



Your skills. Your advantage.

Tosa Microsoft Power BI

Exam Blueprint

Table of Contents

Table of Contents	2
Introduction to the Tosa® Exam Blueprint	3
Tosa® (Test on Software Applications)	4
Tosa® Exam Blueprint Objective	4
Unique Tosa® Scoring	5
About the Tosa® Microsoft Power BI certification	6
Tosa Sequence for Progressive Skills Development	7
Isograd Learning Lab	8
Tosa® Microsoft Power BI Level Descriptions	9
Business Applications	10
Domain 1: Environment, Tools, and Methods	11
Sub-domain 1: Understanding the products and licensing options of the solution	11
Sub-domain 2: Mastering the languages uses within the solution	12
Sub-domain 3: Optimizing methodologies and productivity	13
Domain 2: Data Models	14
Sub-domain 1: Managing data sources	14
Sub-domain 2: Managing schemas and relationships	15
Sub-domain 3: Using DAX and building measures	16
Sub-domain 4: Managing roles in a data model	17
Domain 3: Data Visualization	18
Sub-domain 1: Managing report consumption	18
Sub-domain 2: Mastering storytelling	19
Sub-domain 3: Managing the user experience	20
Sub-domain 4: Constructing report elements	21
Domain 4: Collaboration	22
Sub-domain 1: Mastering a workspace and its contents	22
Sub-domain 2: Managing dashboards and apps	23
Sub-domain 3: Working in the Power BI Service	24

Introduction to the Tosa[®] Exam Blueprint

For Tosa[®] Assessment and Certification

Tosa® (Test on Software Applications)

Tosa® assessments and certifications are designed to determine a candidate's proficiency level by evaluating their skills in office software and digital tools commonly used in a professional or educational environment.

These tests are specifically developed to validate the professional competencies of candidates looking to enhance their employability (employees, students, job seekers, and individuals undergoing career transitions).

Tosa® assessments and certifications are adaptive tests, developed using scientific methodologies. The scoring is based on Item Response Theory (IRT). The test algorithm adapts to each candidate's response in real time, adjusting the difficulty level of subsequent questions until it precisely determines the candidate's skill level by calculating the upper limit of their competencies. As a result, the tests provide a detailed and unique diagnosis of each candidate's abilities.

The rigor and reliability of Tosa® tests stem from the combination of a mathematical model for analyzing question difficulty and the relevance of the questions selected for each candidate (IRT).

Tosa® Exam Blueprint Objective

This exam blueprint outlines all the skills assessed within the domains and sub-domains of the Tosa® assessment and certification tests for Microsoft Power BI.

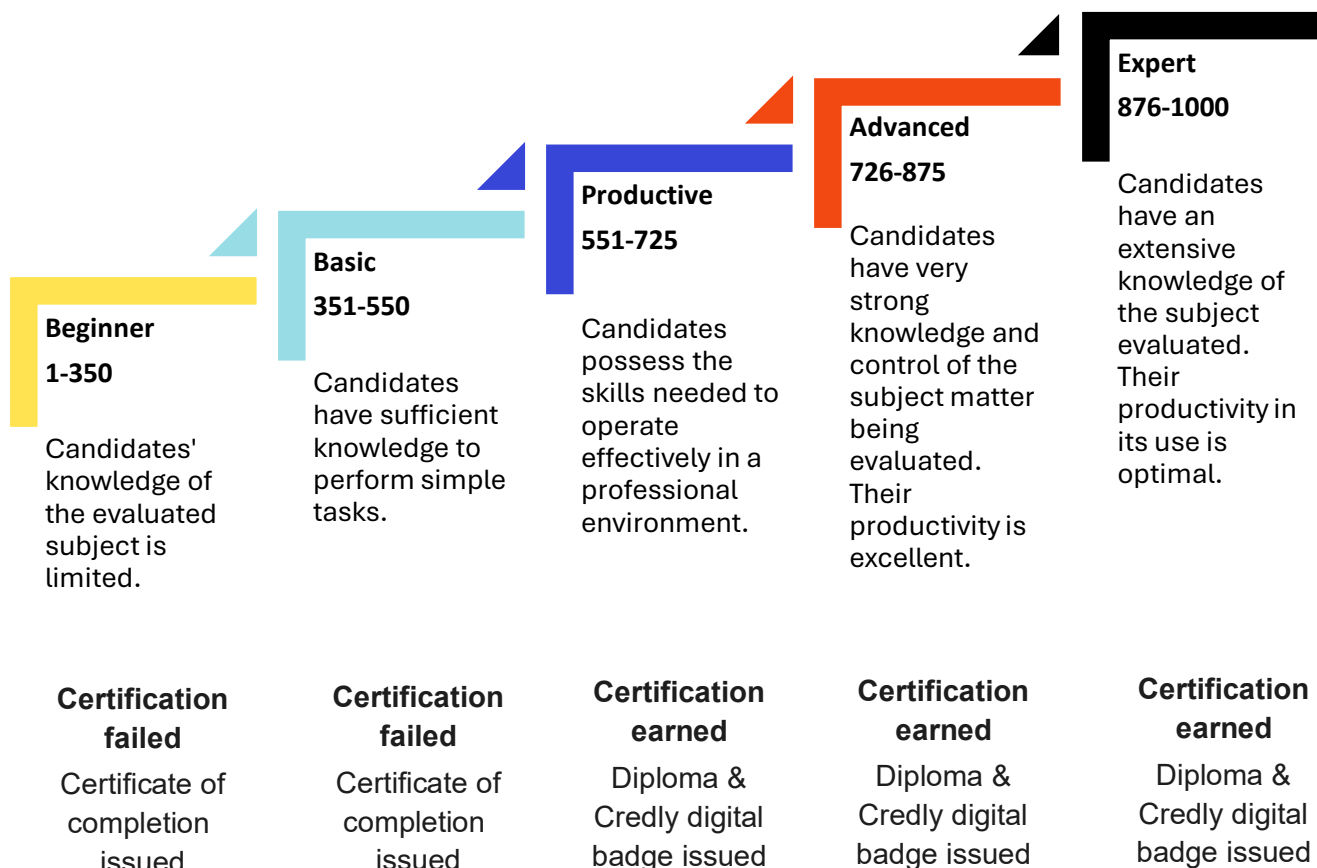
Tosa® assessment and certification solutions are designed to determine learners' proficiency levels using a single scoring scale—ranging from 0 to 1000 for certification—and divided into five levels, from “Beginner” to “Expert,” for the assessment.

