

Training programme Axes

Training Programme Name	Microsoft Power BI Data Analyst
Training Programme Name	محلل بيانات مايكروسوفت
Training Programme Organiser	Oxford for Training & Qualification
Training programme Type	Course
Training hours	40 Hr
accreditation body	OAB-UK

Training goals

1. Understand Business Intelligence concepts and analytics workflows
2. Connect Power BI to multiple data sources
3. Transform and clean data using Power Query
4. Build optimized data models
5. Create DAX calculations and measures
6. Design interactive dashboards and reports
7. Publish reports and manage Power BI Service
8. Implement Row-Level Security (RLS)
9. Prepare effectively for the PL-300 certification exam



Target groups

1. Data Analysts
2. Business Analysts
3. Reporting Specialists
4. Excel Power Users
5. IT professionals working with data
6. Students in Data Science or Information Systems
7. Anyone preparing for the PL-300 certification

Course Introduction

This course prepares participants for **Microsoft Power BI Data Analyst Exam Preparation (PL-300)** and provides practical knowledge of Power BI for modern data analytics. Participants will learn how to connect to different data sources, clean and transform data using Power Query, design efficient data models, create DAX calculations, build interactive dashboards, and manage reports in Power BI Service. The training combines **theory, practical labs, real-world case studies, and exam preparation exercises** to ensure participants are ready to apply Power BI in professional environments and successfully pass the certification exam.

This training package has achieved the international accreditation standards of OAB-UK

ICSN: 316603260567611069

Training programme Axes

Axes	Course topics	Hours
Lesson 1	Introduction to Business Intelligence	2
Topic 1	What is Business Intelligence (BI)	
Topic 2	Data vs Information vs Insights	
Topic 3	BI vs Data Analytics	
Topic 4	BI lifecycle	
Topic 5	Role of Power BI in analytics	
Lesson 2	Introduction to Power BI	4
Topic 1	Power BI ecosystem	
Topic 2	Power BI Desktop	
Topic 3	Power BI Service	
Topic 4	Power BI Mobile	
Topic 5	Power BI architecture	
Topic 6	Components of Power BI	
Topic 7	Lab Exercise: - Install Power BI Desktop - Navigate the interface - Create a simple visual report	
Lesson 3	Connecting to Data Sources	2
Topic 1	Import vs DirectQuery	
Topic 2	Connecting to Excel	
Topic 3	Connecting to SQL databases	
Topic 4	Web data sources	
Topic 5	SharePoint data	
Topic 6	Data refresh concepts	
Topic 7	Lab Exercise: Connect Power BI to: Excel sales file - CSV dataset - Web data	
Lesson 4	Data Transformation with Power Query	3
Topic 1	Power Query interface	
Topic 2	Data cleaning	
Topic 3	Removing duplicates	
Topic 4	Splitting columns	
Topic 5	Merging queries	
Topic 6	Applied steps	
Topic 7	Data types	
Topic 8	Lab Exercise: Clean a messy dataset: Tasks: Remove null values - Rename columns - Convert data types - Create calculated column	

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Lesson 5	Data Modeling	2
Topic 1	Tables and relationships	
Topic 2	Primary key and foreign key	
Topic 3	One-to-many relationships	
Topic 4	Star schema	
Topic 5	Snowflake schema	
Topic 6	Data modeling best practices	
Topic 7	Lab Exercise: Create a data model using: Tables: Sales - Customers - Products - Date	
Lesson 6	DAX Fundamentals	4
Topic 1	What is DAX	
Topic 2	Measures vs calculated columns	
Topic 3	Row context vs filter context	
Topic 4	Common functions (Important Functions): SUM - COUNT - CALCULATE - FILTER - RELATED - DIVIDE	
Topic 5	Lab Exercise: Create measures: Example: (Total Sales, Average, Sales Profit, Margin Sales Growth %)	
Lesson 7	Data Visualization	2
Topic 1	Report design	
Topic 2	Cards and KPIs	
Topic 3	Tables and matrices	
Topic 4	Slicers	
Topic 5	Charts and visuals	
Topic 6	Maps	
Topic 7	Charts and visuals	
Topic 8	Drill-down	
Lesson 8	Advanced Analytics	4
Topic 1	Forecasting	
Topic 2	AI visuals	
Topic 3	Key influencer	
Topic 4	Q&A visual	
Topic 5	Decomposition tree	
Topic 6	Lab Exercise: Analyze: factors affecting sales performance	
Lesson 9	Power BI Service	6
Topic 1	Publishing reports	

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Topic 2	Workspaces	
Topic 3	Dashboards	
Topic 4	Data refresh	
Topic 5	Collaboration	
Topic 6	Lab Exercise: Publish report to Power BI Service - Create dashboard - Share with users	
Lesson 10	Security & Governance	
Topic 1	Row-Level Security (RLS)	
Topic 2	Data protection	
Topic 3	Gateway	
Topic 4	Access control	
Lesson 11	Best Practices	
Topic 1	Report design standards	
Topic 2	Performance optimization	
Topic 3	Naming conventions	
Topic 4	Data model optimization	
Topic 5	Dashboard usability	
Lesson 12	Real Business Case Study	4
Topic 1	Create a complete Sales Performance Dashboard KPIs: Total Revenue - Profit - Sales Growth - Top Customers - Regional Performance Deliverables: Interactive report - Dashboard - Insights summary	
Lesson13	PL-300 Exam Preparation	2
Topic 1	<ul style="list-style-type: none"> Exam structure - Question types - Case study questions - Time management - Exam strategies Practice: Mock exam - Review answers	
Total hours		40

OAB Authority Director

IOA Regional Director

Package Organiser



Oxford for Training And Qualification



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