures</i>	284
36.2	How Variables are Evaluated	285
	<i>Lazy Evaluation</i>	285
	<i>DAX Variables are Constants</i>	285
36.3	Debugging with Variables	286
	<i>Returning Different Variables</i>	286
36.4	Nesting Variables	287
	<i>Variables in Functions</i>	287
	<i>Variable Scope</i>	288

37	THE FILTER FUNCTION	Page
37.1	Introduction to the FILTER Function	289
	<i>A Basic FILTER Example</i>	289
	<i>Using the CALCULATE Function</i>	289
	<i>How CALCULATE and FILTER are Related</i>	290
	<i>Using Multiple Filters</i>	290
	<i>Using Variables</i>	290
37.2	FILTER vs. CALCULATE	291
	<i>Referencing Multiple Fields</i>	291
	<i>Using Fields from Different Tables</i>	291
	<i>Referring to Measures</i>	292
	<i>Replacing Filters</i>	293
37.3	The CALCULATETABLE Function	294
	<i>Using CALCULATETABLE</i>	294

38	FILTERS AND RELATIONSHIPS	Page
38.1	Relationships and Filter Direction	295
	<i>The Problem with Relationships</i>	295
	<i>Changing the Cross Filter Direction</i>	296
	<i>Solving the Problem using Filters</i>	297
38.2	Cross Filter Direction in Measures	298
	<i>The CROSSFILTER Function</i>	298
	<i>Using Single and Both Filter Directions Simultaneously</i>	299
	<i>Multiple CROSSFILTER Functions</i>	299

39	CONTEXT TRANSITION	Page
39.1	What is Context Transition?	300
	<i>Row and Filter Context</i>	300
39.2	Context Transition in Calculated Columns	301
	<i>Row Context in Calculated Columns</i>	301
	<i>Performing Context Transition</i>	301
	<i>Implicit Context Transition</i>	302
	<i>The RELATEDTABLE Function</i>	302
39.3	Context Transition in Measures	303
	<i>Row Context in Measures</i>	303
	<i>Context Transition in Measures</i>	304
	<i>The Effect of Filter Context</i>	304
	<i>Removing Filters</i>	305
39.4	Ranking Values	306
	<i>The RANKX Function</i>	306
	<i>Ranking in Calculated Columns</i>	306
	<i>Context Transition in Calculated Columns</i>	307
	<i>Ranking in Measures</i>	307

## TABLE OF CONTENTS (10 of 11)

40	TIME INTELLIGENCE	Page
40.1	Introduction to Time Intelligence	308
	<i>Calendar Tables</i>	308
	<i>The Date Column</i>	309
	<i>Referring to Calendar Tables</i>	309
40.2	Time Intelligence Functions	310
	<i>General Time Intelligence Functions</i>	310
	<i>Using the DATEADD Function</i>	310
	<i>How DATEADD Works</i>	311
	<i>Using the DATESINPERIOD Function</i>	311
	<i>Using the Current Date</i>	312
	<i>Using Specific Dates</i>	312
40.3	To Date Calculations	313
	<i>Returning Date Ranges</i>	313
	<i>Calculating Running Totals</i>	313
	<i>Total To Date Functions</i>	314
	<i>Easier Running Total Calculations</i>	314
	<i>Specifying Year End Dates</i>	315
	<i>Calculating Life to Date Values</i>	315
40.4	Next and Previous Periods	316
	<i>Next and Previous Period Functions</i>	316
	<i>Comparing Entire Previous Years</i>	317
	<i>Comparing Parts of Previous Years</i>	318
40.5	Period Start and End Dates	319
	<i>Period Start and End Functions</i>	319
	<i>Start and End Dates</i>	320
	<i>Opening and Closing Balances</i>	321
	<i>First and Last Non-Blank Dates</i>	321
	<i>First and Last Non-Blank Values</i>	322
	<i>Non-Blank Opening Balances</i>	322
40.6	Moving Averages	323
	<i>Calculating a Moving Average</i>	323

41	CUSTOM CALENDARS	Page
41.1	Why use Custom Calendars?	324
	<i>Disabling Automatic Calendars</i>	324
41.2	Creating a Custom Calendar	325
	<i>The CALENDARAUTO and CALENDAR Functions</i>	325
	<i>Adding Extra Columns</i>	326
	<i>Financial Years</i>	327
41.3	Finishing the Calendar	328
	<i>Marking as a Date Table</i>	328
	<i>Changing Default Aggregations</i>	328
	<i>Setting Sort-By Columns</i>	329
	<i>Creating Hierarchies</i>	329
	<i>Hiding Fields</i>	330
	<i>Creating a Relationship</i>	330
41.4	Using a Custom Calendar	331
	<i>Creating Visuals</i>	331
	<i>Time Intelligence Functions</i>	331
41.5	Multiple Date Fields	332
	<i>Using Multiple Calendars</i>	332
	<i>Using a Single Calendar</i>	333
	<i>Changing the Active Relationship</i>	333
	<i>The USERELATIONSHIP Function</i>	334
41.6	Special Dates	335

## TABLE OF CONTENTS (11 of 11)

42	DYNAMIC MEASURES	Page
42.1	Dynamic Labels	336
	<i>Why use Dynamic Labels?</i>	336
42.2	Returning a Single Value	337
	<i>The VALUES Function</i>	337
	<i>Testing for a Single Value</i>	338
	<i>The SELECTEDVALUE Function</i>	338
42.3	Concatenating Values	339
	<i>The CONCATENATEX Function</i>	339
	<i>More Complex Expressions</i>	339
42.4	Filtered Values	340
	<i>Testing for Filtered Values</i>	340
	<i>Testing for Cross Filtered Values</i>	340
	<i>Selecting the Top N Rows</i>	341
42.5	Disconnected Slicers	342
	<i>Creating a Disconnected Table</i>	342
	<i>Creating a Disconnected Slicer</i>	343
	<i>Referencing the Selected Value</i>	343
42.6	Formatting with Measures	344
	<i>Calculating Colours with Measures</i>	344
	<i>Using Measures in Conditional Formatting</i>	345
	<i>Choosing Colours with Slicers</i>	345

43	VISUAL CALCULATIONS	Page
43.1	What are Visual Calculations?	346
43.2	Creating Visual Calculations	347
	<i>Creating a Visual</i>	347
	<i>Adding a Visual Calculation</i>	347
	<i>Writing the Formula</i>	348
	<i>Using Pre-Defined Visual Calculations</i>	349
43.3	Editing a Visual Calculation	350
	<i>Formatting the Results</i>	350
	<i>Editing the Formula</i>	350
43.4	Hiding Fields in a Visual	351
43.5	Running Totals	352
	<i>Calculating a Running Total</i>	352
	<i>Running Totals and Hierarchies</i>	352
	<i>Resetting a Running Total</i>	353
	<i>Changing the Direction</i>	354
43.6	Moving Averages	355
	<i>Calculating a Moving Average</i>	355
	<i>Excluding the Current Row</i>	355
43.7	Referring to Other Rows	356
	<i>Next and Previous Rows</i>	356
	<i>Setting the Step Value</i>	357
	<i>First and Last Rows</i>	357
43.8	Referring to Parent Values	358
	<i>Collapsing Filters</i>	358
	<i>Collapsing Filters Relatively</i>	359
	<i>Collapsing All Filters</i>	359
43.9	Referring to Child Rows	360
	<i>Expanding Filters</i>	360
	<i>Expanding Filters Relatively</i>	360
43.10	Controlling Group Headers	361
	<i>Testing for the Presence of a Column</i>	361

# CHAPTER 1 - GETTING STARTED

## 1.1 Getting Started in Power BI Desktop

This chapter describes the basic workflow you'll use to build a report in Power BI Desktop:

Stage	Details
<i>Loading and transforming data</i>	Loading one or more tables from various data sources, cleansing the data and linking the tables together if necessary.
<i>Creating a report</i>	Using the data that you've loaded to create a report, including visuals like charts.
<i>Publishing this</i>	Publishing the results to your report server (usually Microsoft's Power BI Service) so that other people can view your reports.

You'll find much more detail on the ideas mentioned in this chapter in later parts of this courseware.

