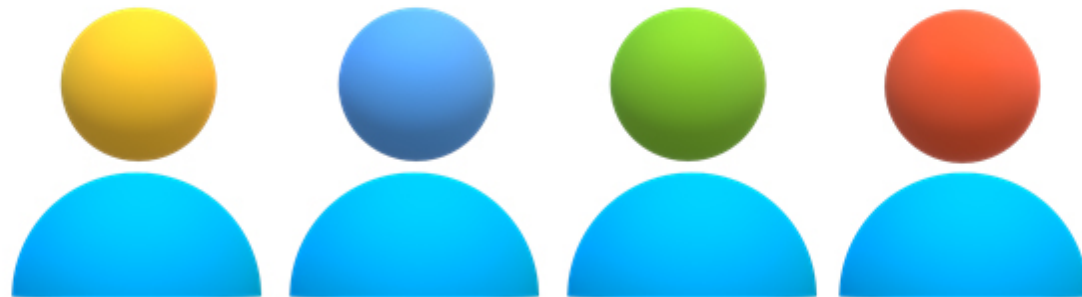


# Microsoft 365

## *Business Intelligence...*

Your learning needs are at the heart of what we do.



By FourSquare Training



# *Business Intelligence*

## **for Microsoft 365 Course Topics and Outline: Three Day Event**

### **Lesson 1: Creating Real Business Intelligence in Microsoft 365**

1. Adding value by extracting business intelligence from your existing datasets
2. Identifying your Critical Success Factors (CSF)
3. Key Performance Indicators (KPI's)
4. Combining CSF and KPIs to deliver a Balanced Business Scorecard
5. Using interactive visuals to deliver business insights
6. Generate data in maps for geographical understanding
7. Data and analysis storyboarding using dashboards in Microsoft applications

### **Lesson 2: Locating and Identifying your In-house data?**



8. How Microsoft products allow the integration of data from multiple and diverse sources
9. Implementing Power BI services (Desktop and Web based)
10. Connecting to Microsoft Excel datasets
11. Connecting directly to data stores
12. Working with Connectors
13. Using Connections
14. Data Gateways

### **Lesson 3: Managing and Utilising Data**

15. Understanding Power BI's data modelling processes
16. Understanding what good data looks like
17. Understanding relationships between Data Sets
18. Performing Power BI desktop data transformations
19. Creating a Power BI desktop visualisation
20. Understanding Workspaces
21. Understanding Dashboards in Power BI
22. Using Power BI data to work collaboratively

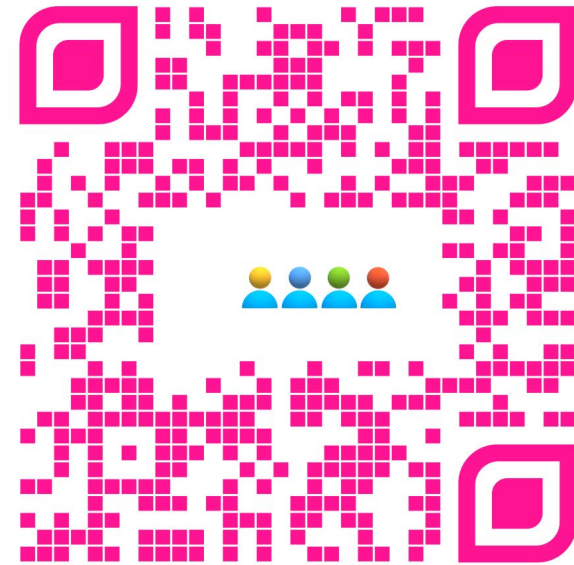
### **Lesson 4: Microsoft Power Automate and Power BI**

23. Creating and using Custom Forms to capture data
24. The Custom Form Designer



25. Using the Custom Form Tools
26. Logging Current Location
27. Logging Working Hours
28. Creating Power Apps to capture data
29. Creating and running an app from a template
30. Generating an app from Excel data
31. Creating an app from scratch which connects to Excel data

**Scan the QR Code for more course information:**



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