The purpose of this framework is to specify the technical knowledge expected at each level and within each of the four main skill categories of Microsoft Power BI. It is intended to help identify the most appropriate teaching or training programs to match a learner's target score.

Unique Tosa® Scoring

The Tosa® assessments and certifications are based on a unique score, divided into five levels.

- Ranging from 1 to 1000 for the certification.
- Divided into five levels, from Beginner to Expert, for the assessment.



About the Tosa® Microsoft Power BI certification

The Tosa Microsoft Power BI Certification relies on a database of more than 150 questions. It is composed of 35 questions from the question database and lasts for 1 hour. The algorithm adapts to each of the candidate's answers to adjust the difficulty level of the questions until reaching the candidate's skill limit. This ensures a precise and accurate result.

Since the test is adaptive, the series of questions that a candidate gets is unique for each test. This algorithm allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in a classroom setting, an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points. This score corresponds to one of five proficiency levels. Candidates who score between 1 and 550 points do not earn the certification. They receive a certificate of completion in lieu of a diploma. Candidates who score 551 points or above earn the certification and will receive a diploma by email within five business days. If a candidate scores 551 points or above, they will also be eligible to receive a digital Credly badge.

There are no prerequisites to be eligible to take the exam, but to ensure a candidate is well prepared on exam day, we suggest they:

- Take at least one Tosa Microsoft Power BI adaptive assessment to estimate their level and get familiar with the test format
- Use the free practice tests on our website for training
- Follow an e-learning or training course (average duration per level is between 10 and 15 hours per certification, so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue. This three-year period has been set to ensure that our certifications are consistently accurate and relevant, taking into account software version updates as well as the natural evolution of a candidate's skills over time. Limiting the certification period also reflects the need for life-long learning and continual professional development.

Tosa certifications can be retaken when they expire. Earners willing to improve their score and proficiency level can retake the exam at any time.

Tosa Sequence for Progressive Skills Development

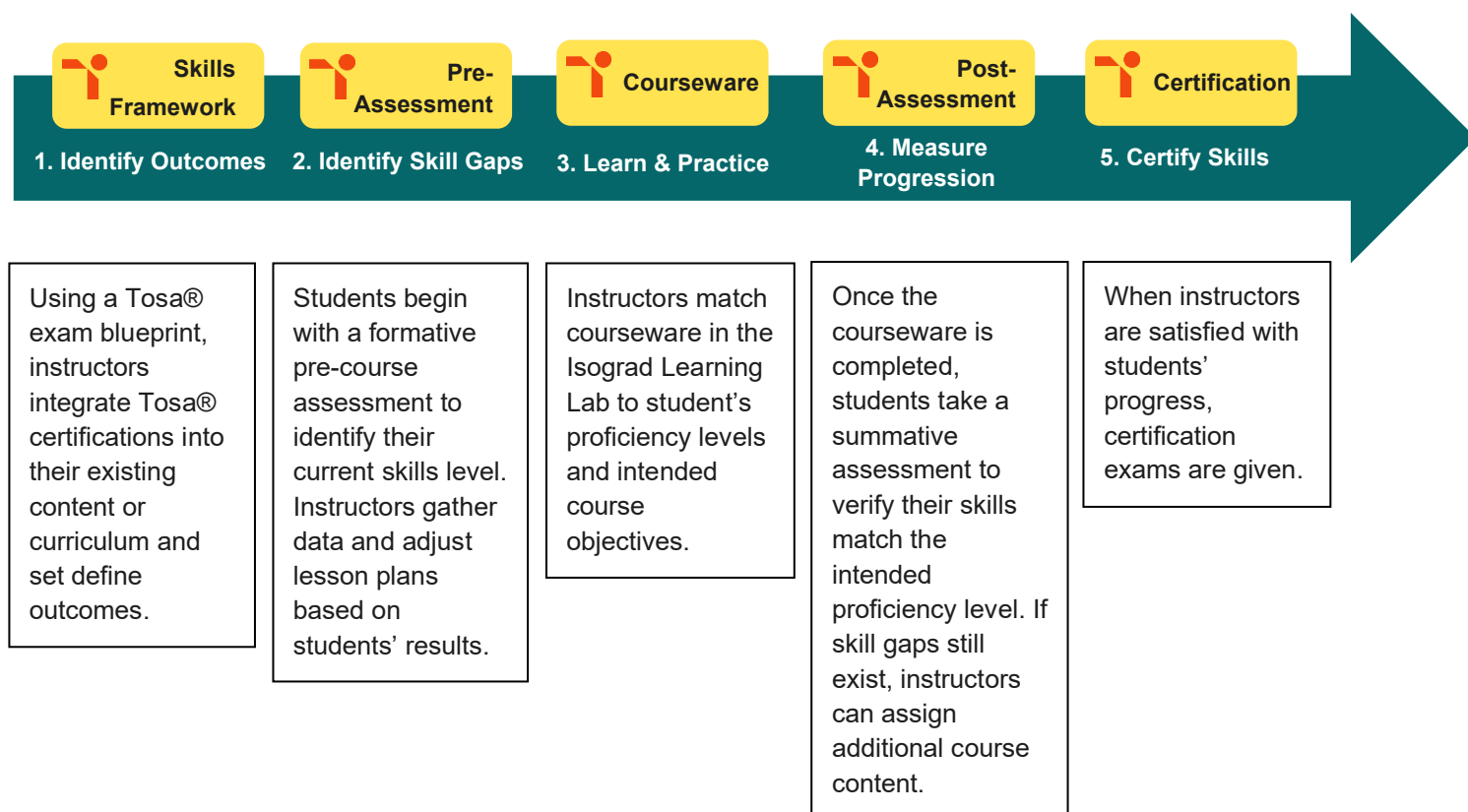
Students and professionals can tailor their certification journey with Tosa through vertical progression, demonstrating increasing proficiency in Microsoft Power BI. Starting at a productive level, users can advance to advanced and expert levels as their skills grow. This clear path encourages continuous improvement and validates each stage of their development. Tosa's structure makes it easy to track progress and showcase evolving expertise.