### Example for this Chapter

To demonstrate the basic process of building a report, we'll import a table of data from a webpage and create and publish a report based upon this:

**AT A GLANCE SNOW REPORTS**

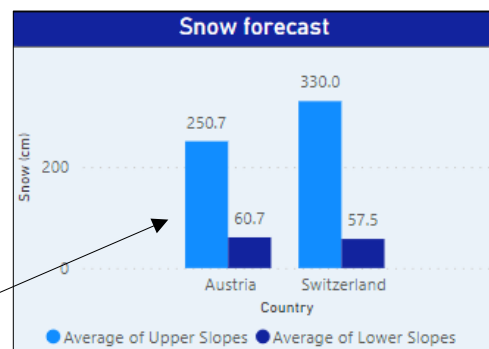
Sort By: Most Popular Resorts | [Uppers Slopes](#) | [Lower Slopes](#) | [Last Snowfall](#) | [A-Z](#) | [Country](#)

Resort	Country	Upper Slopes	Lower Slopes	Last Snowfall
St Anton snow reports	Austria	335cm	70cm	12cm
Ischgl snow reports	Austria	160cm	80cm	4cm
Obergurgl snow reports	Austria	159cm	85cm	1cm
Lech snow reports	Austria	335cm	70cm	12cm

At the time of writing these are the snow conditions at selected resorts courtesy of <https://www.igluski.com/snow-reports>. We'll *transform* the data to tidy it up (for example, we can remove columns we don't need).

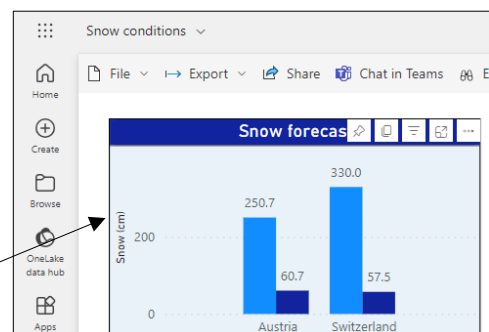
We'll then present this data using *visuals* such as this chart:

We can use the imported, cleaned data to create a variety of visuals, such as this chart.



Finally we will publish this report to the Power BI Service, so that anyone in your organisation can see it:

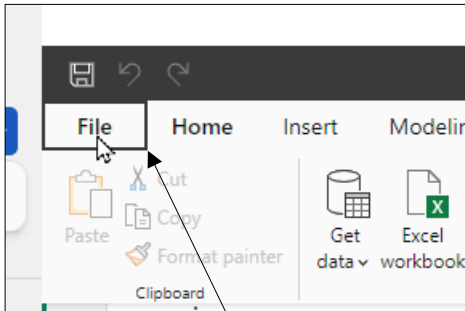
The final report published to Power BI Service, and viewed through your browser.



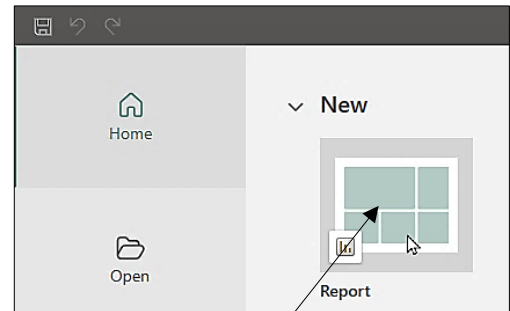
## 1.2 Working with Files

### Creating New Files

You can create a new report in Power BI Desktop in the following ways:



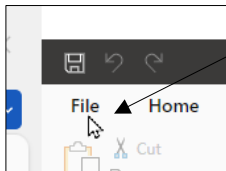
- a) If you already have Power BI Desktop open, select the **File** menu.



- b) Click on this icon to create a new report.

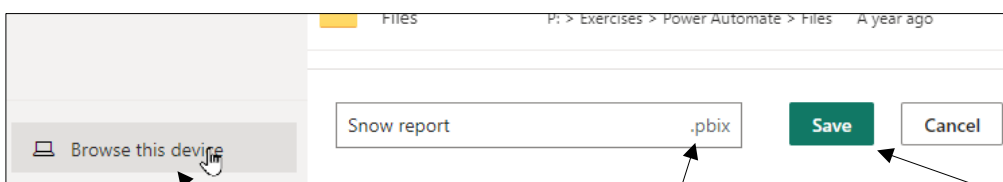
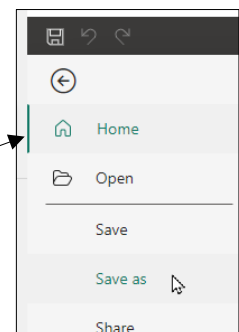
### Opening and Saving Files

You can open and save files using options in the **File** menu:



- a) From the Power BI Desktop menu choose the **File** menu.

- b) Choose one of these menu items to open or save a report (the dialog box which appears is similar whichever you choose).



- c) Click on this button to find the folder which contains (or will contain) your report.

- d) Files that you save in Power BI Desktop will have a **pbix** extension.

- e) Click on this button to open the report you've chosen or to save this report



Every time you open a Power BI Desktop report a new instance of the application will launch, leaving the current report you're working on unaffected. To close a report you must close down the Power BI Desktop application containing it (there is no option to close a report but still leave Power BI Desktop running).

## 1.3 Views in Power BI Desktop

The most important components of the *Power BI Desktop* screen are as follows:

These tools allow you to switch between the 3 main views in Power BI Desktop: **Report** view, **Table** view and **Model** view.

This is the Power BI Desktop menu and ribbon.

You can use the *Pane Switcher* to change what to look at. The two main views are **Data** and **Format**, as explained below.

These tools allow you to switch between designing reports for viewing on desktop computers or mobile phones.

You can use the slider to zoom in and out, although you may find it easier to hold down the **Ctrl** key and use your mouse wheel instead.

### Switching Panes

You can use the icons on the right-hand side of your Power BI screen to choose what to show:

Click on this icon to see the data tables in your model ...

... or this icon to see the format properties of the thing you currently have selected (in this case a chart visual).

You can also use these tools on the **View** tab of the Power BI Desktop ribbon to choose what you want to view.

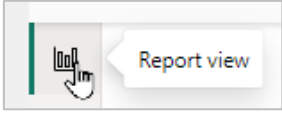
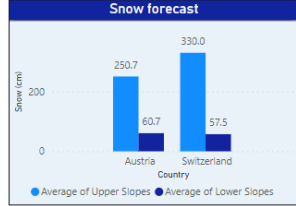

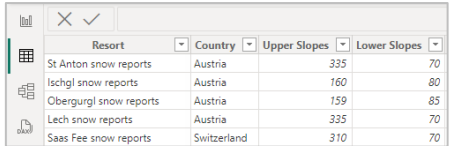
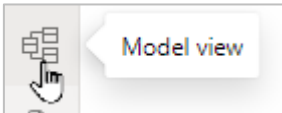
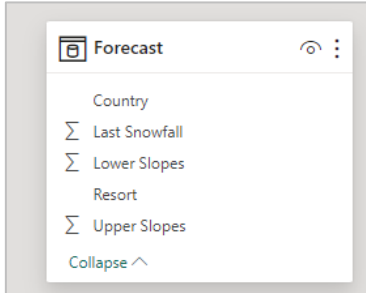
Click on this icon to see the data tables in your model ...

... or this icon to see the format properties of the thing you currently have selected (in this case a chart visual).



## Report, Table and Model View

You can switch between the three views of a report using the tools on the left of the screen:

View	Icon	What it shows	Example view
Report		The report that you're creating, consisting of visuals and shapes.	
Table		The tables of data that you've loaded into your model (you can see one table at a time in this view).	
Model		The links between the tables in your model, called <i>relationships</i> in Power BI Desktop.	



*The 4<sup>th</sup> icon – if present – allows you to create queries in DAX to interrogate the data upon which your report is based, but this is definitely not something to consider in this courseware chapter!*

## 1.4 Getting Data

The first stage in building a report is to find some data!

a) From the ribbon, choose **Home | Get Data** then choose a type of data source. Here we're choosing a **Web** source.

b) Each type of data source requires different information to allow your report to connect to it. For a web source you need to enter the URL of the page and then click **OK**. You may also be asked to enter credentials if the website requires some.

c) Tick which table you want to import from this page (the best way to see what each looks like is to click on it).

d) Click on this button to load the data into your model.

Column1	Column2	Column3
Resort	Country	Upper Slopes
St Anton snow reports	Austria	335cm
Ischgl snow reports	Austria	160cm
Obergurgl snow reports	Austria	159cm
Lech snow reports	Austria	335cm
Saas Fee snow reports	Switzerland	310cm
Flims Laax snow reports	Switzerland	350cm
Zurs am Ariberg snow reports	Austria	335cm
Solden snow reports	Austria	283cm
Zell am See snow reports	Austria	148cm

You can optionally rename a table after importing it into your report:

a) Click on this icon to show the **Data** pane.

b) Choose **Rename** from the menu which appears.

c) Enter a new name for your table and press **Enter**.

## 1.5 Transforming Data

You'll often need to make changes to the data you have imported so that it can be presented easily in visuals. This process is known as *transforming* data.

