There are 3 modules in this course

This course forms part of the Microsoft Power BI Analyst Professional Certificate. This Professional Certificate consists of a series of courses that offers a good starting point for a career in data analysis using Microsoft Power BI.

This module introduces the learner to the role of a Data Analyst, key data analysis concepts and how data plays an important role in business. The learner is briefly introduced to Power BI as tool for data analysis.

What's included

10 videos23 readings8 assignments3 discussion prompts

1 plugin

10 videos•Total 50 minutes

- Course introduction•6 minutes•Preview module
- What is the role of a Data Analyst?•5 minutes
- Roles working with data•5 minutes
- Essential data analyst skills•4 minutes
- Gathering the right data•4 minutes
- Processing and analyzing the data•4 minutes
- How data insights drive business•5 minutes
- Introduction to Power BI•6 minutes
- Analyzing data with Power BI•4 minutes
- Module summary: Data analysis in business•3 minutes

23 readings•Total 295 minutes

- Course syllabus•10 minutes
- How to be successful in this course•10 minutes
- New name for Power BI datasets•10 minutes
- How to locate your downloaded files•10 minutes
- Additional resources: Welcome to the course•10 minutes
- Using data to solve a business problem•10 minutes
- Tasks of a data analyst•10 minutes
- Exercise: Identifying stakeholders•30 minutes
- Exemplar: Identifying stakeholders•10 minutes
- Additional resources: The role of the Data Analyst•5 minutes
- Sharing data insights•10 minutes
- Stakeholder experience•10 minutes
- Exercise: Stakeholder experience•30 minutes

- Exemplar: Stakeholder experience•10 minutes
- Exercise: Evaluating an analysis process•30 minutes
- Exemplar: Evaluating an analysis process•10 minutes
- Additional resources: Stages in data analysis•5 minutes
- Power BI Desktop, service, and Mobile•10 minutes
- Setting up your Power BI environment•10 minutes
- Activity: How to view a report•10 minutes
- Exercise: Generate a visualization•30 minutes
- Exemplar: Generate a visualization•10 minutes
- Additional resources: Introduction to Power BI•5 minutes

8 assignments•Total 115 minutes

- Module quiz: Data analysis in business•30 minutes
- Self-review: Identifying stakeholders•10 minutes
- Knowledge check: The role of the Data Analyst•15 minutes
- Self-review: Stakeholder experience•10 minutes
- Self-review: Evaluating an analysis process•10 minutes
- Knowledge check: Stages in data analysis•15 minutes
- Self-review: Generate a visualization•10 minutes
- Knowledge check: Introduction to Power BI•15 minutes

3 discussion prompts•Total 30 minutes

- What do you hope to learn?•10 minutes
- What key elements or visualizations stood out to you?•10 minutes
- Which areas of data analysis interest you most?•10 minutes

1 plugin•Total 15 minutes

- Data Analysis for Adventure Works •15 minutes

The right tools for the job

Module 2 · 5 hours to complete

This module introduces the learner to data collection, data sources, the ETL process and the importance of evaluating data for analysis

What's included

8 videos 11 readings 7 assignments 1 discussion prompt

2 plugins

8 videos•Total 45 minutes

- Identifying and evaluating required data•6 minutes•[Preview module](#)
- Workflow in Power BI•4 minutes
- The ETL (Extract, Transform, Load) process•6 minutes
- Ingesting and gathering data•6 minutes
- Storing and managing data•6 minutes
- Transforming and cleaning data•5 minutes
- What is Power Query?•5 minutes
- Module summary: The right tools for the job•4 minutes

11 readings•Total 155 minutes

- Exercise: Dataset•30 minutes
- Exemplar: Dataset•10 minutes
- Additional resources: Data collection•5 minutes
- Exercise: Data storage and management•30 minutes
- Exemplar: Data storage and management•10 minutes
- Additional resources: Introduction to the ETL process•5 minutes
- Cleaning at source in Excel•10 minutes
- Data transformed in Power BI•10 minutes
- Exercise: Evaluating data for transformation•30 minutes
- Exemplar: Evaluating data for transformation•10 minutes
- Additional resources: Introduction to transforming data•5 minutes

7 assignments•Total 105 minutes

- Module quiz: The right tools for the job•30 minutes
- Self-Review: Dataset•10 minutes
- Knowledge check: Data collection•15 minutes
- Self-Review: Data storage and management•10 minutes
- Knowledge check: Introduction to the ETL process•15 minutes
- Self-Review: Evaluating data for transformation•10 minutes
- Knowledge check: Introduction to transforming data•15 minutes

1 discussion prompt•Total 10 minutes

- What other business scenarios would require data transformation?•10 minutes

2 plugins•Total 30 minutes

- Exploring Data Sources: A Data Analyst's Role at Adventure Works•15 minutes
- Understanding the ETL process and data transformation•15 minutes

Final project and assessment: Harnessing the power of data in Power BI

Module 3 · 3 hours to complete

In this module, you will be assessed on the key skills covered in the Course.

What's included

2 videos4 readings2 assignments

1 discussion prompt

2 videos•Total 10 minutes

- Course Recap: Harnessing the Power of Data•6 minutes•Preview module
- Congratulations•4 minutes

4 readings•Total 60 minutes

- About the final project and assessment: Harnessing the Power of Data in Power BI•10 minutes
- Exercise: Product launch analysis•30 minutes
- Exemplar: Product launch analysis•10 minutes
- Next steps•10 minutes

2 assignments•Total 105 minutes

- Self-review: Product launch analysis•15 minutes
- Course Quiz: Harnessing the Power of Data in Power BI•90 minutes