Isograd Learning Lab

The Isograd Learning Lab is a multifaceted and adaptable courseware solution designed to help learners prepare for Tosa certification exams. It offers personalized, self-paced, and fully interactive learning experiences, equipping candidates with the essential digital skills that employers seek. These skills span a wide and varied range, applicable to learners just starting their career journey to those wishing to advance on their path.

The browser-based platform supports all learning styles with a wide array of features, including in-application exercises. These in-application capabilities allow learners to experience real-world examples of specific tasks within a given software environment. The lab includes inclusive learning resources, along with extension activities and project-based learning challenges that foster creativity and critical thinking.

All course content on the Isograd Learning Lab is aligned to a Tosa exam blueprint, which is the foundation of any Tosa certification exam. By aligning course content to an exam blueprint, learners will be prepared to take the exam once they complete the courseware.



Tosa® Microsoft Power BI Level Descriptions

At each level, candidates can:

Beginner

- Navigate the interface, understanding the basic principles related to data sources and simple visualizations.
- Open a report, read key indicators, and interact with predefined filters, without necessarily creating or modifying content.

Basic

- Import data, create basic visualizations (charts, tables), and apply simple filters or sorting.
- Build a basic dashboard that meets a standard need, following predefined instructions or templates.

Productive

- Leverage basic and intermediate Power BI features to create simple reports, structure data, and perform analysis in common professional contexts.
- Use core tools to organize, filter, and visualize data, while working independently on straightforward business needs.

Advanced

- Use advanced Power BI techniques to design complex data models, optimize existing reports, and address specific business challenges.
- Create sophisticated interactive visualizations, solve technical data-related issues, and collaborate effectively in demanding professional environments.

Expert

- Demonstrate comprehensive mastery of Power BI and excel in creating innovative solutions to address complex business challenges.
- Design advanced data models, optimize analytical processes, and share expertise by training or advising other users. Also be capable of proposing innovative strategies by fully leveraging the platform's advanced features.

Business Applications

Achievement of the Beginner score defines little or limited knowledge of the Power BI application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

For a reporting assistant or data entry specialist, skills at this level enable a candidate to manage basic reports: view and interpret them, create and modify simple visuals, format dashboards, and insert basic charts or filters to support understanding.

For a reporting coordinator or junior business analyst, these skills enable a candidate to build and organize basic dashboards, clean and format datasets, insert tables and visualizations, and prepare reports for sharing or export.