Column1	Column2	Column3	Column4	Column5
Resort	Country	Upper Slopes	Lower Slopes	Last Snowfall
St Anton snow reports	Austria	335cm	70cm	12cm
Ischgl snow reports	Austria	160cm	80cm	4cm
Obergurgl snow reports	Austria	159cm	85cm	1cm
Lech snow reports	Austria	335cm	70cm	12cm
Saas Fee snow reports	Switzerland	310cm	70cm	1cm
Films Laax snow reports	Switzerland	350cm	45cm	1cm
Zurs am Arlberg snow reports	Austria	335cm	70cm	12cm
Sölden snow reports	Austria	283cm	30cm	1cm
Zell am See snow reports	Austria	148cm	20cm	1cm



*We will change the column headings, turn some column into numbers and remove the final column.*

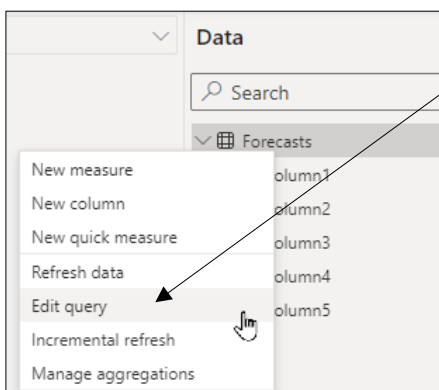
1	2	3	4
Resort	Country	Upper Slopes	Lower Slopes
1 St Anton snow reports	Austria	335	70
2 Ischgl snow reports	Austria	160	80
3 Obergurgl snow reports	Austria	159	85
4 Lech snow reports	Austria	335	70
5 Saas Fee snow reports	Switzerland	310	70
6 Films Laax snow reports	Switzerland	350	45
7 Zurs am Arlberg snow reports	Austria	335	70
8 Sölden snow reports	Austria	283	30
9 Zell am See snow reports	Austria	148	20



*As with everything else in this chapter, we will go into this topic in much more detail later in this courseware.*

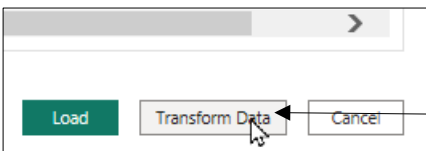
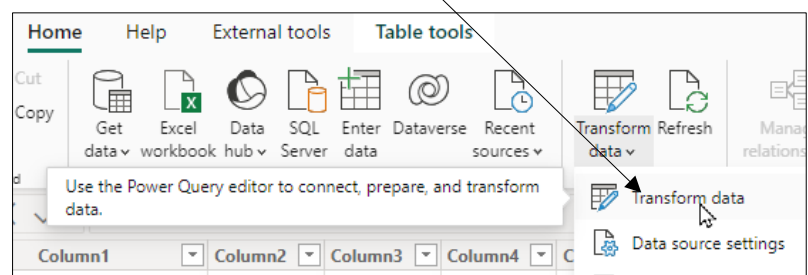
### Editing Queries / Transforming Data

Each table that you import into a report generates a *query* which tells Power BI Desktop which data to get (and how to get it). You can edit these queries in (at least) 3 different ways:



You can right-click on a table in the **Fields** pane and choose **Edit query...**

...or you can choose this option from the **Home** tab of the ribbon (although it says it's doing something different, transforming data and editing a query are actually the same thing!).



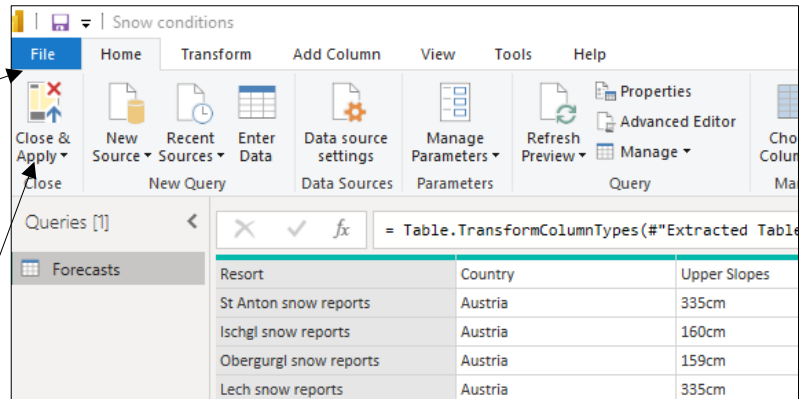
Alternatively, you could click on this button at the point at which you're first loading data to go directly into the Power BI Query Editor.

## The Power BI Query Editor

Choosing to edit a query as described above opens the *Power Query Editor* tool within Power BI Desktop.

Although you're still working in the same Power BI Desktop file, the Power Query Editor has a different ribbon with options related to modifying data.

When you have finished cleaning your data click **Close & Apply** to close the Power Query Editor.



*This program to edit Power BI queries has gone by many names in the past! This courseware will call it **Query Editor**, although this name seems to have been abandoned by Microsoft. Little known fact: everything that you can do using Query Editor in Power BI Desktop you can also do when getting data in Excel.*

## Promoting Row Headers

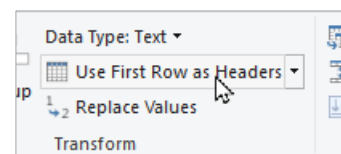
For our example the first thing you need to do is to make the first row your table headers:

	Column1	Column2	Column3
1	Resort	Country	Upper Slopes
2	St Anton snow reports	Austria	335cm
3	Ischgl snow reports	Austria	160cm

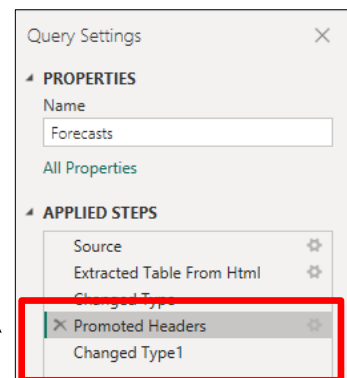
  

	Resort	Country	Upper Slopes
1	St Anton snow reports	Austria	335cm
2	Ischgl snow reports	Austria	160cm

- a) To tell Power BI Desktop to use the first row of the table as column headers, click on this tool on the **Home** tab of the Query Editor ribbon:

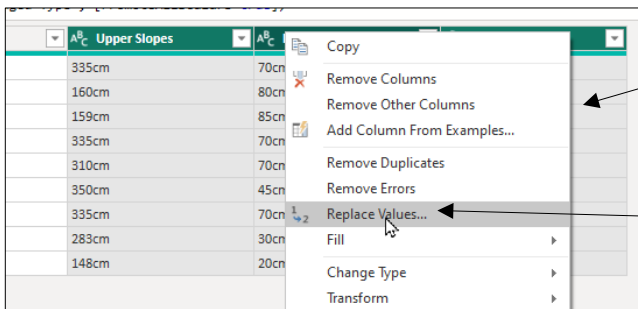


- b) Query Editor will add two steps: one to promote your row headers (as requested), and then another to change the data types of the columns following this step. Query Editor will often insert silent additional steps like this to second-guess your intentions, and (to be fair) nearly always gets these right.



## Replacing Values

To allow us to average snowfalls for our data we need to remove the **cm** suffices then convert the resulting data to integer numbers:



a) Select the first column whose **cm** suffices you want to remove, then hold down the **Shift** key and select the last one (this is the easiest way to select multiple columns in Query Editor).

b) Right-click on the selected columns and choose to replace values.

### Replace Values

Replace one value with another in the selected columns.

Value To Find

A<sup>B</sup>C

cm

Replace With

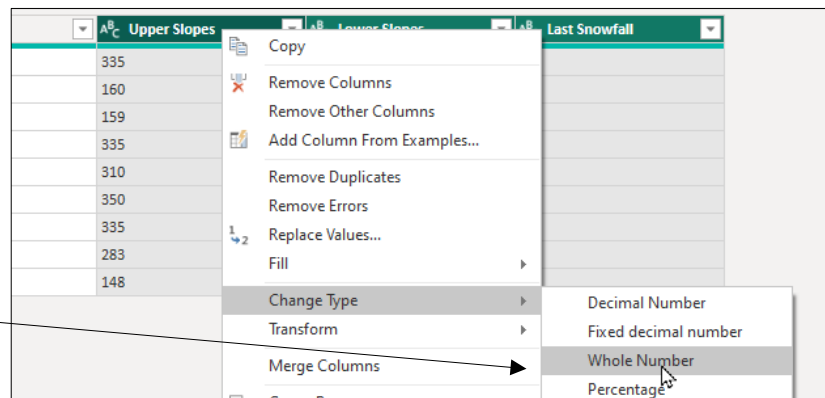
A<sup>B</sup>C

c) Choose to replace the text **cm** with nothing, then select **OK**.

