Data Analysis & Business Intelligence Made Easy with Excel Power Tools Excel Data Analysis Basics = E-DAB Notes for Video:

E-DAB 10: Excel & Power BI Together

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1) Different Versions of Power BI (Different Power BI Products) Available from Microsoft :

- 1) Microsoft web site link for Power BI Products: https://powerbi.microsoft.com/en-us/pricing/
- 2) Versions of Power BI (Different Power BI Products):
 - i. Power BI Desktop
 - 1. Price: Free
 - 2. Connect to hundreds of data sources
 - 3. Clean and prepare data using visual tools
 - 4. Analyze and build reports with custom visualizations
 - 5. Publish to the powerbi.com
 - 6. Can share ".pbix" file so others with the "free" Power BI Desktop can view.
 - 7. Create Web Embed Code you can post at Public web site.
 - ii. Power Bl Pro
 - 1. \$9.99, per user, per month
 - 2. Build dashboards that deliver a 360-degree, real-time view of the business
 - 3. Keep data up-to-date automatically, including on-premises sources
 - 4. Collaborate on shared data
 - 5. Audit and govern how data is accessed and used
 - 6. Package content and distribute to users with apps
 - 7. Publish to powerbi.com and have others view on any device.
 - 8. From published report viewers can download Data Model into Excel or as a ".pbix" file. (Implicit Measures will not download into an Excel file).
 - iii. Power BI Premium
 - 1. Price: Negotiated per node, per month
 - 2. Share data with users inside and outside your organization without purchasing a per-user license
 - 3. Allocate, control, and manage your dedicated server capacity
 - 4. Unlock higher limits for Pro users with datasets up to 10 GB and refresh up to 48 times per day
 - 5. Access interactive and paginated reports online or use **Power BI Report Server for on-premises** reporting
 - 6. Deploy in the geographic region of your choice
- 2) Download Power BI Desktop :
 - i. Microsoft Download Page: <u>https://www.microsoft.com/en-us/download/details.aspx?id=45331</u>
 - 1. When you want to update each month, you have to re-download and re-install.
 - ii. Microsoft Windows Store: <u>https://powerbi.microsoft.com/en-us/desktop/</u>
 - 1. This download will automatically update each month.

- 3) Difference between Power BI Desktop and Power BI Online (powerbi.com) :
 - 1. Power BI Desktop

1.Free Download

2.We can import data and create data model.

3. We can import full Data Model and Power Query Queries from an Excel Workbook.

4. We can create reports with visuals on tabs (pages).

5. We can use the file to analyze or email the "pbix" file to someone else who has Power BI Desktop.

- 6. We can publish Report to Power BI Online (powerbi.com).
- 2. Power BI File ".pbix":

1.Report = Power BI file:

- i. Created with Power BI Desktop
- ii. Contains:
 - The Tabs (Pages)
 - The Data Model connected to the Columnar Database.
- 2. Data Model contains:
 - i. Tables that are stored in Columnar Database.
 - ii. Relationships between tables.
 - iii. DAX Formulas.
 - iv. Hierarchies.
- 3.Tab (Page) in Power BI File = A Page with a set of visuals.
- 3. Power BI Online (powerbi.com)
 - 1. Free Version or paid version, like Power BI Pro.
 - 2. We can import Data Sets (Data Models) from:
 - i. A Power BI Desktop "pbix" file
 - ii. An Excel File.
 - 3.We can import Power BI Desktop Files ".pbix" files and all the Tabs with visuals.
 - 4. We can Import an Excel file to view the Excel Worksheet Tabs with Excel Online.
 - 5. We can create Workspaces that can hold: Dashboards, Reports, Excel Workbooks and Data Sets (Data Models).
- 4) Power BI Online (powerbi.com): Dashboards, Reports, Excel Workbooks and Data Sets :
 - 1. We can create Workspaces that can hold: Dashboards, Reports, Excel Workbooks and Data Sets (Data Models).
 - 2. Here is a description of each:
 - 1. Workspace = collection of Dashboards, Reports, Workbooks and Data Sets for a specified set of people (e-mail addresses).
 - Dashboard = a place to pin Pages (Tabs) from a Power BI Report, Excel Worksheets from an Excel Workbook, or individual visuals from either a Power BI Report or an Excel Worksheet.
 - 3. Reports = list of published ".pbix" files.
 - 4. Workbooks = published Excel Workbooks that we can view in Excel Online.
 - 5. Data Set in Power BI Report = a single Data Model.
 - i. Each Power BI Report is connected to One Data Set.
 - ii. Each Excel Workbook is connected to one Data Set.
 - iii. Dashboards can be connected to Tabs from different Reports and Excel Workbooks and thus different Data Sets.

