

This course covers the following topics (any items marked with a \* will be covered if time allows):

<p><b>Report basics</b></p> <ul style="list-style-type: none"> <li>• Text boxes and images</li> <li>• Selecting report items</li> <li>• Formatting reports</li> </ul> <p><b>Data sources and datasets</b></p> <ul style="list-style-type: none"> <li>• Connecting to a Power BI model</li> <li>• Datasets using query designer</li> <li>• Basic DAX queries</li> <li>• Copying DAX from Power BI reports</li> </ul> <p><b>Tables</b></p> <ul style="list-style-type: none"> <li>• Creating tables</li> <li>• Interactive sorting</li> <li>• Floating headers</li> </ul> <p><b>Saving and publishing</b></p> <ul style="list-style-type: none"> <li>• Saving reports locally</li> <li>• Publishing to the Power BI Service</li> <li>• Embedding in Power BI reports</li> </ul>	<p><b>Grouping</b></p> <ul style="list-style-type: none"> <li>• Grouping in a DAX query</li> <li>• Creating groups in tables</li> <li>• Group headers and footers</li> <li>• Displaying group totals</li> <li>• Expanding and collapsing</li> </ul> <p><b>Matrices</b></p> <ul style="list-style-type: none"> <li>• Row and column groups</li> <li>• Choosing aggregate functions</li> <li>• Creating subtotals</li> </ul> <p><b>Expressions</b></p> <ul style="list-style-type: none"> <li>• The expression builder</li> <li>• Creating calculated fields</li> <li>• Built-in fields</li> <li>• Conditional formatting expressions</li> </ul> <p><b>Printing and exporting</b></p> <ul style="list-style-type: none"> <li>• Page headers and footers</li> <li>• Page names and numbers</li> <li>• The various report formats</li> </ul>	<p><b>Parameters</b></p> <ul style="list-style-type: none"> <li>• Creating report parameters</li> <li>• Filtering using parameters</li> <li>• Drop list parameters</li> <li>• Coping with empty tables</li> <li>• Parameters in DAX queries</li> </ul> <p><b>Charts</b></p> <ul style="list-style-type: none"> <li>• Creating charts</li> <li>• Assigning fields</li> <li>• Formatting charts</li> <li>• Data bars</li> <li>• Sparklines</li> </ul> <p><b>Graphical indicators</b></p> <ul style="list-style-type: none"> <li>• Creating and customising indicators</li> <li>• Linear and radial gauges</li> </ul> <p><b>Lists (*)</b></p> <ul style="list-style-type: none"> <li>• Page-per-record lists</li> <li>• Dashboard lists</li> <li>• Other list ideas</li> </ul>
---	--	---

There will be no more than 6 people on the course. We strongly recommend the use of a second monitor for this training. For more information, see [www.wiseowl.co.uk/power-bi/online/paginated-reports/](http://www.wiseowl.co.uk/power-bi/online/paginated-reports/).