## Changing Data Types

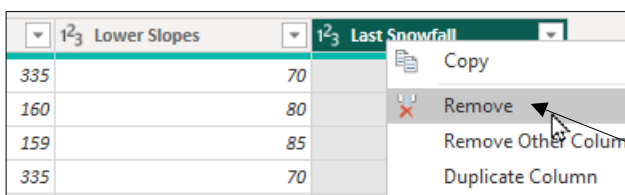
You can now change the data types of the 3 columns you have selected:

Right-click on the 3 columns and choose to change their data types to **Whole Number** (note that this would have generated errors if we had done this earlier).



## Removing Columns

Finally, we're not interested in the last snowfall depth, so we'll remove this column.



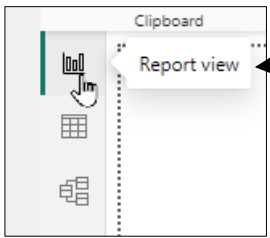
Right-click on the **Last Snowfall** column and remove it from your query.

## 1.6 Creating Visuals

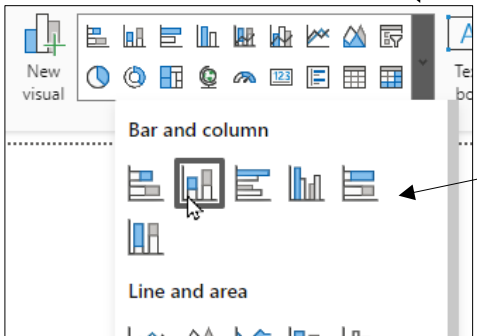
*Visuals* are the tables, charts or other gizmos which display the data in your report. There are many types of visual ( you'll learn a lot more about them in later chapters of this courseware).

### Inserting a Visual

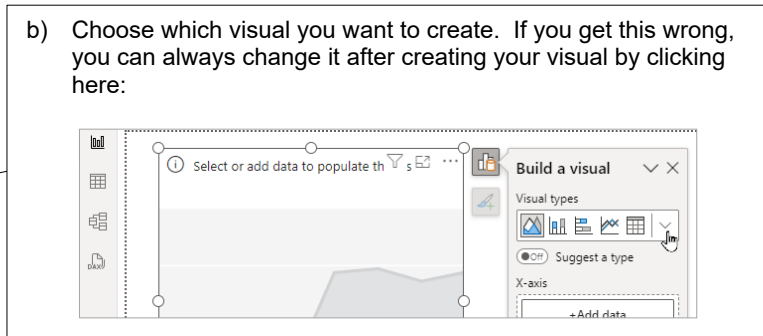
Probably the easiest way to add a visual to a report is as follows:



a) Make sure that you're in **Report** view, otherwise you won't be able to add visuals!



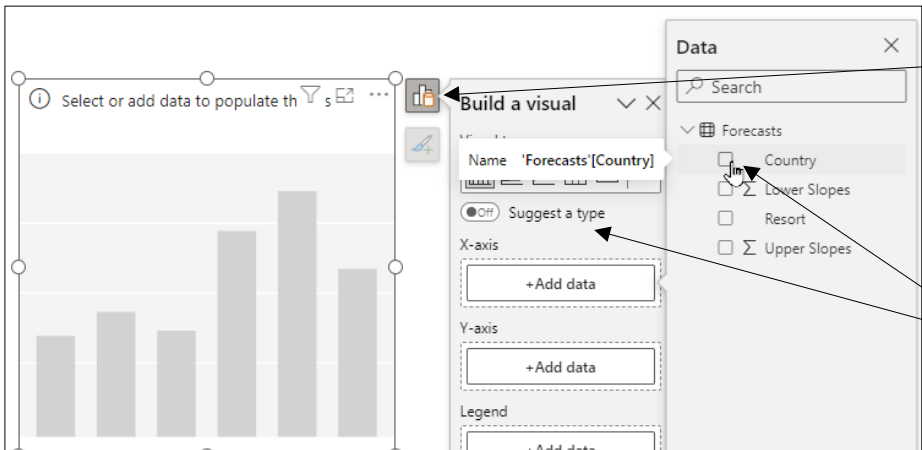
b) Click on the side bar to the right of the visuals pane (this appears on both the **Home** tab and the **Insert** tab of the ribbon).



b) Choose which visual you want to create. If you get this wrong, you can always change it after creating your visual by clicking here:

### Assigning Grouping Fields to a Visual

Once you have inserted a visual you can begin assigning fields to it:

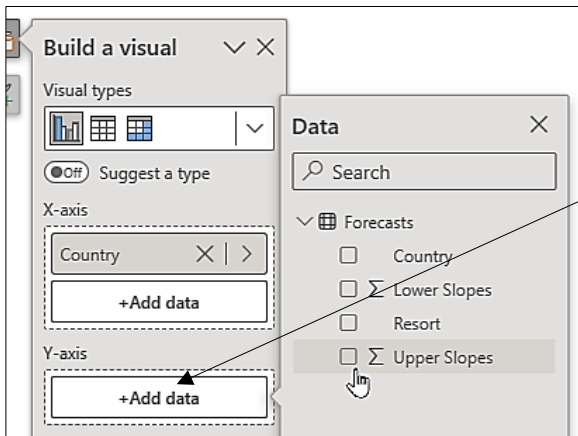


The easiest way to assign fields to a visual is to click on this tool.

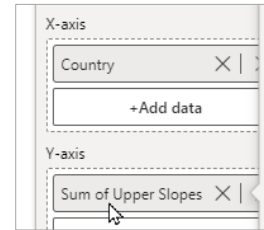
You can then click on each part of a chart (here we're saying what will appear on the horizontal axis of this column chart) then tick the field you want to include.

## Assigning Numerical Fields

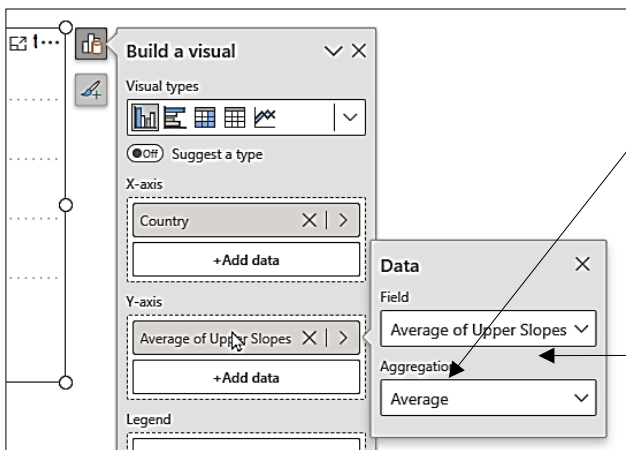
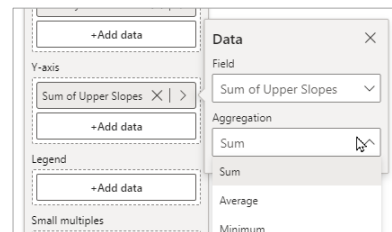
You can assign numerical fields in the same way, then change how you want to aggregate them:



- a) Click on the **Y axis** box the field well and choose to show the **Upper Slopes** snow depth to get this:



- b) Click on the field you've added and change it:

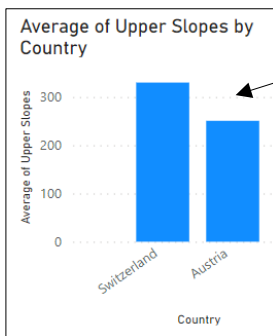


- c) Once you've assigned a numerical field to a chart you can click on it to say how you want to aggregate it (here we've changed from summing the upper slopes' snow depth for each country – which would be fairly meaningless – to averaging it).



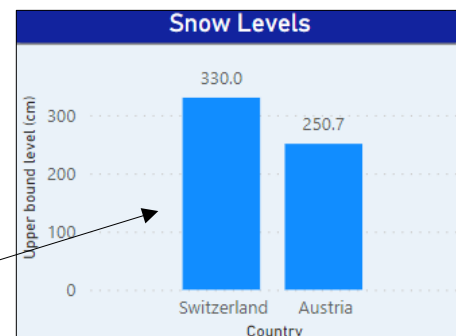
## 1.7 Three Ways to Format Visuals

Much of your time in Power BI Desktop will probably be spent applying formatting like this:



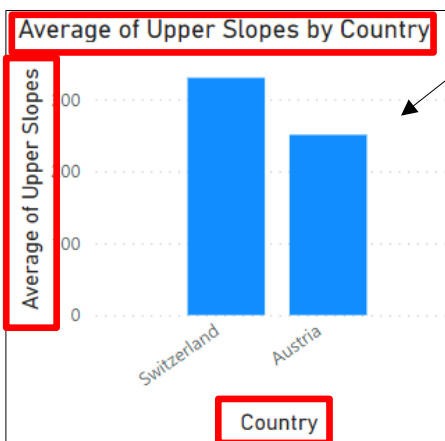
The chart as it initially appears – the title is hard to read and doesn't stand out, and it could do with a bit of oomph.