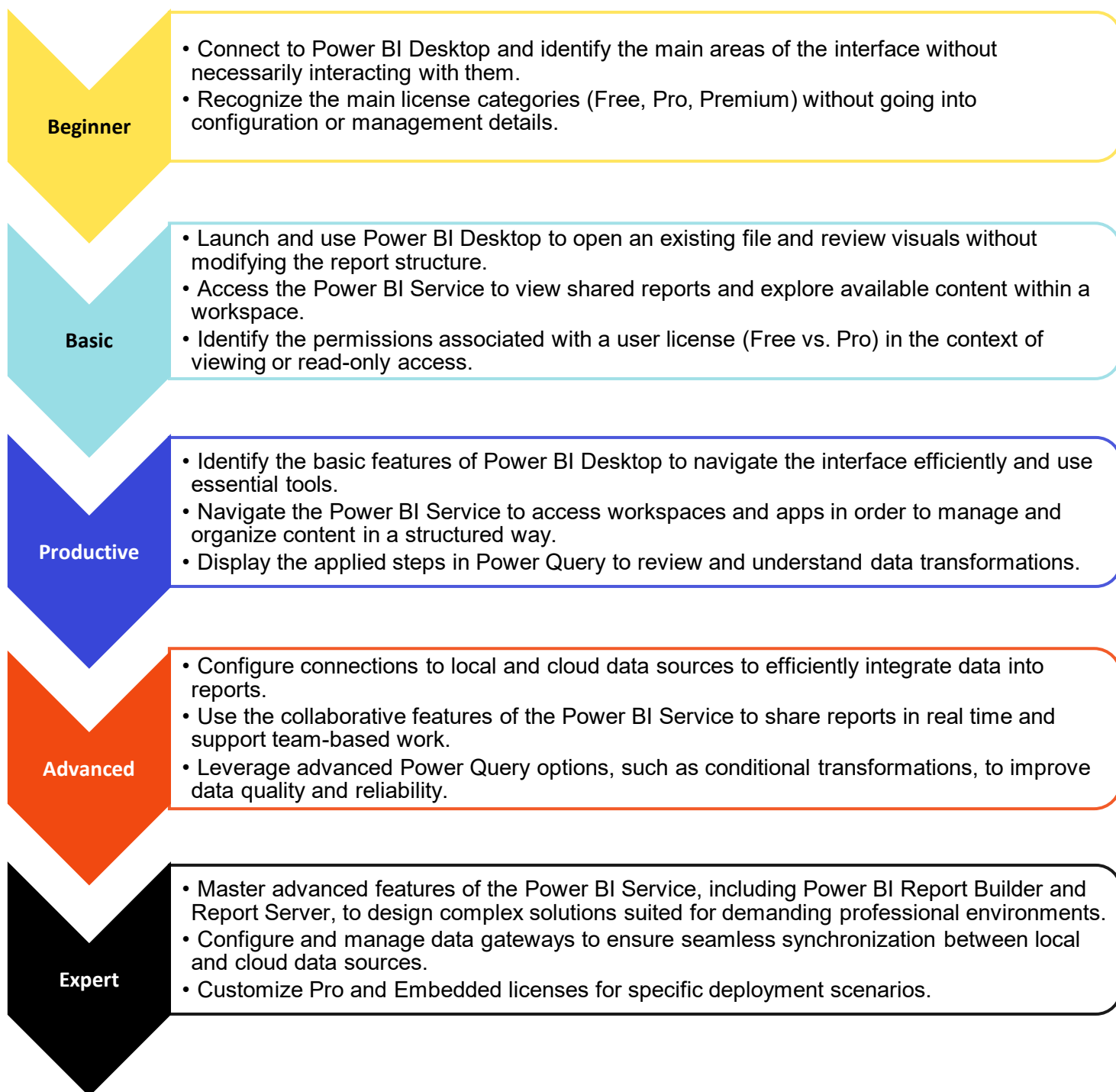
For a business analyst, operations coordinator, or project manager, these skills enable a candidate to structure and enrich reports, manage visual elements and data relationships, and publish dashboards in the appropriate format for stakeholders.

For a data analyst, BI developer, operations manager, HR analyst, or other data-driven professionals, these skills enable a candidate to customize the workspace, model complex data, create tailored dashboards, and manage advanced visualizations.

Domain 1: Environment, Tools, and Methods

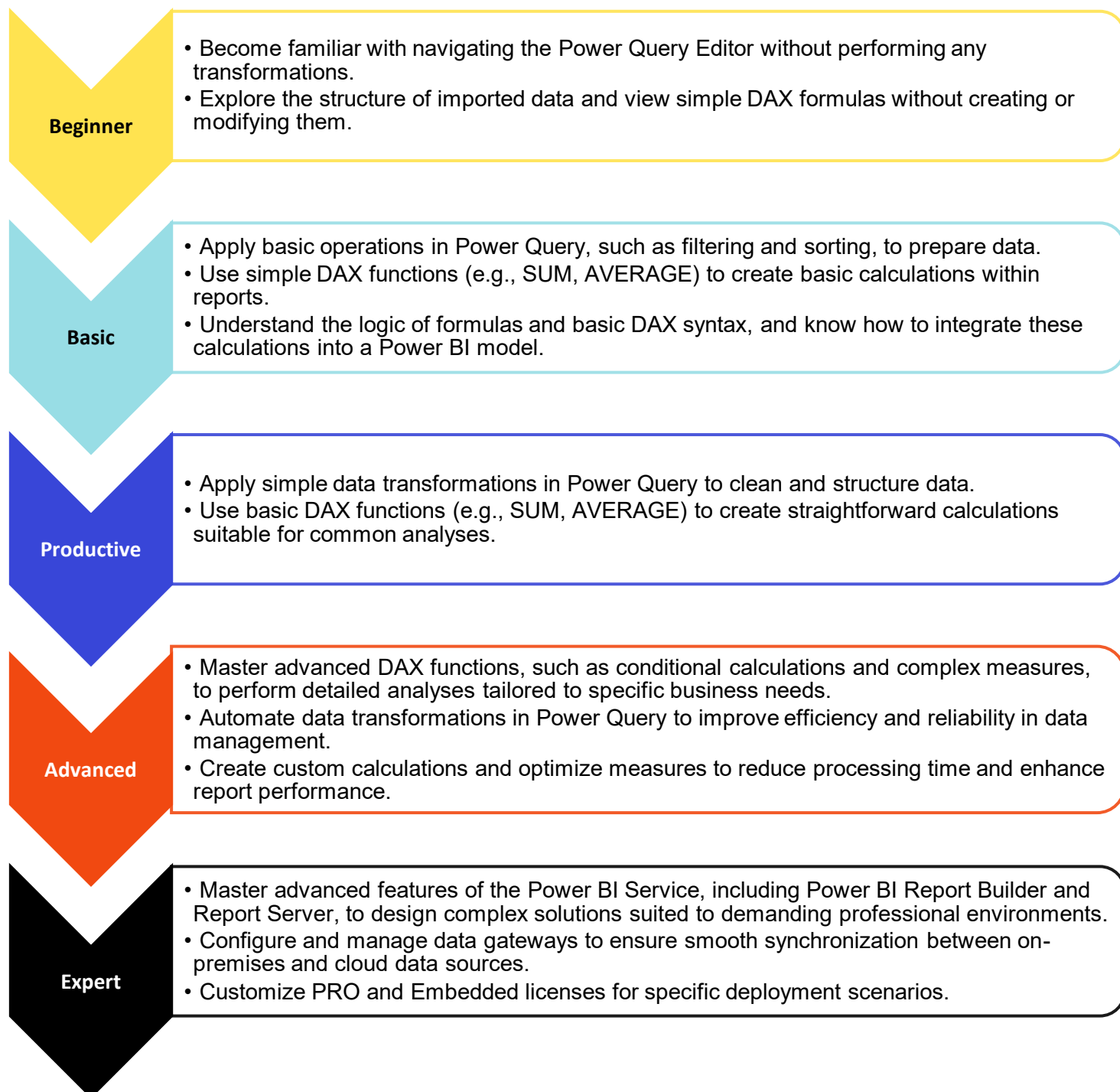
Sub-domain 1: Understanding the products and licensing options of the solution

Covers: Leveraging the features of Power BI Desktop and collaborative cloud service licenses to optimize data analysis and support effective teamwork.



