Reference card

Power BI interface

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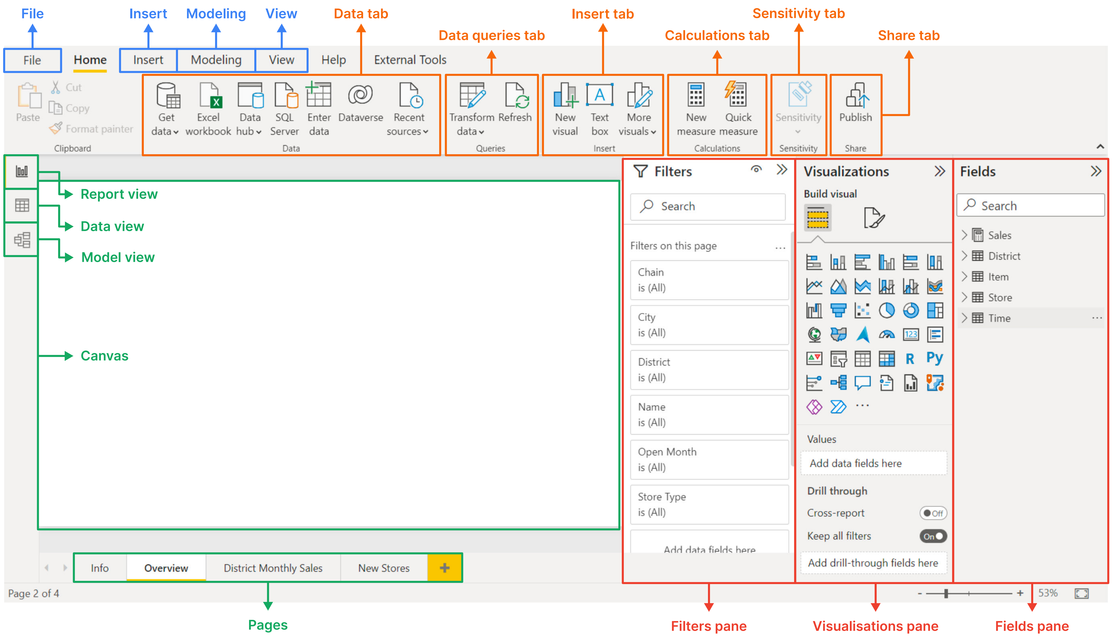

File

Add or change data. Allows users to insert visual elements and do computations. Includes the option to publish reports to the Power BI Service.

Insert

Add items to reports, such as new pages, buttons, shapes, and images.

Data tab

Import data to build visualisations for a dashboard:

Get data	Gives us a list of sources where we can import data from.
Excel workbook	Import an Excel workbook.
Data hub	Allows us to find, study, and use pre-existing datasets and reports in our organisational account. It contains information about the datasets as well as reports created with those datasets.
SQL server	Allows us to connect to and import data from a SQL server.
Enter data	Allows us to manually enter data into Power BI to create visualisations for a dashboard.
Dataverse	Microsoft Dataverse is the data backbone that allows us to dynamically store our data in a scalable and secure environment. The Dataverse menu option enables us to produce reports and publish them to Power BI straight from our Dataverse data.
Recent sources	Allows us to see the most recent sources from which we imported data.

Report view

Create multiple report pages with visualisations. It allows for visualisation manipulation, copying, and merging, while also allowing query and data modelling for better insights.

Data view

Inspect and interpret data by displaying the rows and columns. This feature is useful for identifying data types or categories and displaying data at the row level.

Model view

Work with complex datasets with multiple tables and relationships. Allows users to create data model diagrams, add related tables, and create and edit relationships.

Filters pane

Categorise data based on predefined criteria. We can select certain columns or values within the data and examine only the data associated with those selections.

Visualisations pane

Select the types of visualisations we want to display in our dashboard based on the story we want to tell and the data. Here we can choose the visual and the values that should be displayed in it as well as format it according to our needs.

Modeling

Manage data relationships, calculations and parameter queries.

View

Allows side pane activation, mobile view, report colour and style selection.

Data queries tab

Transform data	Access the Power Query Editor which enables us to connect to our data sources, shape and transform the data to meet our needs, then load that data model into Power BI.
Refresh	Update the data in the Power BI imported dataset with the most recent changes made to the data source.

Insert tab

Add visuals to our dashboard.

Calculations tab

Create a Data Analysis Expressions (DAX) formula that will define a column's calculated values to be used in a visualisation.

Sensitivity tab

Label data using sensitivity labels ensuring that only authorised individuals can access the dashboard and data.

Share tab

Publish data and reports to the Power BI service, including visualisations, queries, and custom measures, so that subscribers to our workspace or end-users can view them.

Canvas

A single page that uses visuals to convey a story. These visualisations are known as tiles, and they are pinned to a certain dashboard based on a given dataset (or datasets).

Pages

Divide visualisations into numerous sheets, each of which contains different visualisations that coherently reflect different categories or topics of data.

Fields pane

Display a list of all the tables in the data model. We can see all the fields in a table when we expand it. A green check mark next to a field indicates that at least one field from that table is included in a visualisation.