A chart which has been formatted within an inch of its life (including the addition of data labels showing the average upper bound snow level by country).



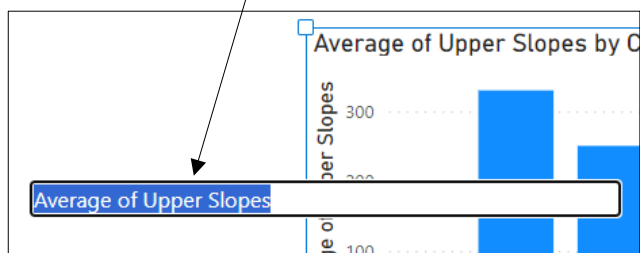
### In Situ Selection

There are a few parts of a chart that you can edit on the chart itself:



The parts of the chart you can edit directly are shown in red boxes.

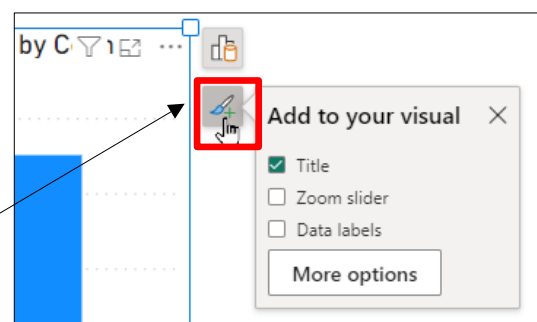
When you double-click on any of these with the chart selected you will be able to change the text displayed.



### Changing what's on your Chart

You can choose to add or remove some parts of your chart using the following icon:

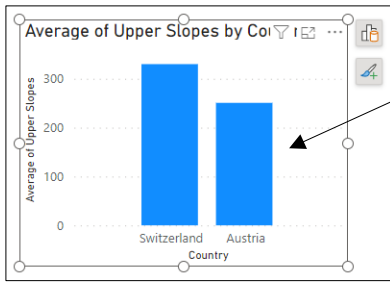
Click on this icon to add or remove certain chart components (here we can add or remove the title, data labels or a slider).



*The **More options** button is less useful than you might think: it just takes you to the **Format** pane on the right-hand side of Power BI Desktop.*

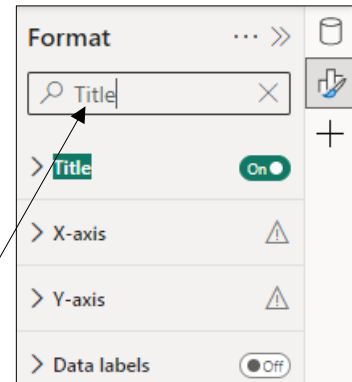
## The Format Pane

You'll spend much of your time in Power BI Desktop using the **Format** pane:

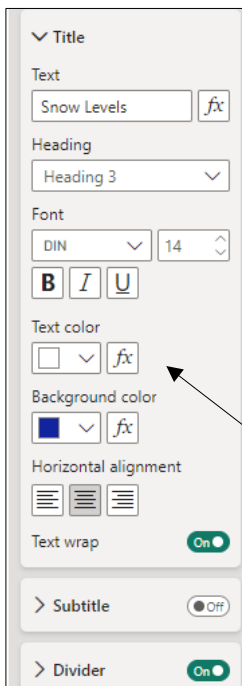


a) Select the visual you want to format (otherwise you'll see the formatting properties of the page to which it belongs instead).

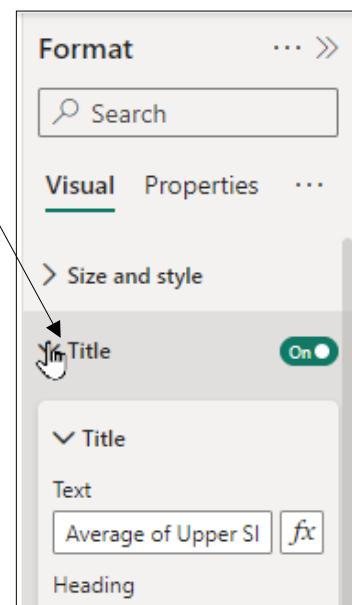
b) Optionally, reduce the number of properties displayed by typing in part of the name of the one you want to change (here we've typed **Title** in the search box).



c) Expand a card to show its range of formatting options, and make changes.



d) Some of the changes made to change the title to this:



*As a short-cut, double-click on a visual to select any part of it that you want to format; the relevant card will automatically then be selected in the **Format** pane.*

## 1.8 Publishing your Report

When you've finished your report you will probably want to share it!

a) Check that you're signed in to a Power BI account.

b) Click on this **Publish** button on the **Home** tab of the Power BI ribbon.

c) If you have unsaved changes you will be asked at this point to save them (you can't publish a report which contains unsaved changes).

d) Choose to publish to the default **My workspace** (see hint below for more on this).

e) Click on this link to see your report in Power BI Service on the Internet (you may be asked to log in to your account again at this point).

f) Your report as it will appear to the world (provided of course that they have the right security level and licence ...).

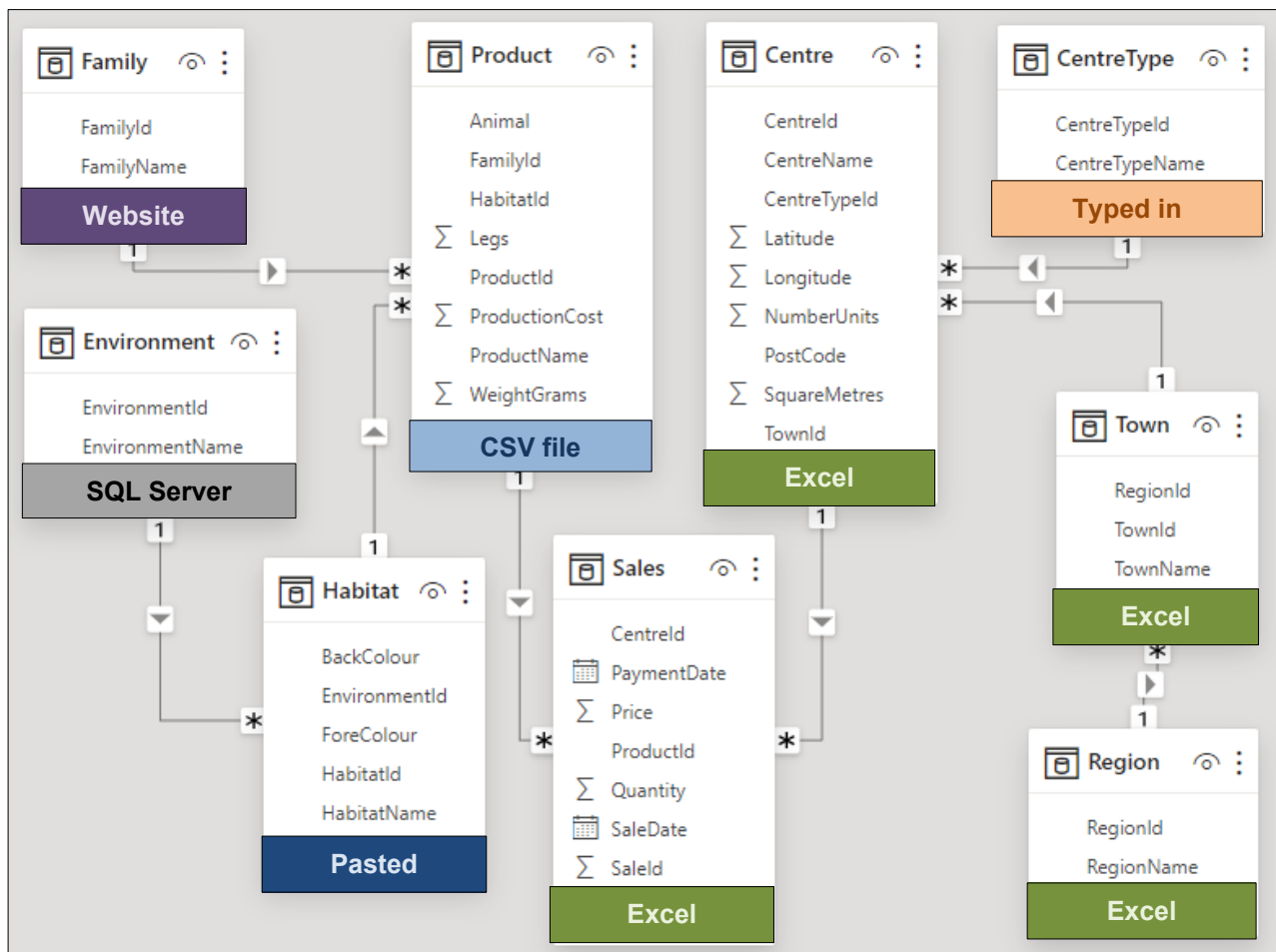


A (much) later chapter in this courseware will cover publishing in more detail, including an explanation of workspaces (and why you might want to create them), how to create dashboards and much more besides.