- 5) Send Excel Power Pivot Data Model & Power Queries to Power BI Desktop :
 - 1. Here is a picture of the Data Model in the Excel Workbook named "E-DAB-10-ExcelFileWithDataAndReports.xlsx":

 □ dDate □ Date □ Year □ Month Number □ Month ▲ ?? Date Hierarchy Year (Year) ■ Month (Month) 	•		·	dProducts i IDProduct Product Retail Price Standard Cost Supplier Category	
		道 GrossProfit %		Sub Category	

2. Here is a picture of the Queries created with Power Query in the Excel Workbook named "E-DAB-10-ExcelFileWithDataAndReports.xlsx":

Queries & Connections	*	×
fSales 510,298 rows loaded.		
dSupplier Connection only.		
dSubCategories Connection only.		
dProducts30 rows loaded.		
dCategory Connection only.		

3. To import the Power Pivot Data Model and the Power Query Queries, open the Power BI Desktop file with the name "E-DAB-10-PowerBIDesktop-Start.pbix', go to the File menu, then hover over the Import option, then click on the "Power Pivot, Power Query, Power View" button, as seen here:

<mark>₄μ</mark> 🔒 🗲 🗢 ∓ Ε File	-DAB-10-Powe	rBIDesktop-Start - Power BI Desktop	
* New	Im	port	
	X	Power Query, Power Pivot, Power View	
Save	ធា	Power Bi template	Pos
Save As		Custom visual from file	
Get Data	•	Custom visual from marketplace	
Import	٠		
Export	×		

4. Select the downloaded file "E-DAB-10-ExcelFileWithDataAndReports.xlsx", then click Open, as seen here:

	Suur nesi oreo	Abio > bowine		V U	Search Do	wittoadi itesi	DILDA P
)rganize 👻 New folder						855° 🗸	
	^	Name	^	Date m	nodified	Туре	
🖈 Quick access		E-DAB-10	-ExcelFileSourceTables.xlsx	3/26/1	9 12:59 PM	Microsoft	Excel W
💪 OneDrive		E-DAB-10	-ExcelFileWithDataAndReports.xlsx	3/26/1	9 8:22 PM	Microsoft	Excel W
💶 This PC							
 3D Objects							
E Desktop							
🔮 Documents							
🕹 Downloads							
h Music							
	~	<					
File name	E-DAB-10-E	xcelFileWithData	AndReports.xlsx	~	Excel files	(*.xlsx)	

5. Click the "Start" button in the next dialog box, as seen here:

Import Excel workbook contents	×
We don't work directly with Excel workbooks, but we know how to extract the useful content so you can work with it in Power BI Desktop.	
A new Power BI file will be made for you. It will contain as much of your content as possible. This could take a few minutes.	
Learn more	
Start Cancel	

6. In the next window, click "Close", as seen here:

Import Excel workbook contents	×
✓ Migration completed	
Queries (6 items)	~
✓ fSales	
🗸 dSupplier	
✓ dSubCategories	
✓ dProducts	
✓ dCategory	
✓ dDate	
Data model tables (3 items)	~
	Close

7. Note: Excel Files with the extension ".xlsm" can not be imported into a Power BI Desktop File.

6) Create Power BI Visualizations based on Excel Data Model :

1. From the skills we learned last video, create a Power BI Desktop Page, as seen here:



- 7) Sign in to powerbi.com :
 - 1. If you are a Highline College Matriculating Student, you can use your Highline User Name and Password to log in.
 - 2. If you are a YouTuber watching and learn about powerbi.com, you will need to sign up for a 60-day free trial to use Power BI at powerbi.com (as seen in video at 5:20 minute mark).
- 8) Create Workspace at powerbi.com :
 - Workspace = collection of Dashboards, Reports, Workbooks and Data Sets for a specified set of people (e-mail addresses).
 - 2. To create Workspace:
 - 1. On the left click "Workspaces".
 - 2. Then click on Create App Workspace, as seen here



- 3. Name the Workspace.
- 4. Create Privacy Settings.
- 5. Edit Privileges?
- 6. Add e-mails for people who can join workspace.
- 7. Click Save.

