GETIN TECHNOLOGIES

COURSE NAME: POWERBI TRAINING

Module 1

[Visit our website for Course Fees and Course Duration](#)

Placement Eligibility:

Eligible: Any Bachelor Degree, Any Master Degree, MBA
Not Eligible: Diploma

Class Mode:

Classroom | Online | Recorded Session | AI Session

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POWERBI MODULE 1 SYLLABUS

SQL:
Introduction

- **The Relational Model**

Understanding Basic SQL Syntax:

- **Basic SQL Commands – SELECT**
- **Basic SQL Commands – INSERT**
- **Basic SQL Commands – UPDATE**
- **Basic SQL Commands – DELETE**

Querying Data with the SELECT Statement:

- **The SELECT List**
- **SELECT List Wildcard (*)**
- **The FROM Clause**
- **How to Constrain the Result Set**
- **DISTINCT and NOT DISTINCT**

Filtering Results with the Where Clause:

- **WHERE Clause**
- **Boolean Operators**
- **The AND Keyword**
- **The OR Keyword**
- **Other Boolean Operators BETWEEN, LIKE, IN, IS, IS NOT**

Shaping Results with ORDER BY and GROUP BY:

- **ORDER BY**
- **Set Functions**
- **Set Function And Qualifiers**

- **GROUP BY**

- **HAVING clause**

Matching Different Data Tables with JOINS:

- **CROSS JOIN**

- **INNER JOIN**

- **OUTER JOINs**

- **LEFT OUTER JOIN**

- **RIGHT OUTER JOIN**

- **FULL OUTER JOIN**

- **SELF JOIN**

Creating Database Table stamp:

- **CREATE DATABASE**

- **CREATE TABLE**

- **NULL Values**

- **PRIMARY KEY**

- **CONSTRAINT**

- **ALTER TABLE**

- **DROP TABLE**

POWER BI:

Introduction to Power BI:

- **Get Started with Power BI**

- **Overview: Power BI concepts**

- **Sign up for Power BI**

- **Overview: Power BI data sources**

- **Connect to a SaaS solution**

- **Upload a local CSV file**

- **Connect to Excel data that can be refreshed**

- **Connect to a sample**

- **Create a Report with Visualizations**

- **Explore the Power BI portal**

Power BI Desktop:

- **Overview of Power BI Desktop**

- **Data Sources in Power BI Desktop**

- **Connecting to a data Sources**

- **Query Editor in Power BI**

- **Query Ribbon**

- **Clean and Transform your data with Query Editor**

- **Combining Data – Merging and Appending**

- **Cleaning irregularly formatted data**

- **Views in Power BI Desktop**

- **Modelling Data**

- **Manage Data Relationship**

- **Automatic Relationship Updates**

- **Template Apps**

- **Cross Filter Direction**

- **Create calculated tables and measures**

- **Optimizing Data Models**

- **PBIDS Files**

Viz and Tiles:

- **Overview: Visualizations**

- **Using visualizations**

- **Create a new report**

- **Create and arrange visualizations**

- **Format a visualization**

- **Create chart visualizations**

- **Use text, map, and gauge visualizations and save a report**

- **Use a slicer to filter visualizations**

- **Sort, copy, and paste visualizations**

- **Download and use a custom visual from the gallery**

Reports and Dashboards:

- **Modify and Print a Report**

- **Rename and delete report pages**

- **Add a filter to a page or report**

- **Set visualization interactions**

- **Print a report page**

- **Send a report to PowerPoint**

- **Create a Dashboard**

- **Create and manage dashboards**

- **Pin a report tile to a dashboard**

- **Pin a live report page to a dashboard**

- **Pin a tile from another dashboard**

- **Pin an Excel element to a dashboard**

- **Manage pinned elements in Excel**

- **Add a tile to a dashboard**

- **Build a dashboard with Quick Insights**

- **Set a Featured (default) dashboard**

- **Ask Questions about Your Data**

- **Ask a question with Power BI Q&A**

- **Tweak your dataset for Q&A**

- **Enable Cortana for Power BI**

Publishing Workbooks and Workspace:

- **Share Data with Colleagues and Others**

- **Publish a report to the web**

- **Manage published reports**

- **Share a dashboard**

- **Create an app workspace and add users**

- **Use an app workspace**

- **Publish an app**

- **Create a QR code to share a tile**

- **Embed a report in SharePoint Online**

Other Power BI Components and Table Relationship:

- **Use Power BI Mobile Apps**

- **Get Power BI for mobile**

- **View reports and dashboards in the iPad app**

- **Use workspaces in the mobile app**

- **Sharing from Power BI Mobile**

- **Use Power BI Desktop**

- **Install and launch Power BI Desktop**

- **Get data**

- **Reduce data**

- **Transform data**

- **Relate tables**

- **Get Power BI Desktop data with the Power BI service**

- **Export a report from Power BI service to Desktop**

DAX functions:

- **New Dax functions**

- **Date and time functions**

- **Time intelligence functions**

- **Filter functions**

- **Information functions**

- **Logical functions**

- **Math-trig functions**

- **Parent and child functions**

- **Text functions**

Power Query: Text Functions

- **Text Functions**

- **Merge Columns**

- **Split and Trim**

- **Upper, Lower and ProperCase**

- **Prefix and Suffix**

- **Left, Right and Mid Functions**

- **Extract Text with Delimiters**

Power Query: Date Functions

- **Date Functions**

- **Year, Quarter, Month and Day Functions**

- **Find Difference between Dates**

- **Month and Day Name**

- **Day, Week of Month, Year**

- **Extract Date, Time in Power Query**

- **Calculate Age in Power Query**

- **Day of Year, Quarter, Month in Power Query**

Power Query: Number Functions

- **Number Functions**

- **Basic Number Functions in Power Query**

- **Percentage, Percent Of, Module**

- **Round Functions**

- **IsEven, IsODD, Sign in Power Query**

Power Query: Append Files

- **Append Multiple CSV Files in a Folder**

- **Append Multiple Excel Sheets, Tables**

- **Append Excel Sheets or Tables with Different Columns**

- **Append Multiple Excel Files from a Folder**

- **Append Different Data Sources**

Power Query: Merge Files

- **Merge Files and Tables**

- **Merge Sheets or Tables**

- **Merge Data from Multiple Excel Files or Workbooks**

- **Merge Data from Different Data Sources**

- **Merge Data having Multiple Criteria in Power BI**

Power Query: Conditional Columns

- **Conditional Column and Column from Example in Power BI**

- **Column from Examples - Split Text**

- **Column from Examples - Merge Columns**

- **Column from Examples - Date**

- **Column from Examples - Alphanumeric**

- **Conditional Column - One Column**

- **Conditional Column - Two columns**

- **Conditional Column - Compare two columns**

- **Conditional Column - on Dates**

Power Query: Important Topics

- **Fill Down in Power BI**

- **Grouping**

- **Transpose**

- **Unpivot**

- **Data Types**

- **Replace Errors and Values**

- **Keep and Remove Rows**

- **Add, Remove and Goto Columns**

Advanced Excel:

Excel Introduction:

- **A overview of the screen, navigation and basic spreadsheet concepts**

- **Understanding workbooks, worksheets, rows, columns, cells**

- **Various selection techniques**

Entering Data:

- **Entering, Editing and Deleting Text, Numbers, Dates**

- **Using Auto Lists**

- **Moving and Copying data**

- **Inserting, Deleting and Hiding Rows & Columns**

- **Inserting, Deleting, Moving and Copying Sheets**

- **Using navigation techniques**

Customizing Excel:

- **Customizing the Ribbon**

- **Customizing the Quick Access Toolbar**

- **Using and Customizing AutoCorrect**

- **Changing Excel's Default Options**

- **Creating a Custom AutoFill List**

- **Creating a Custom Number Format**

- **Customizing Excel Review**

Creating And Editing Formulae:

- **Concept of Formulae**

- **Creating Formulae, Editing Formulae**

- **Bodmas : Mathematical Order**

- **Copying Formulae**
- **Using Functions - Sum, Average, Max,Min, Count, Counta**
- **Applying Absolute (Fixed) Referencing**

Formatting And Proofing:

- **Formatting Cells with Number formats, Font formats, Alignment, Borders, etc**
- **Basic conditional formatting**
- **Copying and Clearing Formats**
- **Working with Styles**
- **Spell Check, Find & Replace and AutoCorrect**

Mathematical Functions:

- **SumIf, SumIfs**
- **CountIf, CountIfs**
- **AverageIf, AverageIfs**
- **SumProduct, Subtotal**

LookUp Functions:

- **Vlookup / HLookup**
- **Match**
- **Dynamic Two Way Lookup**
- **Creating Smooth User Interface Using Lookup**
- **Offset**
- **Index**
- **Dynamic Worksheet linking using Indirect**

Text Functions:

- **Upper, Lower, Proper**
- **Left, Mid, Right**
- **Trim, Len**
- **Concatenate**

- **Find, Substitute**

Advanced Paste Special Techniques:

- **Paste Formulas**
- **Paste Formats**
- **Paste Validations**
- **Paste Conditional Formats**
- **Add / Subtract / Multiply / Divide**
- **Merging Data using Skip Blanks**
- **Transpose Tables**

Sorting:

- **Sorting on Multiple Fields**
- **Dynamic Sorting of Fields**
- **Bring Back to Ground Zero after Multiple Sorts**

Filtering:

- **Filtering on Text, Numbers & Date**
- **Filtering on Colors**
- **Copy Paste while filter is on**
- **Advanced Filters**
- **Custom AutoFilter**

Printing Workbooks:

- **Working with Themes**
- **Setting Up Print Area**
- **Printing Selection**
- **Branding with Backgrounds**
- **Adding Print Titles**
- **Fitting the print on to a specific defined size**
- **Customizing Headers & Footers**

Import & Export Of Information:

- **From Web Page**
- **Exporting to XML**
- **Creating Dynamic Dashboards and Reports Using Data on Other Applications**
- **Using Text To Columns**

What If Analysis:

- **Goal Seek**
- **Scenario Analysis**
- **Data Tables**

Logical Functions:

- **Nested If (And Conditions , Or Conditions)**
- **Alternative Solutions for Complex IF Conditions to make work simple**
- **And, Or, Not**

Data Validation:

- **Number, Date & Time Validation**
- **Text Validation**
- **List Validation**
- **Handling Invalid Inputs**
- **Dynamic Dropdown List Creation using Data Validation**

Pivot Tables:

- **Creating Simple Pivot Tables**
- **Basic and Advanced Value Field Setting**
- **Sorting based on Labels and Values**
- **Filtering based on Labels and Values**
- **Grouping based on numbers and Dates**
- **Drill-Down of Data**
- **GetPivotData Function**

- **Calculated Field & Calculated Items**

Charts & Pivot Charts:

- **Bar Charts / Pie Charts / Line Charts**
- **Dual Axis Charts**
- **Dynamic Charting**
- **Other Advanced Charting Techniques**

Excel Dashboard:

- **Bar Charts / Pie Charts / Line Charts**
- **Planning a Dashboard**
- **Adding Tables to Dashboard**
- **Adding Charts to Dashboard**
- **Adding Dynamic Contents to Dashboard**

VBA Macro:

Introduction to VBA:

- **What Is VBA?**
- **What Can You Do with VBA?**
- **Recording a Macro**
- **Procedure and functions in VBA**

Variables in VBA:

- **What is Variables?**
- **Using Non-Declared Variables**
- **Variable Data Types**
- **Using Const variables**

Message Box and Input box Functions:

- **Customizing Msgboxes and Inputbox**
- **Reading Cell Values into Messages**

- **Various Button Groups in VBA**

If and select statements:

- **Simple If Statements**

- **The Elseif Statements**

- **Defining select case statements**

Looping in VBA:

- **Introduction to Loops and its Types**

- **The Basic Do and For Loop**

- **Exiting from a Loop • Advanced Loop Examples**

Mail Functions – VBA:

- **Using Outlook Namespace**

- **Send automated mail**

- **Outlook Configurations, MAPI**

- **Worksheet / Workbook Operations**

- **Merge Worksheets using Macro**

- **Merge multiple excel files into one sheet**

- **Split worksheets using VBA filters**

- **Worksheet copiers**