## CHAPTER 2 - IMPORTING DATA

### 2.1 Our Example

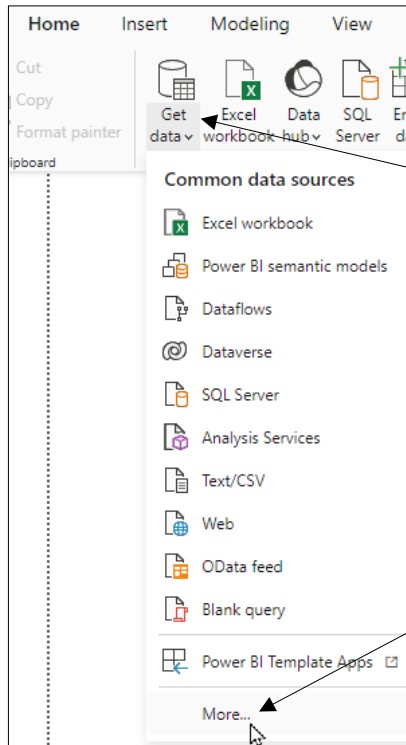
Our example is based on a relational database which keeps track of sales of soft toys. The diagram below shows which type of data source we'll use to import each table:



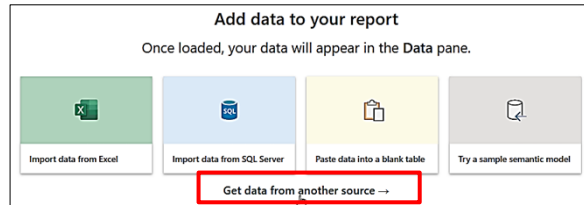
Once you've loaded your data into Power BI from disparate data sources all tables will be treated equally (so for example you can join a table imported from Excel with one imported from a website without any problem).

## 2.2 Importing from Different Sources

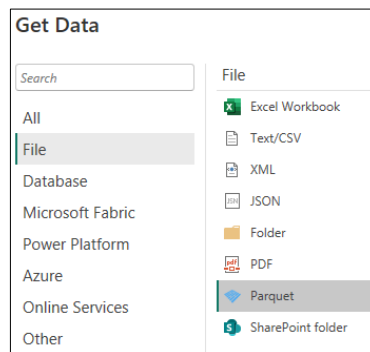
This section shows how to import data into a report from a variety of common data source types. Regardless of which data source type you're using, you can begin the import process as follows:



- a) From the ribbon choose **Home | Get Data**. You can also click the top half of the **Get Data** tool to open the dialog box shown below, or click on this link in a new report:



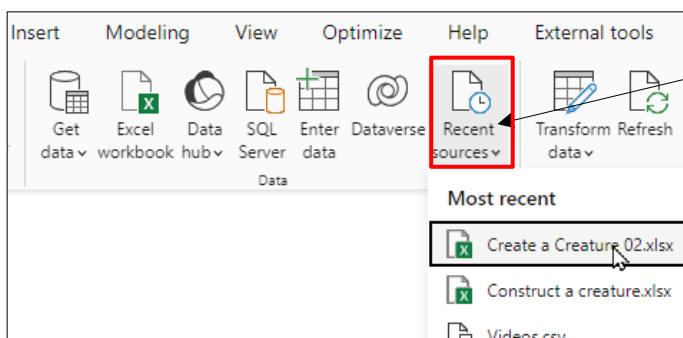
- b) Pick a data source type from the **Common data sources** list, or click **More...** to see more choices.



*What happens next depends on which data source type you've chosen, but it inevitably involves launching some type of wizard which will help you import your data.*

### Re-Using a Data Source

You can quickly re-use a recent data source as shown below:

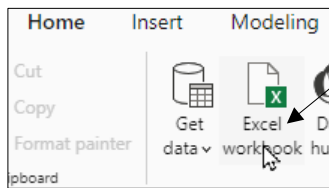


- a) From the ribbon choose **Home | Recent Sources**.

- b) Pick from the list of databases, workbooks, websites, etc from which you've already imported data.

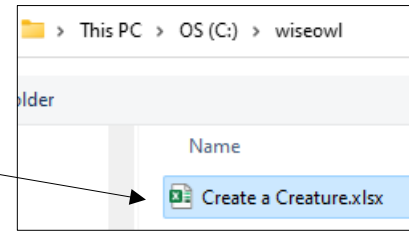
## 2.3 Importing from Excel

To start importing from an Excel workbook, use this short-cut:



Power BI gives you a special Excel tool because it's such a popular choice.

Double-click on a workbook containing one or more worksheets or named ranges that you want to import.



The dialog box which appears lists the contents of the workbook you have selected. You can choose which parts of the workbook you want to import as shown below:

Tick the box next to the name of any item you want to import. Here we've chosen to import the **Centre, Region, Sales** and **Town** worksheets.

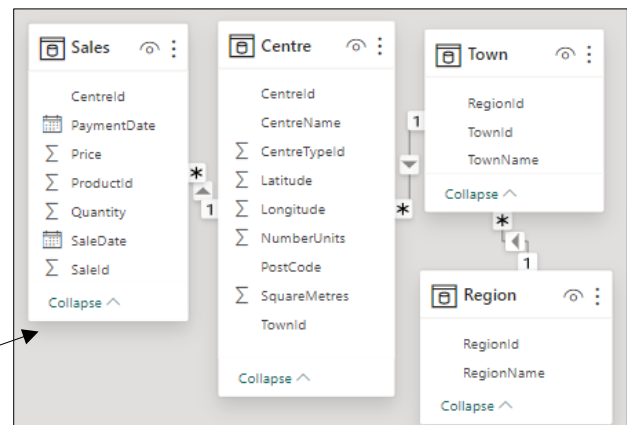
The dialog box will list worksheets in your workbook, but also named ranges in the file such as **RegionList** here. These names ranges have a different icon next to them and appear at the bottom of the list of options.

When you've chosen which worksheets or named ranges you want to import choose either to load them into your model or to go to Query Editor for further processing.

CentreId	CentreName	TownId	Centre
1	Pavilion Shopping Centre	180	
2	Times Square Shopping Centre	170	
3	North Quay Retail Park	111	
4	Norman Park	9	
5	Crownhill Retail Park	132	
6	Whiteley Village Outlet Mall	68	
7	Cannon Park Shopping Centre	48	
8	Snipe Retail Park	6	
9	Abbey Wood Retail Park	29	
10	Mayflower Retail Park	13	
11	Ocean Park	134	
12	Kingsmead Shopping Centre	69	
13	Market Quay	68	
14	Banbury Cross Retail Park	8	
15	Sundorne Retail Park	152	
16	Wellington Retail Park	183	
17	Morton Park	54	

Note that Power BI Desktop will where possible build relationships between the worksheets you've imported:

Power BI Desktop creates these relationships for this example (we've tidied the diagram up a bit). You'll learn how and why Power BI Desktop creates relationships between pairs of loaded tables in another chapter in this courseware.



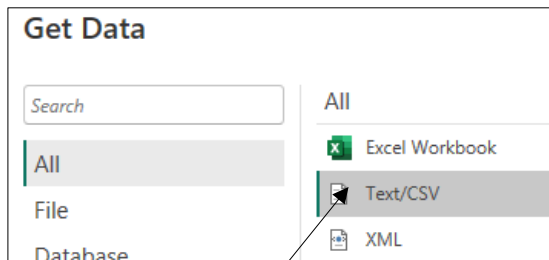
## 2.4 Importing CSV or Text Files

You can import from CSV files as well as a variety of other text file types.

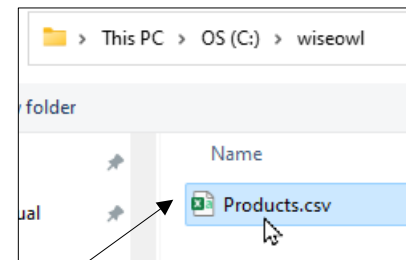
**CSV** stands for **Comma Separated Values**. The value in one column is separated from the next by a comma. Our example file also includes a row of column headers.

```
ProductId,ProductName,Animal,HabitatId,Legs,FamilyId,WeightGrams,ProductionCost
1, Sammy, Snake, 1, 0, 1, 950, 7.19
2, Pokyo, Penguin, 4, 2, 3, 850, 4.5
3, Fenella, Frog, 3, 4, 4, 400, 10.79
4, Layla, Lemur, 2, 2, 5, 550, 4.28
```

To begin importing from a text file like this:



Choose to get data from a **Text/CSV** file ...