	Edit workspace			
3] Name Workspaces	Name			
	мяртда			
4] Privacy	Prīvacy			
Settings	Public - Anyone can see what's inside			
	Members can edit Power BI content		6] pe	Add e-mails for cople who can
5] Edit Privileges?	Workspace members		jo	in workspace
	Enter email addresses 🖌			
	Add			
	excelisfun_gmail.com#ext#@highline	Member		
	mgirvin@highline.edu	Admin		
	Advanced ∨			7] Save
	Delete workspace	Save	Cancel	

- 9) Different Sections of a Workspace :
 - 1. After selecting a Workspace, on the left of Power BI Online (powerbi.com), you can see the four sections: Dashboards (pinned tabs and visuals), Reports Power BI Reports), Workbook (Excel Workbooks), Data Sets (Data Models from Excel and Power BI Desktop), as seen here:

GelBoomerangs	^
DASHBOARDS F-Dab-10	
REPORTS E-DAB-10-PowerBlDesktop-Start	
ExcelDataSetReport	
WORKBOOKS E-DAB-10-ExcelFileWithDataAndReports	
DATASETS E-DAB-10-PowerBIDesktop-Start	

2. After click on a Workspace on the left side of Power BI Online (powerbi.com), in the middle of Power BI Online (powerbi.com), you can see the four sections, as seen below:

	📰 Power Bl 👩 GelBoomeran	ngs	
1000			
1000	வ் Home (preview)	Q Search content	
	☆ Favorites >	Dashboards Reports Workbooks Datasets Bataflows (preview)	
1000	© Recent >		CTIONS
	田 Apps		u ∧ □ ~ …
	ی ^م Shared with me		nt O 21 v
1000	🖵 Workspaces >	E-DAB-10-PowerBIDesktop-Start	雌 ♡ ♫ 喘 …
	6 GelBoomerangs		
	DASHBOARDS E-Dab-10	Dashboards (pinned tabs and visuals)	
	REPORTS E-DAB-10-PowerBIDesktop-Start	Reports Power BI Reports)	
	ExcelDataSetReport	Workbook (Excel Workbooks)	
	WORKBOOKS E-DAB-10-ExcelFileWithDataAndReports	Data Sets (Data Models from Excel and Power BI	Desktop)
	DATASETS E-DAB-10-PowerBiDesktop-Start		
	DATAFLOWS You have no dataflows		
F			

10) Publish Power BI Desktop Report (Power BI File ".pbix") to Power BI Online (powerbi.com) :

1. In the Power BI Desktop file (".pbix" file), use the , as seen here:



2. In the next dialog box, select the Workspace that you want to publish the Report to and then click "Select", as seen here:

dy workspace		
-DabTest		
Gel Boomerangs		
MSPTDA		

(

3. In the next dialog box you can click the link to jump to Power BI Online (powerbi.com), as seen here:

🗸 Su	ccess!
Open	'E-DAB-10-PowerBIDesktop-Finished.pbix' in Power BI
Get Q	uick Insights
-	Did you know?
	You can create a portrait view of your report tailored for mobile phones on the View tab select Phone Layout . Learn more

11) Share Report with others so that they can view on any device :

1. With your Power BI Report showing at Power BI Online (powerbi.com), in the upper right corner, click the Share button, as seen here:



2. Below is the Share Window:

	Share report E-DAB-10-POWERBIDESKTOP-START Share Access Only users with Power BI Pro will have access to this report. Recipients will have the same access as you unless row-level security on the dataset further restricts them. Learn more Grant access to	1	.] E-mails for people you vant to share Report.
	Enter email addresses Include an optional message	-[2] E-mail message.
3] Send E-mail	 Allow recipients to share your report Send email notification to recipients Share report with current filters and slicers 		
E	You can also e-mail Report Link so they can view.		
	Report Link ① https://app.powerbi.com/groups/ec2eb422-b524-4572-891b-59897f78d9b2/repo	\ -[4] Share button

12) Publish Excel file to Workspace (Worksheet Reports and Data Model) :

- 1. In Excel go to File Menu.
- 2. Then click on Publish.
- 3. Select Workspace.

1] File Menu

- 4. In the Publish to Power BI window select one of these options:
 - 1. Upload your workbook to Power BI
 - i. You can't edit your workbook when open in Power BI.
 - ii. When you upload, the Data Model is uploaded.
 - iii. Your workbook will appear in Reports.
 - iv. Choose this option if want to see your worksheets, PivotTables and Charts at Power BI Online (powerbi.com) web site using Excel Online.
 - 2. Export workbook data to Power BI
 - i. The Excel Power Pivot Data Model is exported into a new dataset in Power BI.
 - ii. If you have any Power View sheets, those will be re-created in Power BI as reports.
 - iii. You can then build a new Power BI Report in the Power BI Online Edit mode.

