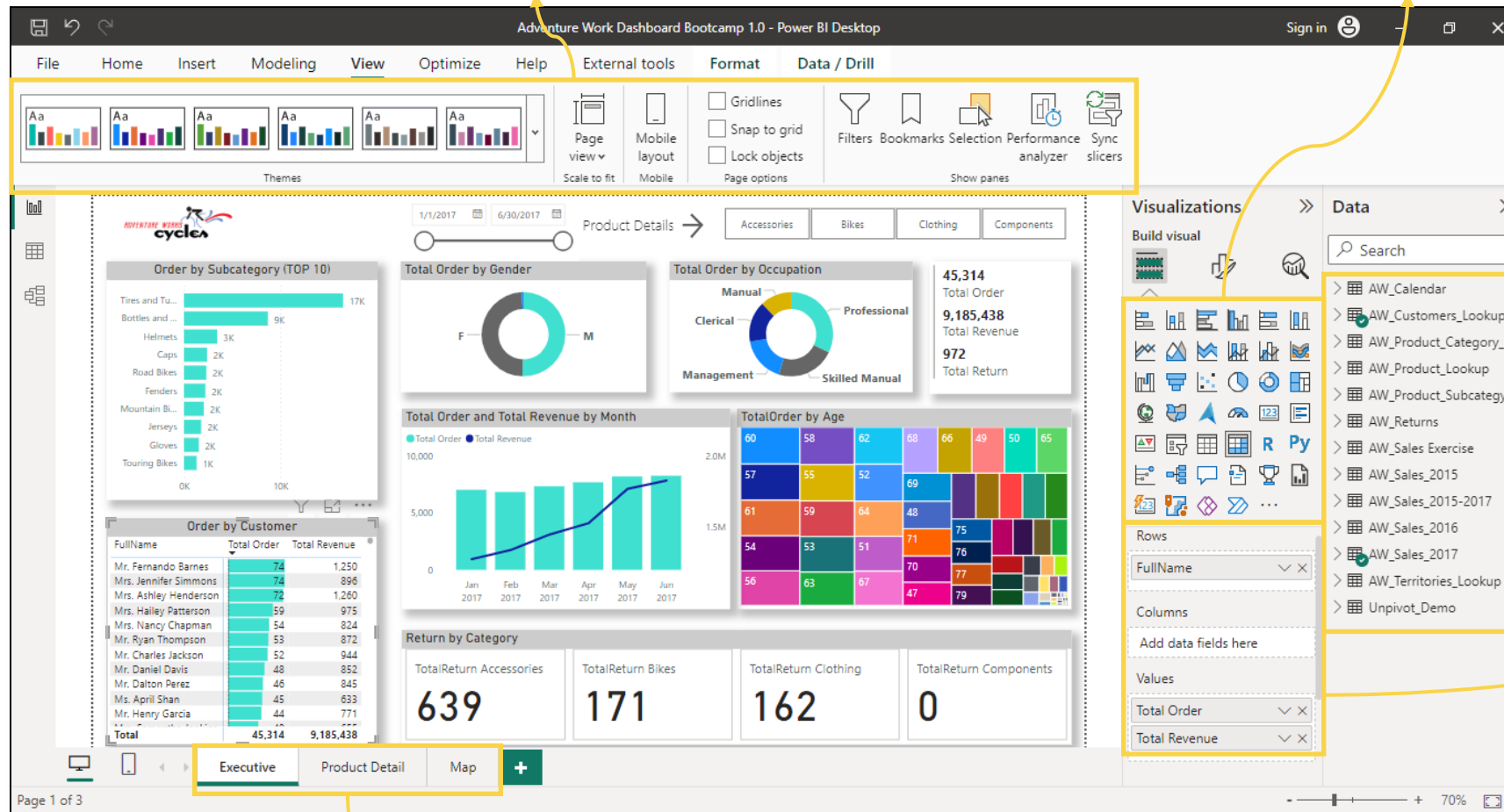"

