

**Introduction to Power BI Report Builder**

**Course Number:** PBI-114  
**Duration:** 3 days

**Overview**

[Power BI Report Builder](https://learn.microsoft.com/en-us/power-bi/paginated-reports/report-builder-power-bi) is the latest incarnation of Microsoft’s easy-to-use tool for IT professionals and power users who want to build paginated reports using the Power BI service. Attendees learn how to create paginated reports to display complex tables or matrices that can be printed or exported to tools such as Excel.

**Prerequisites**

Students must be familiar with database concepts and have a working knowledge of Microsoft SQL Server or Microsoft Office applications.

**Materials**

All attendees receive a comprehensive Power BI Report Builder course workbook.  
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**Software Needed on Each Student PC**

* Microsoft 365, especially Excel (or on-premise Excel 2019 or later)
* Power BI Report Builder
* Modern web browser such as Chrome or Microsoft Edge

**Objectives**

* Understand and use data sources and datasets
* Create and format reports
* Add images and document maps to reports
* Work with groups to summarize data
* Use parameters to add flexibility to reports
* Create complex reports featuring nesting and drill-through capabilities
* Incorporate custom expressions into reports

**Outline**

* Introduction
* Power BI Overview
  + What is Power BI?
  + What is Power BI Report Builder?
  + Authoring with Report Builder
* Data Sources and Datasets
  + What is a Data Source?
  + Working with Power BI Dataset Connections
  + What is a Dataset?
  + Creating Datasets
* Creating New Reports
  + Using the Report Wizards
  + Starting from the Blank Report Template
  + What is Tablix?
  + Creating a Tabular Report
  + Creating a List Report
  + What is a Matrix?
* Formatting Reports
  + Working with Text Boxes
  + Rich Text Formatting
  + Managing Text Boxes
  + Drawing Lines and Boxes
  + Images
  + Page Headers and Footers
  + Adding a document map
  + Rendering Reports
* Summarizing and Sorting
  + Creating Groups
  + Adding Totals and Aggregations
  + Tablix Properties and Grouping Data
  + Parent/Child vs. Adjacent Groupings
* Add Flexibility with Parameters
  + Adding Parameters to a Report
  + Report Parameters vs. Query Parameters
  + Manage Report Parameter Properties
  + Working with Cascading Parameters
  + Sort Based on a Parameter Setting
  + Filtered Reports
* Enhanced Report Items
  + Nesting Data Regions
  + Subreports and Drillthrough Reports
  + Working with Drillthrough Reports
* Custom Expressions
  + Understanding Expressions>
  + Defining Expressions
  + Working with Report Variables
  + Understanding Lookup, LookupSet, and Multilookup Functions
  + Expression Samples
* Conclusion