-		
		017-DashBoardAndPublishExcel.xlsx - Excel
©	Publish	21 Select Workspace
斺 Home		5] Select Workspace
🕒 New	Publish to Power Bl	Publish to Power BI Use Power BI to create and share rich visual reports and dashboards from your workbook. <u>Learn more</u>
🗁 Open		You're signed in to Power Bl as MGirvin@highline.edu. <u>Use another account</u>
Info		Select where you'd like to publish to in Power Bl: Gel Boomerangs
Save		
Save As		Upload your workbook to Power Bl Interact with your Excel workbook just as you would in Excel Online.
Print	2] Publish	Upload Pin selections from your workbook to Power Bl dashboards. 4] 2 ways
Share		Snare your workbook was already uploaded to Power BI. You can upload it again to replace to Publish: to Publish:
Export		the workbook in Power Bl.
Publish		Export workbook data to Power BI Export table data and data model into a Power BI dataset.
Close		Export Create Power BI reports and dashboards from your dataset.

13) Create Power BI Report based on Excel Data Set at the web site powerbi.com :

- 1. At powerbi.com (Power BI Online), we can use the same tools we had in Power BI Desktop to create Reports.
- 2. In Data Set View, click the "Create Report" button, as seen here:

Dash	boards	Reports	Workbooks	Datasets	Dataflows (preview)					
	NAME 个					4	CTIONS			
	E-DAB-10-ExcelFileWithDataAndReports		"Create Report" button		ut ()	0	s<₀			
8	E-DAB-10-PowerBIDesktop-Start]	at O	51	K₀	***		

14) Dashboards at Power BI Online (powerbi.com) :

- 1. We use the word "Dashboard" all the time to refer to collections of visualizations that we create on an Excel Worksheet or on a Power BI Report Tab (Page). But in Power BI Online (powerbi.com) it has a slightly different meaning.
- 2. At Power BI Online (powerbi.com), a Dashboard is a collection of Excel Worksheets, Power BI Report Tabs (Page), or individual visualizations that we pin to a Dashboard.
- 3. To pin an item from a Power BI Report to a Dashboard, use the "Pin Live Page" Button:

	Power Bl 👩	GelBoomerangs	> ExcelDa	taSetReport			
\equiv		File	✓ View ✓	Edit report	🗒 Explore 🗸	🖒 Refrech	🖈 Pin Live Page
ය	Home (preview)						
☆	Favorites	>		Total	Sales and Tota	al COGS by F	Product

4. To pin an item from an Excel Workbook to a Dashboard, use the "Pin" Button:



15) MSPTDA is next class! :

- 1. After you complete the E-DAB Class (Basic Excel Data Analysis and Power BI), you can move on to the MSPTDA Class (Advanced Excel Data Analysis and Power BI).
- 2. Here is the class link:

https://www.youtube.com/playlist?list=PLrRPvpgDmw0ks5W7U5NmDCU2ydSnNZA_1

3. Here is a screen shot of the 19 videos that hav been posted so far for the MSPTDA Class:



Continues on next page:

10 MSPTDA 09 Power Query Complete M Code Introduction: Value ExcellsFun	s, let, Lookup, Functions, Parameters, More
11 Store and Sto	Data Combination Solved (MSPTDA 9.5)
12 MSPTDA 10: Power BI M Code for Moving Annual Total (MAT): C MSPTDA 10: Power BI M Code for Moving Annual Total (MAT): C MSPTDA 10: Power BI M Code for Moving Annual Total (MAT): C MSPTDA 10: Power BI M Code for Moving Annual Total (MAT): C MSPTDA 10: Power BI M Code for Moving Annual Total (MAT): C	ustom Function Power Query Custom Column
13 Desktop Power Blocktop Power Blocktop Tower Blocktop	n Excel or Power BI Desktop
14 MSPTDA 11.5 Which Power Query Steps Are Used in SQL Query Totel Four P Deckipp Are Used in SQL Query MSPTDA 11.5 Which Power Query Steps Are Used in SQL Query ExcellsFun	Folding? "View Native Query" feature!
15 MSPTDA 12: Using Locale in Power Query Power BI: Import & Ap	opend Text Files from Different Countries
MSPTDA 13: Power Pivot Introduction #1: Relationships rather to ExcellsFun ExcellsFun	han VLOOKUP for PivotTable Report
17 The first fir	se Importing Millions of Rows Data into Excel
18 Image: Straight of the straig	ot, DAX Formulas and DAX Functions
Power BI Desktop 19 The first	
1:19:35	Power Query, DAX, Dashboards, Publishing
20 Power BI Online ExcellsFun ExcellsFun	Power Query, DAX, Dashboards, Publishing rkbooks, Data Sets.
20 DAX therators DAX Table Functions DAX Table Functions DAX Table Functions DAX Table Functions DAX therators DAX therators	Power Query, DAX, Dashboards, Publishing rkbooks, Data Sets. r, Materializing Tables Excel & Power BI