BUILDING REPORT

The Power BI Report View

"View" Options (Layout, Gridlines, Snap to Grid, Bookmarks/Selection Pane, etc

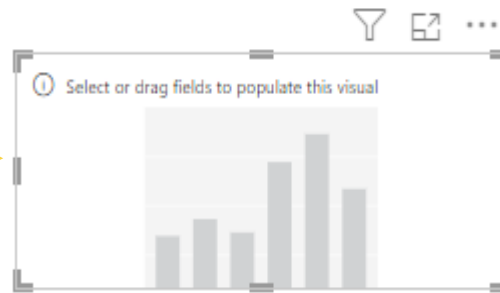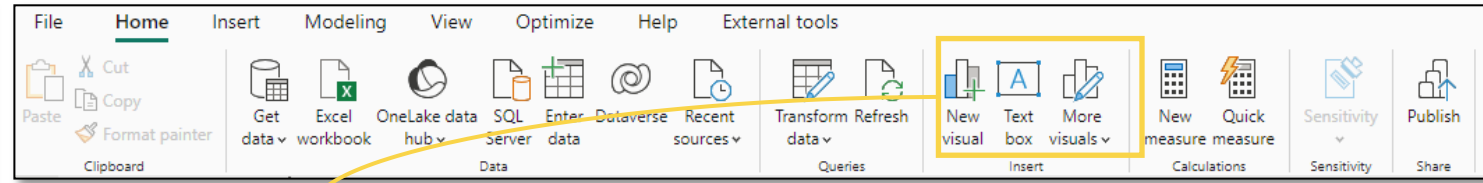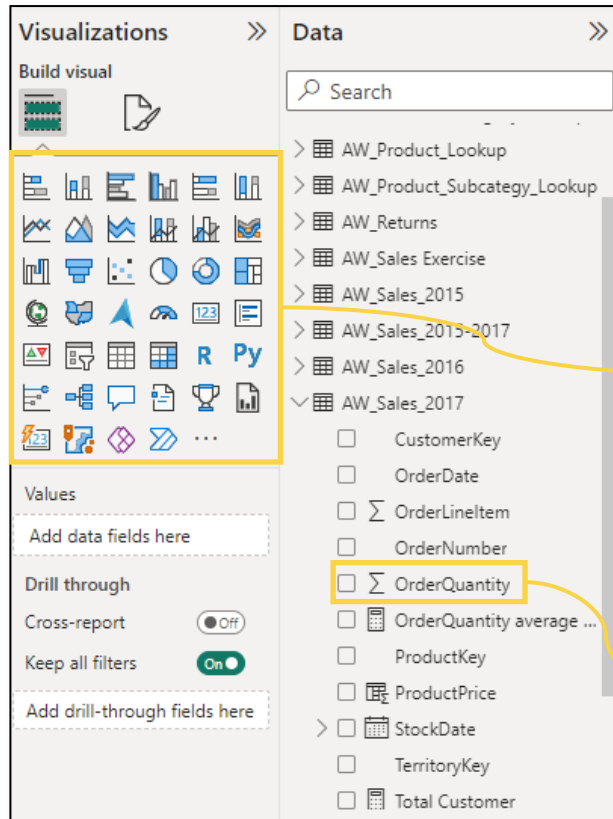Visualization Options (Charts, Slicers, Maps, Matrices, etc)

Field List (Tables, columns & measures)

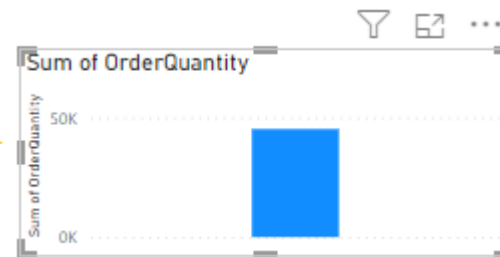Fields/Format/Analytics Pane (Fields pane shown here)

Report Pages (each is a blank reporting canvas)

Inserting Object & Basic Charts

Click on a visualization type or use the "*New Visual*" option in the **Home** tab to insert a blank chart template (usually a column chart by default)
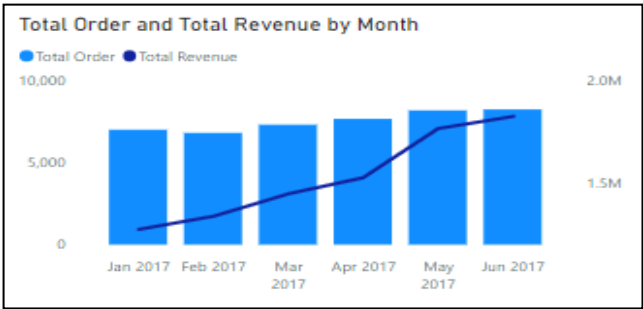
Note: You can also add **New Pages, Buttons, Text Boxes, Images** and **Shapes** from this menu

Drag fields or measures directly into the report canvas to automatically generate a new visual

Formatting Options

Up & Running Power BI

Example: Line and Column chart

Example: Matrix

Example: Donut Chart

Filtering Options

There are **three** (x**3**) primary filter types in Power BI reports:

1. **Filters on this visual,** Applies only to the **specific visual** in which it is defined
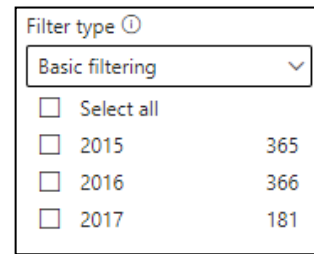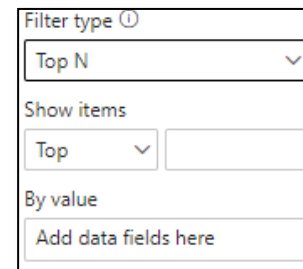2. **Filters on this page,** Applies **to all visuals on the specific page** in which it is defined
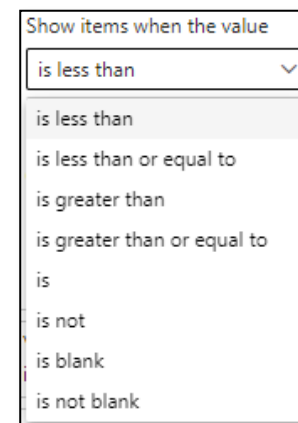3. **Filters on all pages,** Applies to **all visuals** across **all pages** of the report

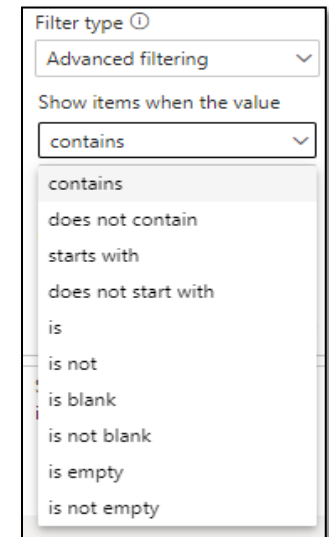Filter settings include Basic, Advanced, and Top N options
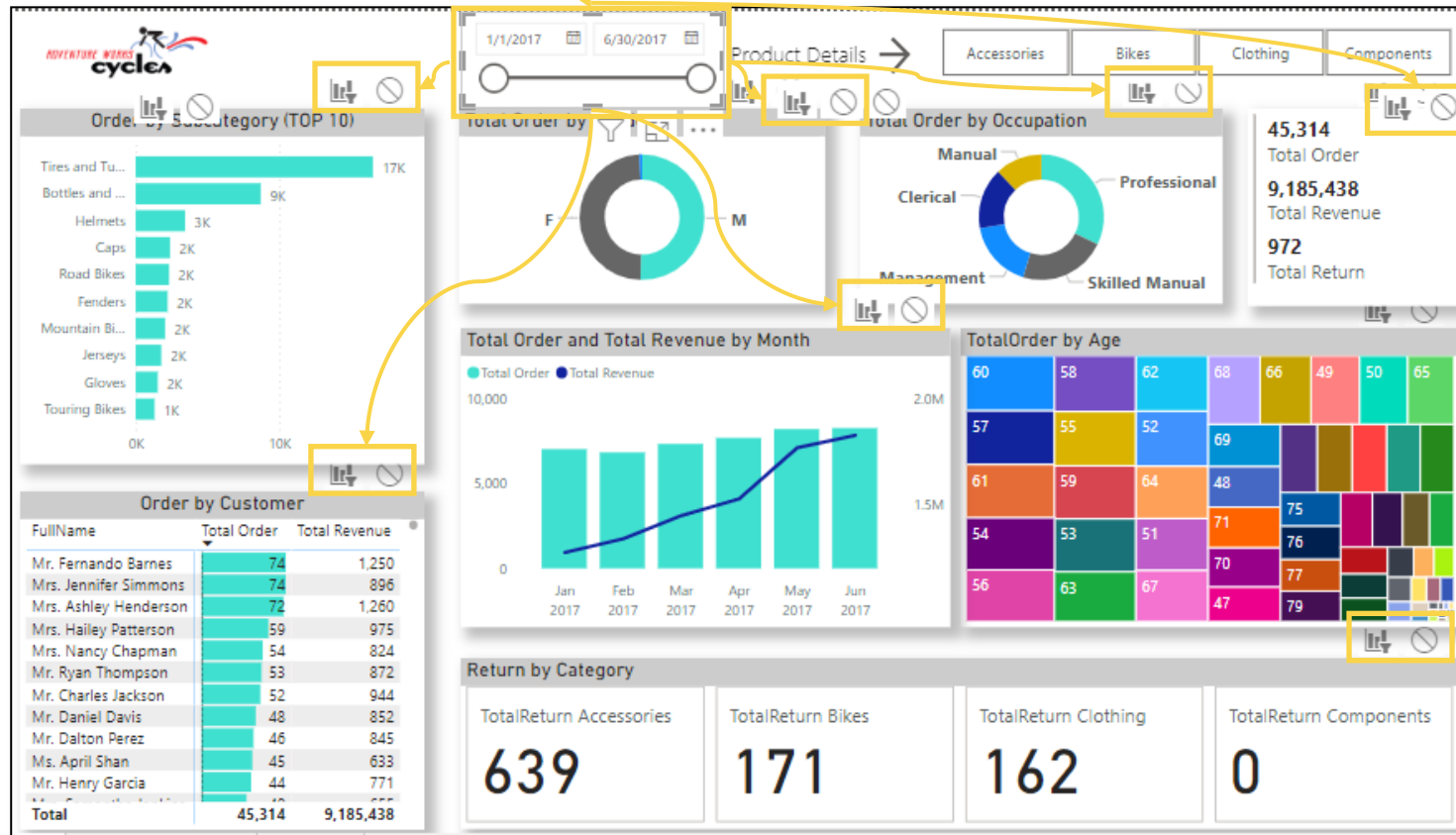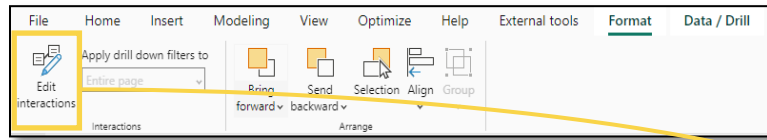