Sub-domain 2: Mastering the languages uses within the solution

Covers: Transforming data using Power Query and master DAX functions to design complex, business-focused analyses, while leveraging advanced customization options to optimize report presentation and relevance.



Sub-domain 3: Optimizing methodologies and productivity

Covers: Modeling data, optimizing query performance, and sharing reports effectively to improve analysis quality and support collaboration.

Beginner

- Explore basic features for organizing personal files and reports to improve accessibility.
- Become familiar with simple navigation options in Power BI Desktop and the Service, without yet sharing or modeling data.

Basic

- Effectively organize reports and datasets within Power BI Desktop to ensure better readability.
- Use basic import and export functions to facilitate content updates.
- Access and use shared workspaces in a viewer role, without managing structure or permissions.

Productive

- Model simple data using basic relationships between tables to structure information effectively.
- Share reports in the Power BI Service to support team collaboration.
- Use basic tools to enhance navigation and optimize simple query performance to ensure smooth analysis.

Advanced

- Create complex data models with multiple relationships to enhance the quality of multidimensional analysis.
- Optimize query performance using advanced transformations and parameters to speed up data processing.
- Collaborate with team members through shared workspaces to ensure centralized content management.

Expert

- Design multidimensional data models and integrate data from multiple heterogeneous sources to perform complex analyses.
- Automate query optimization processes using scripts and advanced calculations to ensure maximum performance, even with large datasets.
- Oversee report sharing and content organization at the enterprise level to centralize management and maintain consistency across shared assets.

Domain 2: Data Models

Sub-domain 1: Managing data sources

Covers: Importing data from local files and optimizing data retrieval processes to ensure efficient and reliable information integration.

Beginner

- Explore the Power BI Desktop import interface without changing default settings.
- Understand the basic logic of integrating data from simple local files, without performing technical manipulations.

Basic

- Load local files into Power BI Desktop by reviewing their structure and preview.
- Adapt the import process to simple needs by selecting the appropriate sheets, ranges, or relevant columns.
- Begin to understand the differences between data source types, without yet selecting or configuring those suited to specific business needs.

Productive

- Import data from local files to efficiently integrate information into Power BI.
- Identify the different available data sources to select those suited for common analytical needs.
- Configure simple database connections to streamline data collection.

Advanced

- Automate data retrieval processes from various sources to ensure reliability and reduce processing time.
- Optimize connections to large databases and files to improve report performance.
- Manage parameters in Power Query to adapt dynamic connections and synchronize data efficiently.

Expert

- Set up data gateways to connect on-premises data to the cloud service, ensuring continuous and secure synchronization.
- Integrate complex data sources such as APIs or real-time data streams to build dynamic, up-to-date analyses.
- Create organization-wide data integration processes to ensure consistency and standardization of information.

Sub-domain 2: Managing schemas and relationships

Covers: Identifying, creating, and managing relationships between tables to ensure a reliable data structure and enable accurate analysis.

Beginner

- Observe the structure of a simple data model in Power BI and understand the concept of organizing data into tables.
- Discover the existence of relationships between tables without yet creating or modifying them.
- Visually identify the fields used to link data and begin to understand their role in building reports.

Basic

- Work with a simple data model to explore tables and understand how they are interconnected.
- Identify key fields used in joins without defining cardinality.
- Remove or adjust an incorrect relationship identified by Power BI, without manually creating new ones.
- Begin to interpret the impact of a relationship on the consistency of generated visuals.

Productive

- Create simple relationships between tables in a data model to establish a coherent structure suitable for basic analyses.
- Identify existing relationships in a data model to verify their relevance and consistency.
- Manage relationship types (1:N, N:N) to ensure functional data organization.

Advanced

- Modify and optimize relationships between tables in complex models to reduce redundancies and improve query performance.
- Implement bidirectional relationships in specific scenarios to enable multidimensional analysis.
- Structure data models with hierarchies to support easier navigation and hierarchical analysis.

Expert

- Design and manage complex relational data models to meet advanced organizational needs.
- Use star and snowflake schemas to structure data models for maximum performance and report interpretability.

Sub-domain 3: Using DAX and building measures

Covers: Using DAX and creating optimized measures to manage filter contexts and perform accurate, high-performance analyses.

Beginner

- Discover the DAX language and understand its role in creating measures and calculated columns.
- Identify where formulas are located in Power BI and visually distinguish a column from a measure.
- Explore existing DAX formulas without editing them, in order to begin understanding their logical structure.

Basic

- Create first simple DAX formulas using guided expressions, such as basic arithmetic operations or concatenations.
- Use the DAX editor's autocomplete feature to build short formulas with assistance.
- Begin to interpret the results of basic calculations within visualizations, without yet mastering filter or relationship concepts.

Productive

- Create simple measures using basic DAX functions (SUM, AVERAGE) to quickly analyze common data.
- Apply simple filter contexts to isolate specific data within reports.
- Use calculated columns to enrich datasets and support easier analysis.