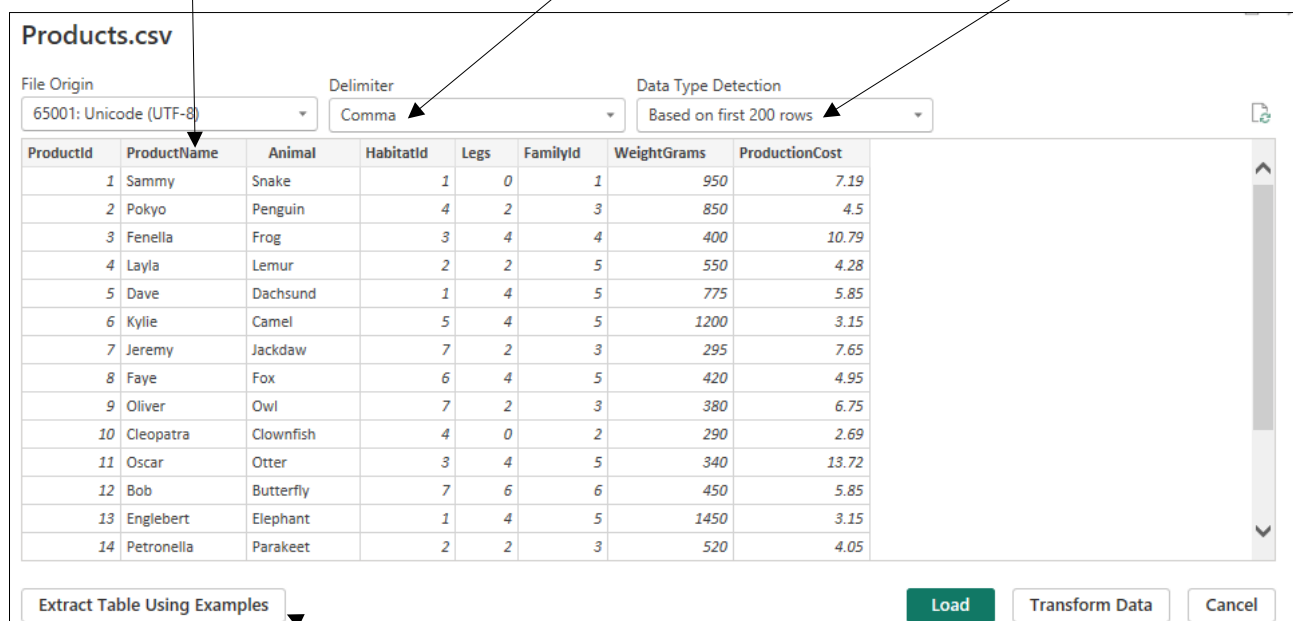
... then browse for and double-click the file you want to import.

You can then choose exactly how the text file is configured using the dialog box which appears:

The preview of your data is a good way to check if you've selected the correct options.

If Power BI Desktop hasn't picked the correct delimiter, you can choose a new one.

Power BI Desktop attempts to work out the data type of each column using a sample of rows. You can set the sample size here.



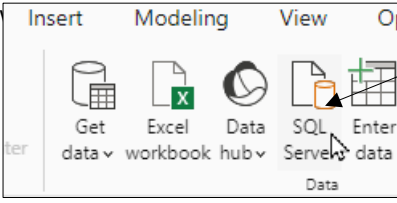
Optionally you can click on this button to train Power BI on which columns you want to import, although it's usually easier to import everything then remove from the query the columns you don't want.

When you've finished configuring the text file, click the **Load** button to import it into your Power BI report.



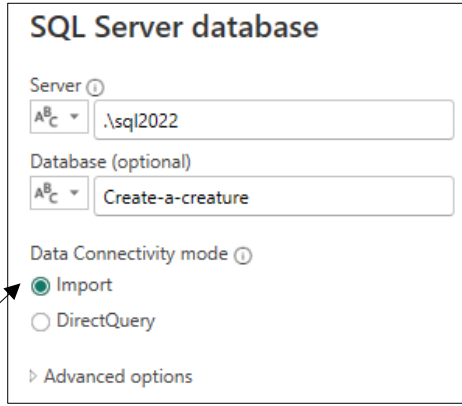
## 2.5 Importing from SQL Server

You can import data from a SQL Server database as shown in the diagram below:

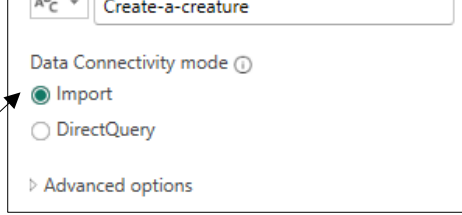


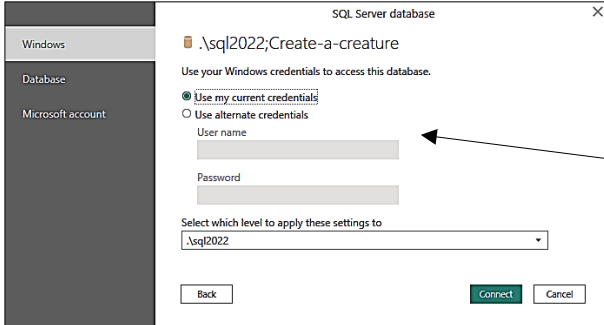
a) Like Excel, SQL Server has a dedicated import tool!

b) Enter a server name and, optionally, the name of a database.



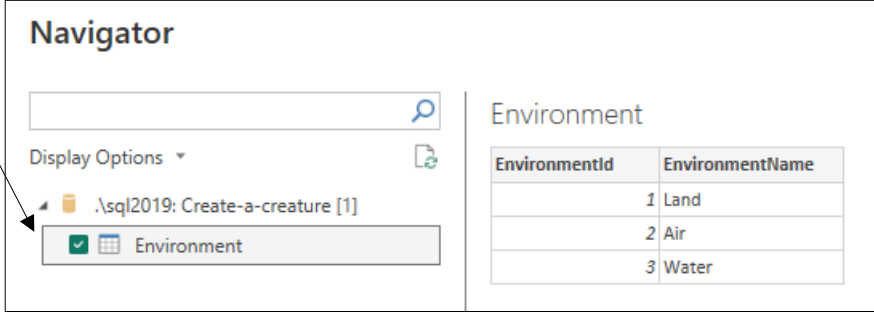
c) Choose to **Import** the data and then click **OK** (see the hint below for more on what **DirectQuery** means).





d) If required enter your credentials to connect to the server you have chosen. Click **Connect** when you've done so - you may then have to confirm you're happy to use an unencrypted connection:

e) In the next dialog box you can pick from a list of tables to import. Here we've chosen to import the **Environment** table.





**Wise Owl's Hint**

*If you're wondering, DirectQuery means you don't import the data into your model: you just link to it. On the plus side this means that the data in your visuals is always up to date, but on the downside reports may run more slowly, and there are numerous limitations (for example, you can only use a few types of data source and you can't use something called calculated columns).*

## Using Queries and Stored Procedures

Rather than choosing to import from a list of tables, you can write a *query* to return your data. This is more complicated but provides much more control over which data you get.

```
USE [Create-a-creature]
GO

CREATE PROC spListNorthWestTowns
AS
-- list the towns in the North-West
SELECT
    t.TownName AS Town,
    t.TownId
FROM
    Town AS t
JOIN Region AS r ON t.RegionId = r.RegionId
WHERE
    r.RegionName = 'North West'
```

a) It's much easier to test your query in SQL Server Management Studio than it is to type it into Power BI! When your query or stored procedure is working, copy the query text or the name of the stored procedure to the clipboard.

b) While loading SQL Server data, choose to show advanced options.

### SQL Server database

Server

Database (optional)

Data Connectivity mode ☒ Import ☐ DirectQuery

[Advanced options](#)

### SQL Server database

Server

Database (optional)

Data Connectivity mode ☒ Import ☐ DirectQuery

Advanced options

Command timeout in minutes (optional)

SQL statement (optional, requires database)

EXEC spListNorthWestTowns

☒ Include relationship columns

☐ Navigate using full hierarchy

☐ Enable SQL Server Failover support

### SQL Server database

Server

Database (optional)

Data Connectivity mode ☒ Import ☐ DirectQuery

Advanced options

Command timeout in minutes (optional)

SQL statement (optional, requires database)

```
SELECT
    t.TownName AS Town,
    t.TownId
FROM
    Town AS t
JOIN Region AS r ON t.RegionId = r.RegionId
```

☒ Include relationship columns

☐ Navigate using full hierarchy

c) Choose either to execute a stored procedure (left) or run a query (right). Either option will then let you load your data:

.\sql2022: Create-a-creature

Town	TownId
Aintree	1
Altrincham	3
Ashton Under Lyne	6
Birkenhead	18
Blackburn	20
Bolton	21
Bootle	22

Be careful: Power BI Desktop seems to have a preference for choosing **Direct Query** when you load data from SQL Server like this; be sure to set this back to **Import**.

