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Learning Style: Virtual Classroom

Technology:

Difficulty: Intermediate

Course Duration: 1 Day

Next Course Date: **April 27, 2026**

Power BI: Creating Reports (TTDPB04)



About This Course:

Building clear, interactive, and efficient Power BI reports is a valuable skill for anyone who works with data. Power BI: Creating Reports is an expert-guided, hands-on course that focuses on practical techniques to create reports that are both visually

compelling and easy to navigate. Learn how to choose the right visuals based on data type and reporting needs, set up slicers and filters for seamless user interaction, and enhance navigation with bookmarks and buttons. Tooltips and visual interactions add another layer of usability, making reports more intuitive and helping users explore data with confidence.

A well-designed report is not just about looks. It also needs to perform well. This session covers how to use the Performance Analyzer to track report responsiveness, pinpoint bottlenecks, and fine-tune DAX expressions for better efficiency. With a balance of expert instruction and hands-on practice, this course is designed for business analysts, data professionals, and anyone looking to sharpen their Power BI reporting skills. Walk away with practical techniques to create reports that not only look great but also function smoothly and deliver real insights.

Course Objectives:

- Choose the best visuals for different types of data and reporting needs.
- Use slicers, filters, and drill-throughs to create interactive and user-friendly reports.
- Enhance navigation and usability with bookmarks, buttons, and dynamic tooltips.
- Manage visual interactions to control how data is displayed across pages.
- Track and analyze report performance using the Performance Analyzer and DAX View.
- Optimize DAX expressions to improve report speed and efficiency.

Audience:

- This course is ideal for business analysts, data professionals, and anyone responsible for building reports in Power BI. A basic understanding of Power BI is recommended, along with experience working with data.

Prerequisites:

- Familiarity with Power BI's interface and basic report-building features.
- Understanding of fundamental data relationships (joins, aggregations, filters).
- Ability to work with datasets, tables, and basic DAX expressions.

Course Outline:

1. Selecting visuals

- Review types of standard visuals.
- Selecting appropriate visual for the type of data

2. Slicers and Filters

- Using standard and custom slicers
- Setting slicers with default values
- Using the filter panel with defaults
- Locking and/or hiding fields in the Filter pane
- Setting up a drill through

3. Bookmarks and Buttons

- Setting up bookmarks
- Refreshing bookmarks
- Setting up buttons in different states

4. ToolTips

- Manage tooltip interactions
- Format tooltips
- Create a tooltip page

5. Working with Interactions

- Limiting interactions within visuals and across pages

6. Measuring Report Performance

- Set up the Performance Analyzer
- Capture performance metrics when interacting with the report
- Identify ways to improve performance
- Using the DAX View to improve DAX expressions