Advanced

- Master advanced DAX functions, such as CALCULATE and SUMX, to perform complex analyses.
- Optimize filter contexts within complex models to ensure calculation accuracy.
- Create dynamic measures to customize analyses and address specific user needs.

Expert

- Develop complex DAX models with nested measures and advanced calculations to analyze large and complex datasets.
- Automate analytical processes with DAX to reduce errors and enhance productivity.
- Oversee performance optimization of measures in large-scale models to ensure a smooth user experience.

Sub-domain 4: Managing roles in a data model

Covers: Managing roles in a data model by implementing Row-Level Security (RLS).

Beginner

- Observe the role management interface in Power BI Desktop without performing any configuration.
- Identify simple business use cases related to data security, without yet modifying the model.

Basic

- Create an empty role in Power BI Desktop to become familiar with the configuration interface.
- Assign a role to a table without defining a rule, as part of an exploratory approach.
- Begin to understand the value of filtering data based on a user or group, without yet writing DAX expressions or enabling dynamic security.

Productive

- Configure simple roles in the data model to restrict access to certain information based on users.
- Apply basic Row-Level Security (RLS) rules to protect sensitive data.

Advanced

- Manage complex roles using DAX expressions for Row-Level Security (RLS) to customize data access based on advanced criteria.
- Test roles in a multi-user environment by simulating different access levels and validating the results.
- Create reports that display the data accessible to each defined role to ensure RLS rules meet business requirements.

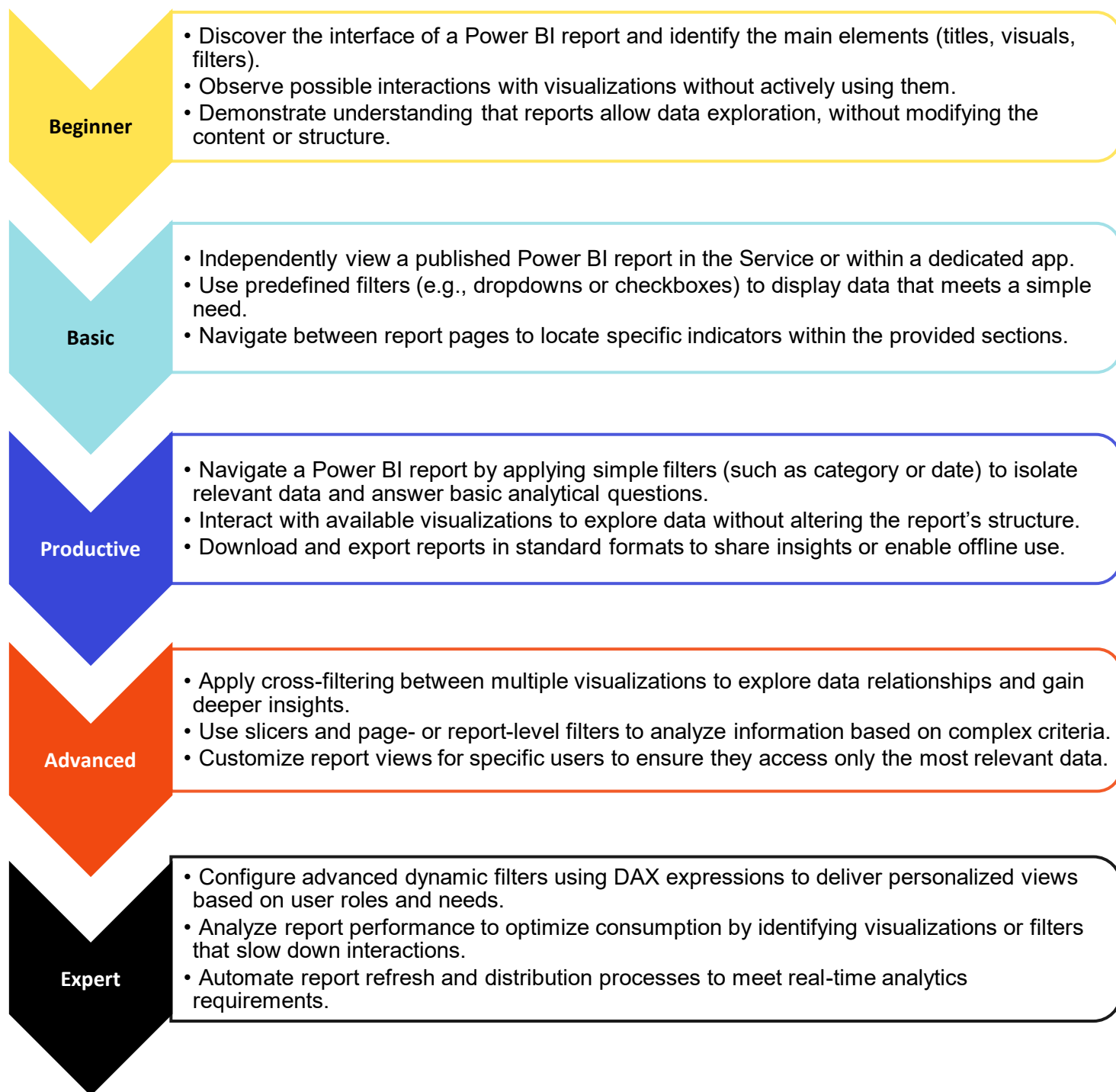
Expert

- Create and test advanced DAX expressions for dynamic role configuration in RLS, enabling data access restrictions based on complex criteria.
- Use the Power BI Service to configure and validate security roles in shared models, ensuring that applied restrictions align with defined access rights.
- Implement nested roles to manage complex multi-level access scenarios, validating data visibility according to user profiles.
- Generate reports on users with access to specific data using built-in auditing tools to verify compliance with RLS rules.