Basic Options

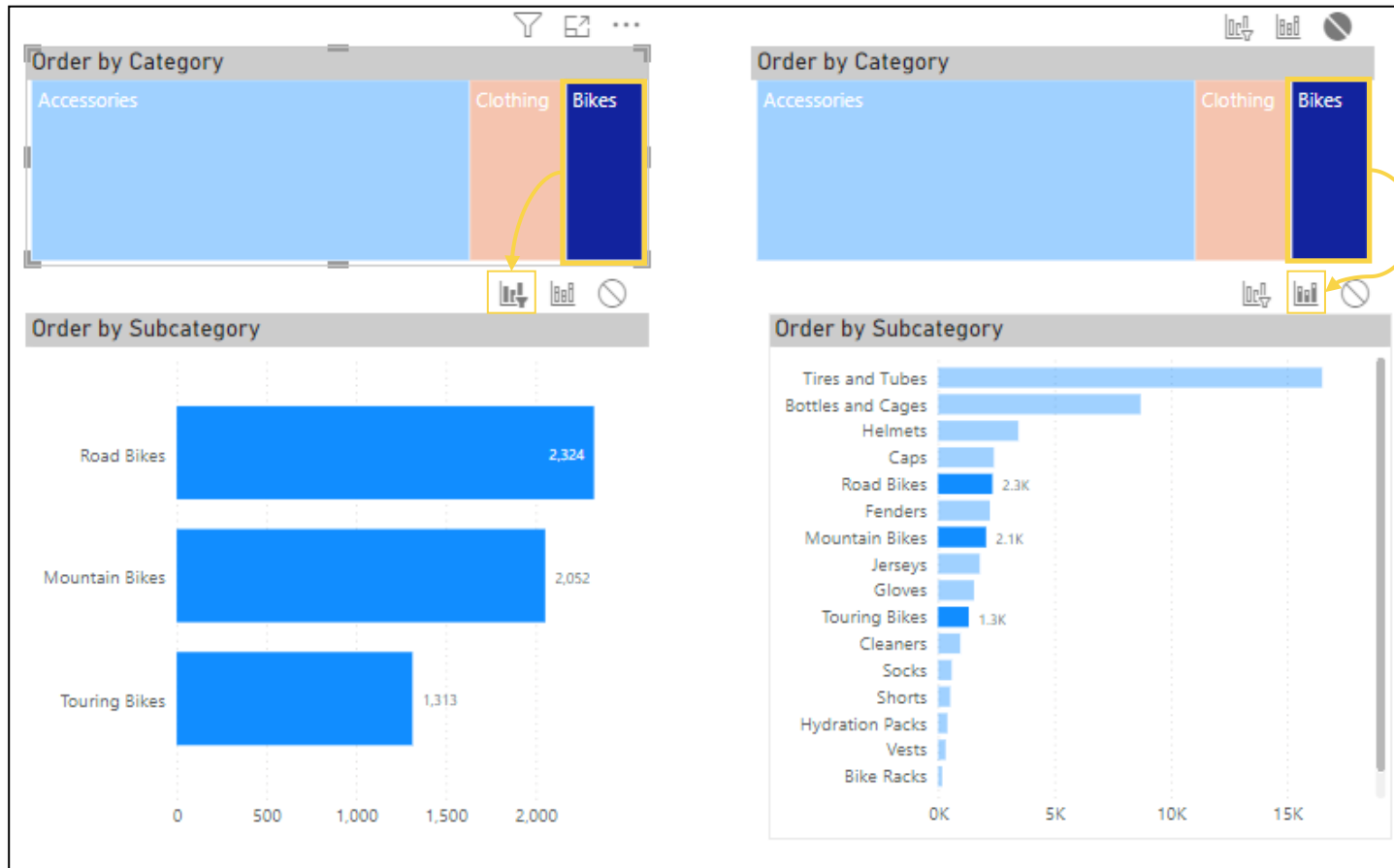

Top N Options

Advance (*Values*)

Advance (*Text*)

Editing Report Interactions

Report interactions allow you to determine how filters applied to one visual impact the others.

Editing Report Interactions (Cont.)

For certain types of visuals, a third option allows you to "**highlight**" sub-segments of the data, rather than simply filtering vs. not filtering

- **When** the interaction mode is set to "**filter**", selecting the "**Bikes**" category in the treemap produces a filtered list of subcategories in the chart below •

- **When** the interaction mode is set to "**highlight**", selecting the "**Bikes**" category in the treemap highlights the relevant subsegment of data in the chart below

