



Course Title: Power BI Essentials	Course Duration: 1.0 Day
Exam: Not Included	Exam Type: Proctored Exam
Qualification: Microsoft Certified: Data Analyst Skills	

Course Syllabus

1. Overview of Microsoft Power BI

- Understand the Applications
- Power BI Desktop and Power Query
- The Power BI Service

2. Build a Basic Report

- Import Data
- Add Visualisations

3. Get & Transform Data - Power Query

- Import Data ® from various sources
- Transform Data (Tidy, Convert, Clean)
- Edit Queries

4. Build the Data Model

- Relationships Between Tables
- Introduction to DAX Formulas:
- Calculated Columns, Tables & Measures

5. Build a visual Report

- Report Pages
- Handle Visualisations (Tiles)
- Format Visuals - Fields, Format, Analytics

6. Power BI Service

- Publish Desktop Report to PBI Service
- View/Edit Report in PBI Service
- Create Dashboard

Course Overview

- Build a Basic Report
- Get & Transform Data - Power Query
- Build the Data Model



- Build a visual Report
- Power BI Service

Course Learning Outcomes

By the end of this course, learners will be able to import and transform data from multiple sources, design effective data models, create interactive visualizations and dashboards, apply calculations and measures using DAX, and share insights with stakeholders while adhering to best practices in data visualization and reporting.

Audience

Business analysts, data analysts, report developers, and professionals interested in data visualization and business intelligence

Entry-Level Requirements

Basic knowledge of Excel, familiarity with data concepts, and understanding of business processes

Recommended Reading

Microsoft Docs: Power BI Documentation

What's Included

Instructor-led sessions, lab exercises, course slides, sample datasets, practice dashboards

Exam Information

This course prepares learners for the PL-300: Data Analyst Associate certification exam. The exam evaluates your ability to prepare, model, visualize, and analyze data in Power BI, as well as deploy and maintain deliverables. The exam includes multiple-choice, scenario-based, and practical exercises. Successfully passing the exam demonstrates proficiency in using Power BI to create actionable insights and supports a career as a data analyst.

What's Next

After this course, learners can take advanced Power BI or data analytics courses, including Power BI Advanced Modeling, DAX Mastery, or Azure Data Analytics pathways.

Additional Information

Prerequisites

A strong knowledge of Microsoft Excel is recommended and this course will use Power BI Pro Desktop in its delivery.