Domain 3: Data Visualization

Sub-domain 1: Managing report consumption

Covers: Interacting with reports and applying filters to explore data effectively and address real-time analytical needs.



Sub-domain 2: Mastering storytelling

Covers: Building coherent narratives in reports using relevant visuals, annotations, and logical sequences to communicate information clearly and effectively.

Beginner

- Identify visual elements (titles, charts, colors) as tools to support a message, without yet modifying or arranging them.
- Understand that a report can tell a story to support decision-making, without yet building that narrative independently.

Basic

- Arrange visuals in a clear, logical order to provide a smooth reading flow of the data, without using complex transitions.
- Add descriptive titles to pages and charts to clarify the presented content.
- Use colors and shapes to highlight key trends, without applying advanced storytelling techniques.

Productive

- Add simple annotations to visualizations (titles, data labels, descriptions) to support report comprehension.
- Create logical sequences within a report to guide users through data exploration.
- Use standard visuals to present trends and distributions, ensuring clear communication of information.

Advanced

- Add narrative elements such as tooltips or dynamic comments to contextualize data and enhance its impact.
- Structure interactive reports with linked pages to create a coherent flow in the presentation of analyses.
- Adapt visualizations based on communication objectives to effectively target the intended audience.

Expert

- Design fully interactive reports incorporating dynamic narratives and simulated scenarios to support decision-making.
- Create custom visuals (advanced charts or enriched maps) to communicate complex information in an intuitive way.

Sub-domain 3: Managing the user experience

Covers: Integrating dynamic filters, action buttons, and user parameters to provide intuitive navigation and enhance report interactivity.

Beginner

- Discover the importance of user experience in a Power BI report by observing how the layout of elements affects readability.
- Identify interactive report elements (such as filters, slicers, or buttons) without yet interacting with them.
- Understand that intuitive navigation contributes to better data engagement, without yet being able to implement it.

Basic

- Arrange visualizations clearly to support report readability, taking into account space and logical viewing order.
- Add clear titles and legends to guide users in interpreting charts.
- Adjust the size and layout of visual elements for better ergonomics, without yet using filters or interactive buttons.

Productive

- Add basic filters and slicers to enhance report interactivity.
- Insert simple navigation buttons to move between pages and support data exploration.
- Adjust visualization settings to match user preferences and improve the overall experience.

Advanced

- Integrate user parameters to personalize reports based on individual needs and provide a tailored experience for each user profile.
- Use dynamic filters and advanced action buttons to create smooth, intuitive navigation within reports.
- Add advanced features such as links to external reports to expand data exploration capabilities.

Expert

- Design fully interactive dashboards with advanced user parameters (e.g., visualization selection) to deliver a customized experience.
- Automate report adaptation based on user roles to ensure relevant and secure navigation.
- Test the user experience with real-world usage scenarios to identify and improve friction points.

Sub-domain 4: Constructing report elements

Covers: Creating and formatting visuals, tables, and charts in Power BI Desktop, optimizing layout and adding interactive elements to support data understanding and analysis.

Beginner

- Discover the visual components of a Power BI report by exploring existing examples.
- Identify standard visual types (pie charts, bar charts, tables) and understand their use based on the data.
- Observe how data is represented graphically without yet participating in the creation process.

Basic

- Insert simple visuals (such as pie charts, maps, or bar charts) using prepared data.
- Select appropriate fields to visualize based on the analysis objective, with guidance if needed.
- Place visuals on a report page in an organized manner, without yet applying advanced customization.

Productive

- Create simple visuals such as bar charts or tables to illustrate key data in a basic format.
- Add data labels and modify visual colors to improve readability.
- Arrange visuals on a report page to present data clearly.

Advanced

- Design advanced charts (e.g., combo charts, interactive maps) to visualize complex information.
- Optimize layout using grids and fixed zones to standardize report presentation.
- Add interactions between visuals to support dynamic data exploration.

Expert

- Create fully customized visuals using third-party tools or programming languages (e.g., R, Python) to address specific analytical needs.
- Integrate advanced interactive elements (e.g., drill-through, enriched tooltips) to enable detailed data exploration.
- Automate layouts based on screen sizes and usage contexts to ensure optimal presentation across all platforms.

Domain 4: Collaboration

Sub-domain 1: Mastering a workspace and its contents

Covers: Creating, organizing, and managing content in the Power BI Service to ensure structured and efficient workspace management.

Beginner

- Access an existing workspace in the Power BI Service to view shared reports.
- Identify the different types of content available in the workspace (reports, dashboards, datasets).
- Understand user roles (viewer, member, admin) without yet managing permissions.

Basic

- Navigate within a workspace by identifying key content and its organization.
- Share an existing report with a specific user using default permissions.
- Duplicate or move simple content within a workspace with guidance.

Productive

- Create a workspace in the Power BI Service to organize reports and content in a structured way.
- Add members to a workspace with defined permissions to ensure controlled access to data.
- Publish Power BI Desktop reports to a workspace to make them accessible to team members.

Advanced

- Organize content within shared workspaces by creating folders and defining a logical hierarchy to facilitate navigation and resource access.
- Manage advanced permissions in workspaces to control user actions on content (editing, viewing, deleting).
- Monitor workspace usage using available metrics in the Power BI Service to analyze performance and collaboration.

Expert

- Automate workspace management using Power BI APIs or third-party tools to centralize and streamline large-scale administration.
- Configure multi-organization workspaces for cross-functional projects to promote collaboration between departments or partner companies.
- Optimize workspaces to ensure alignment with best practices and minimize hosting and licensing costs.