Drillthrough Filters
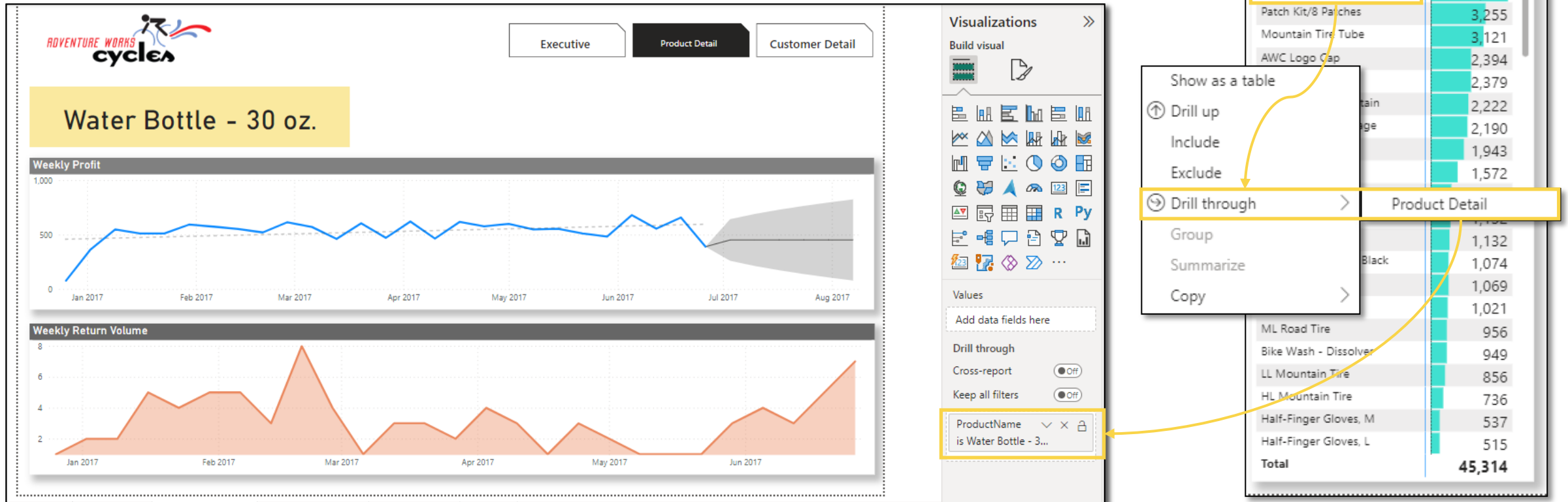
Drillthrough filters allow users to jump to different report pages (like bookmarks), while simultaneously filtering based on the specific item selected

- Here we've built a report page ("Product Detail") featuring product-level performance, and added a Drillthrough filter for ProductName; users can now right-click any report visual containing product names, and jump straight to a pre-filtered version of this page ("Water Bottle – 30 oz," shown in the example above)

Adding % Linking Bookmark

Import Custom Visual

Up & Running Power BI