

PL-300: Power BI Data Analyst

Turn raw business data into clear, trusted Power BI reports and prepare for the PL-300 Power BI Data Analyst exam.

DURATION

3 days · 24 hours

LEVEL

Intermediate

CURRICULUM

10 modules · 8 labs

DELIVERYLive online, Onsite,
Corporate

Course overview

Power BI is easy to start and surprisingly easy to get wrong. Reports become slow, numbers disagree between pages and measures break when someone adds a filter. Most of these problems come from weak data preparation and modelling, not from visuals. This three-day course teaches the habits that prevent them, using one realistic business dataset from start to finish.

Day one covers getting and preparing data with Power Query: connecting to files, databases and online sources, profiling and cleaning data, and shaping it into well-structured tables. Day two is dedicated to modelling — star schema design, relationships, DAX measures, time intelligence and performance — because a good model makes every later report simpler.

Day three focuses on visualising, analysing and sharing: report layout and accessibility, interactions, drill-through and bookmarks, AI visuals, then publishing to the Power BI service, building apps, configuring refresh and applying row-level security. The day ends with exam preparation and practice questions.

You finish with a complete, published report and model that you built yourself, plus a checklist for reviewing reports at work.

The course is aligned to the PL-300 exam. Power BI updates monthly and Microsoft revises the exam outline periodically, so check the current skills measured on Microsoft Learn before booking.

Highlights

- 24 hours of live, hands-on sessions
- One business dataset taken from raw files to published report
- Power Query, star schema modelling and DAX in depth
- Report design, security and sharing in the Power BI service
- Mapped to the four PL-300 skill areas

What's included

- One business scenario from raw data to published app
- Power Query data cleaning and profiling labs
- Star schema modelling and relationship design
- DAX measures, variables and time intelligence
- Report design with accessibility in mind
- Row-level security, refresh and sharing in the service
- 30 days of post-training doubt support

Who this course is for

Who should attend

- Business and data analysts
- Excel power users moving to Power BI
- Finance, sales and operations reporting teams
- MIS executives and reporting managers
- Developers building dashboards for business users

Prerequisites

- Comfortable working with Excel, including formulas and pivot tables
- Basic understanding of tables and relationships
- A Windows laptop with Power BI Desktop installed

Detailed curriculum — 3 days, 24 hours, 10 modules, 8 hands-on labs

Day 1 Getting and Preparing Data

8 hours

1.1 Connecting to data

- Files, folders, databases and web sources
- Parameters and data source settings
- Import vs DirectQuery
- Dataflows and shared semantic models

LAB Connect to sales files and a SQL database · 40 min

1.2 Profiling and cleaning

- Column quality, distribution and profile
- Replacing values and handling nulls
- Fixing data types and errors
- Splitting, merging and extracting columns

LAB Profile and clean a messy sales dataset · 50 min

1.3 Shaping data

- Merge and append queries
- Creating fact and dimension tables
- Pivot and unpivot
- Query folding and performance

LAB Shape raw data into fact and dimension tables · 50 min

Day 2 Modelling Data and Writing DAX

8 hours

2.1 Model design

- Star schema principles
- Date tables
- Relationships, cardinality and filter direction
- Role-playing dimensions

LAB Build a star schema with a date table · 45 min

2.2 DAX fundamentals

- Calculated columns vs measures
- CALCULATE and filter modifiers
- Row and filter context
- Variables and iterators

LAB Write core sales and margin measures · 55 min

2.3 Advanced DAX and performance

- Time intelligence
- Performance analyser
- Calculation groups overview
- Reducing model size

LAB Add year-to-date and prior-year comparisons · 40 min

Day 3 Visualising, Sharing and Exam Readiness

8 hours

3.1 Report design

- Choosing the right visual
- Interactions, drill-through and tooltips
- Layout, themes and accessibility
- Bookmarks and buttons

LAB Design an executive sales report with drill-through · 55 min

3.2 Analysis features

- Key influencers and decomposition tree
- Q&A and Copilot overview
- Anomaly detection and forecasting

3.3 Managing and securing in the service

- Workspaces and roles
- Scheduled refresh and gateways
- Sensitivity labels
- Apps and sharing
- Row-level security

LAB Publish, apply row-level security and build an app · 45 min

3.4 Exam readiness

- Exam structure and case studies
- Practice questions with review

Skills and tools

Skills you will build

Power BI Desktop

Power Query

Data cleaning

Star schema

Data modelling

DAX

Time intelligence

Report design

Row-level security

Power BI service

Data refresh

Tools used in class

Power BI Desktop

Power BI service

Power Query

Microsoft Excel

On-premises data gateway

DAX Studio

Certification exam

This course is aligned to the exam below and prepares you for it. The exam itself is booked and taken with the vendor.

Exam	Microsoft Certified: Power BI Data Analyst Associate
Exam code	PL-300
Duration	100 minutes
Passing score	700 / 1000 (scaled)
Format	Multiple choice, Multiple response, Drag and drop, Case study
Delivery	Online proctored, Test centre
Validity	1 year (free online renewal assessment)
Official page	https://learn.microsoft.com/credentials/certifications/exams/pl-300/

Exam skill areas covered

Exam details are pending verification. Confirm the current exam code, format and fee on the official vendor page before booking.

Frequently asked questions

Do I need programming experience?

No. Strong Excel skills are enough. DAX is taught from the basics during the course.

Can I use a Mac?

Power BI Desktop runs only on Windows. Mac users can join using a Windows virtual machine or a cloud desktop.

Will I need a Power BI licence?

Power BI Desktop is free. For the service labs, details of the lab tenant are shared before the course.

What happens if Microsoft updates the PL-300 exam?

We map the curriculum to the current published skills outline and revise it when Microsoft changes the exam. Always check the latest outline on Microsoft Learn before booking.

Do you run weekend batches?

Yes. Weekend batches cover the same 24 hours across consecutive Saturdays and Sundays, with timings in IST that also suit learners in the Gulf.

Can you run a private batch for our team?

Yes. We run private online or onsite batches for corporate teams, and we can weight the labs towards your own business reports. Request a corporate quote with your team size and preferred dates.

Book a batch or talk to an advisor

Course page: aceskillsconsulting.com/course/pl-300-power-bi-data-analyst · Email: info@aceskillsconsulting.com

Chennai office

Guindy, Chennai, Tamil Nadu

Delhi office

B-95, Old Post Office Street, Shakarpur

New Delhi 110092

Office: 98180 12523

Microsoft, Azure, Microsoft 365, Power BI and Microsoft Entra are trademarks of the Microsoft group of companies. All product names, logos, brands, trademarks and registered trademarks are the property of their respective owners. Ace Skills Consulting is an independent training provider; unless explicitly stated, it is not affiliated with, endorsed by or sponsored by any vendor mentioned on this site. Exam details are provided for guidance and may change — always confirm on the vendor's official website. Curriculum generated on 23 Oct 2026; topics and order may be adjusted by the trainer to suit each batch.