Sub-domain 2: Managing dashboards and apps

Covers: Creating interactive dashboards, organizing them into logical apps, and defining audiences to deliver insights tailored to specific user needs.

Beginner

- Identify a published dashboard in the Power BI Service and view its displayed elements.
- Distinguish between a report and a dashboard by observing their structure.
- Use basic dashboard options (such as enlarging a tile or viewing underlying data) without modifying the content.

Basic

- Pin a simple visual from a report to an existing dashboard.
- Rearrange tiles within a dashboard to improve readability.
- Access a shared app to view the various dashboards and reports it contains.

Productive

- Create simple dashboards by adding visuals from multiple reports to provide an overview of key data.
- Add KPIs and custom tiles to dashboards to monitor main performance indicators.
- Share a dashboard with a specific group of users to ensure targeted information delivery.

Advanced

- Organize dashboards within apps by defining a logical structure to make them easier for end users to navigate.
- Configure specific audiences for dashboards in an app to deliver insights tailored to different user profiles.
- Create interactive dashboards with advanced features (e.g., links to detailed reports) to support in-depth data exploration.

Expert

- Customize dashboards with third-party visuals or advanced connectors to meet specific reporting needs.
- Manage automatic updates of dashboards and apps to ensure access to real-time, up-to-date data.

Sub-domain 3: Working in the Power BI Service

Covers: Efficiently managing Power BI Service features by navigating workspaces, scheduling dataset refreshes, and using performance analysis tools to optimize report management, collaboration, and distribution in a professional environment.

Beginner

- Pin a simple visual from a report to an existing dashboard.
- Rearrange tiles within a dashboard to improve readability.
- Access a shared app to view the various dashboards and reports it contains.

Basic

- Add a report or dashboard to favorites for quicker access.
- Filter or sort content in the Power BI Service to locate a specific resource.
- Identify basic options associated with a dataset (refresh, view, access) without yet modifying them.

Productive

- Navigate efficiently in the Power BI Service to access reports, dashboards, and workspaces in order to view and use available content.
- Schedule manual dataset refreshes in the Power BI Service to ensure regular updates of information.
- Download and share reports in PDF or Excel format to support offline distribution.

Advanced

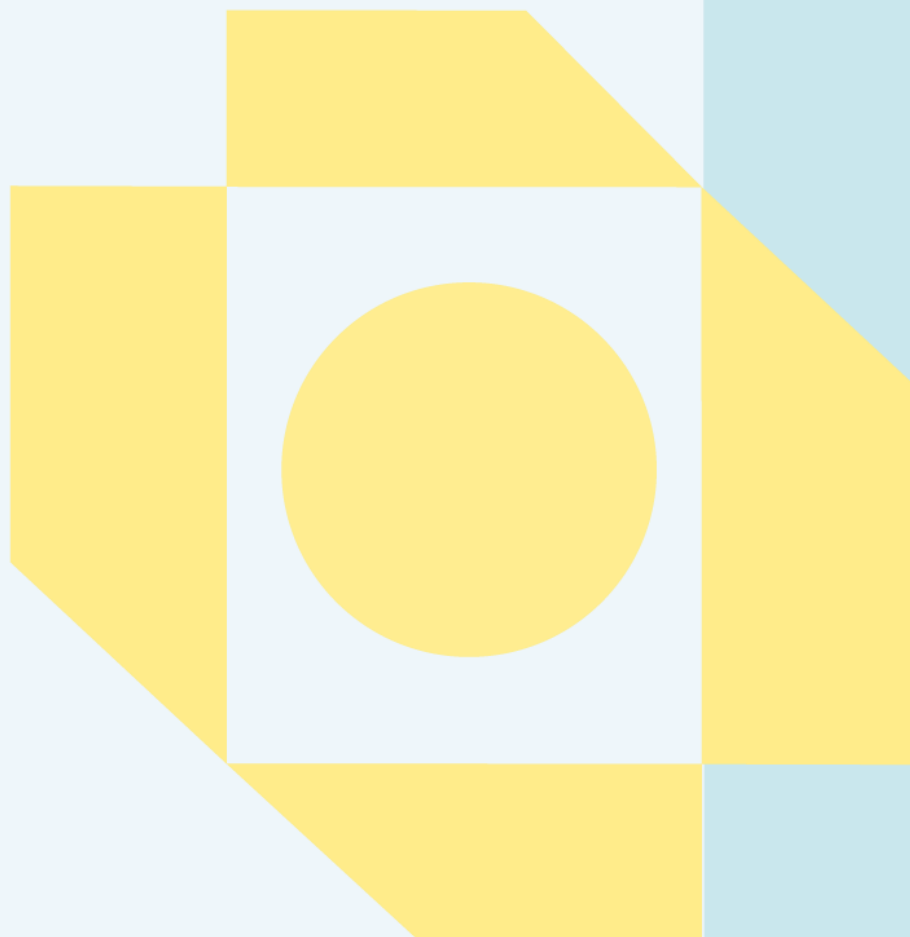
- Schedule automatic dataset refreshes to keep information synchronized in a timely manner.
- Use performance analysis features in the Power BI Service to identify opportunities for optimizing reports and dashboards.
- Configure custom dashboard alerts to notify users of significant changes in the data.

Expert

- Integrate Power BI Service with other cloud tools (e.g., Microsoft Teams, SharePoint) to centralize collaboration and data access.
- Automate the management of refresh schedules and permissions using scripts or third-party tools to enable efficient large-scale administration.



Your skills. Your advantage.



contact@isograd.com

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