## Passing Arguments to Stored Procedures

Note that you can now pass arguments to a stored procedure using these advanced options:

Here we have a stored procedure listing out all the towns for any given region. We could load this as follows:

Advanced options

Command timeout in minutes (optional)

SQL statement (optional, requires database)

EXEC spListTowns 'East Anglia'

```
CREATE PROC spListTowns(
    @region varchar(100)
)
AS
-- list the towns in any given region
SELECT
    t.TownName AS Town,
    t.TownId
FROM
    Town AS t
JOIN Region AS r ON t.RegionId = r.RegionId
WHERE
    r.RegionName = @region
```

## 2.6 Importing from a Website

Power BI Desktop makes it easy to grab data from a website, as shown below:

**Table of families**  
Here are the families that you probably want to import!

FamilyId	FamilyName
1	Reptile
2	Fish
3	Bird
4	Amphibian
5	Mammal
6	Insect

a) Find a website which contains a table of data that you want to import (this one is at [wiseowl.co.uk/sundry/pbd1/](https://wiseowl.co.uk/sundry/pbd1/) ).

b) Choose to get data from a **Web** source in the **Other** category.

**Get Data**

Search

All  
File  
Database  
Microsoft Fabric  
Power Platform  
Azure  
Online Services  
**Other**

**Other**

- Web
- SharePoint
- OData Feed
- Active Directory
- Microsoft Exchange
- Hadoop File System
- Spark
- Hive LLAP
- Recent

**From Web**

☒ Basic ☐ Advanced

URL

<https://wiseowl.co.uk/sundry/pbd1/>

**OK**

c) Enter the URL of the page containing the table you want to import and click **OK**.

Anonymous

Windows

Basic

Web API

Organizational account

<https://wiseowl.co.uk/sundry/pbd1/>

Use anonymous access for this Web content.

Select which level to apply these settings to

<https://wiseowl.co.uk/>

**Connect**

d) If this is the first time you've connected to this page you'll be asked if you want to use any credentials. Here we're opting to connect to the site anonymously.

**Navigator**

Display Options

HTML Tables [4]

- ☒ Table 1
- ☐ Table 2
- ☐ Table 3
- ☐ Table 4

Suggested Tables [2]

- ☐ Table 5
- ☐ Table 6

Text [2]

**Table View** **Web View**

**Table 1**

FamilyId	FamilyName
1	Reptile
2	Fish
3	Bird
4	Amphibian
5	Mammal
6	Insect

e) Tick the box next to any table you want to import.

f) Choose one of these buttons to load the data directly or to further process it before loading:

**Load** **Transform Data**

## 2.7 Entering Data Manually

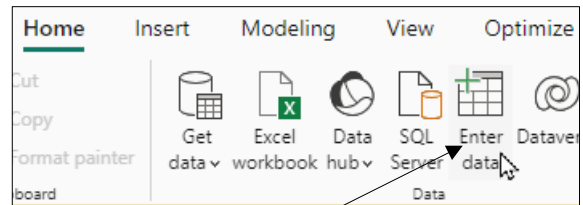
As well as importing existing data, Power BI Desktop allows you to enter data into a model manually.

### Pasting Data

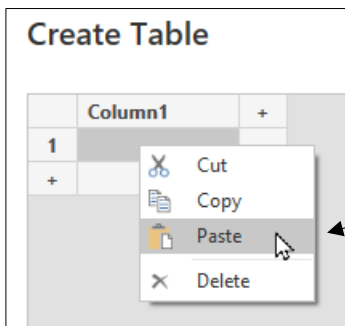
Although you can't import directly from Word, you can copy and paste:

HabitatId	HabitatName	EnvironmentId	BackColour	ForeColour
1	Grasslands	1	Light green	Black
2	Forest	1	Dark green	White
3	Fresh water	3	LightBlue	Dark blue
4	Salt water	3	#78aaf5	White
5	Desert	1	#d6a740	Black

a) In Word, select the table you want to import and copy it.



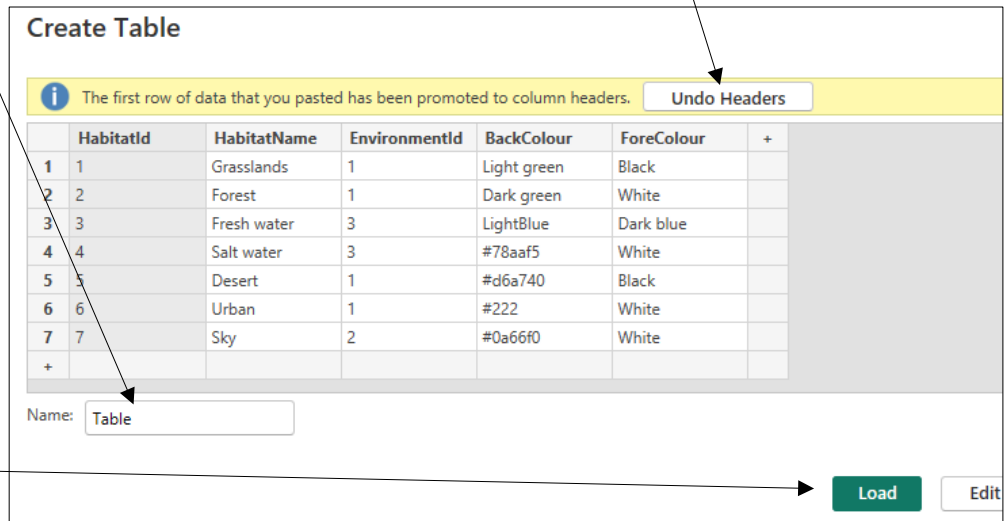
b) Click on this button to enter data into a new table.



c) Right-click on the empty grid and choose to paste in your data.

d) Power BI Desktop will decide whether the first row of your table should become the header columns.

e) Give your table a better name.



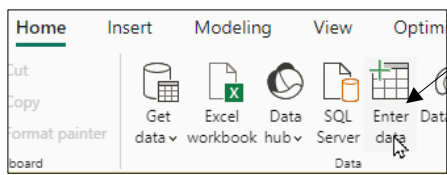
f) Choose to **Load** it into your data model.



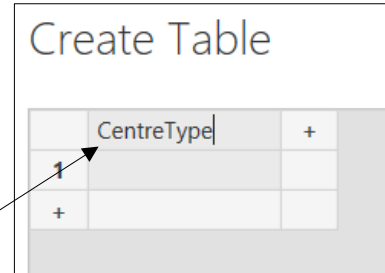
*If you copy and paste data, you obviously won't be able to refresh the resulting table to bring in updates.*

## Typing in Data

The final option for loading data into a model in *Power BI Desktop* is to type it in!



a) From the ribbon select this icon to enter data.

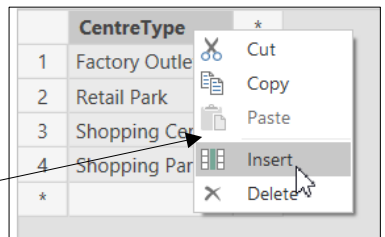


b) You can overwrite any column name to rename it.

	CentreType	*
1	Factory Outlet	
2	Retail Park	
3	Shopping Centre	
4	Shopping Park	
*		

c) Type in the data that you want to store in the table.

d) Right-click to insert any additional columns that you need.



	CentreTypeID	CentreType	*
1	1	Factory Outlet	
2	2	Retail Park	
3	3	Shopping Centre	
4	4	Shopping Park	
*			

e) Type in any data for new columns that you've added.

f) Give the table a name and click **Load** to add it to the report.

	CentreTypeID	CentreType
1	1	Factory Outlet
2	2	Retail Park
3	3	Shopping Centre
4	4	Retail Park
*		

Name: CentreType

Blank lined area for writing.



Blank lined area for writing.





Handwriting practice lines consisting of 20 horizontal dotted lines.



Blank lined paper for writing.



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Blank lined paper for writing.






































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## What we do!

		Basic training	Advanced training	Systems / consultancy
Office	Microsoft Excel			
	VBA macros			
	Office Scripts			
	Microsoft Access			
Power BI, etc	Power BI and DAX			
	Power Apps			
	Power Automate (both)			
SQL Server	SQL			
	Reporting Services			
	Report Builder			
	Integration Services			
	Analysis Services			
Coding	Visual C#			
	VB programming			
	MySQL			
	Python			



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