

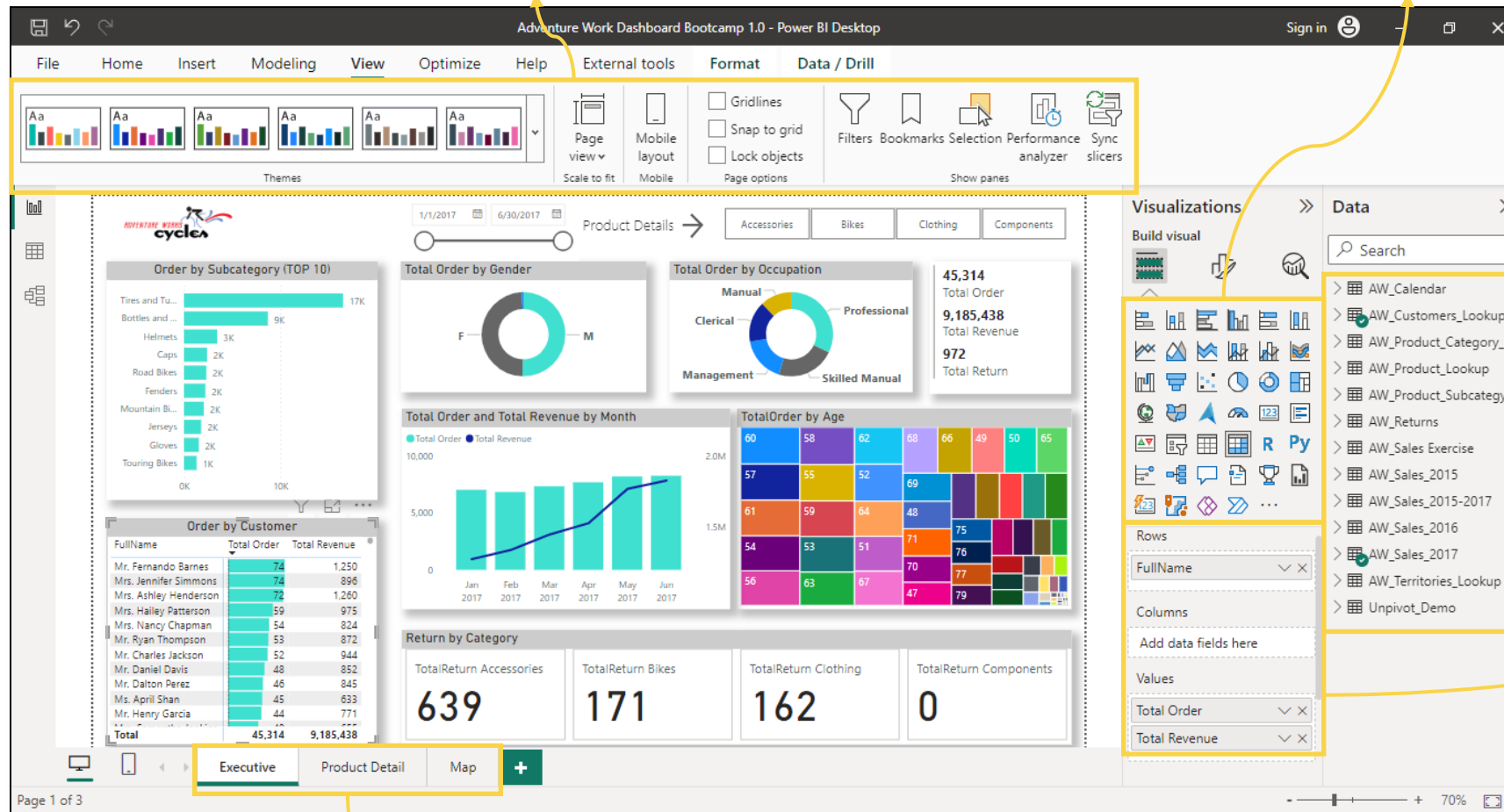
“

# 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)

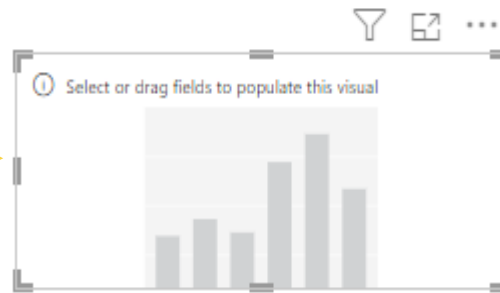
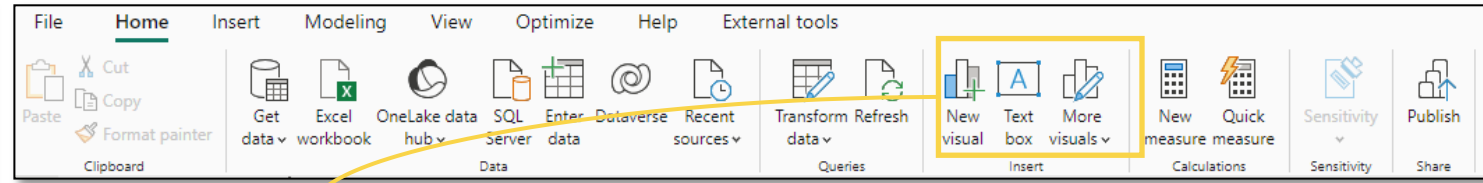
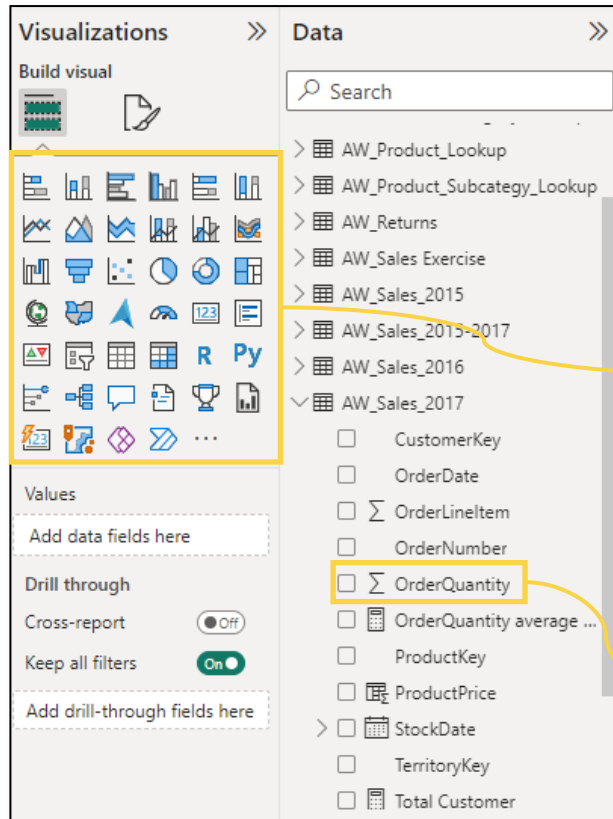


Field List (Tables, columns & measures)

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

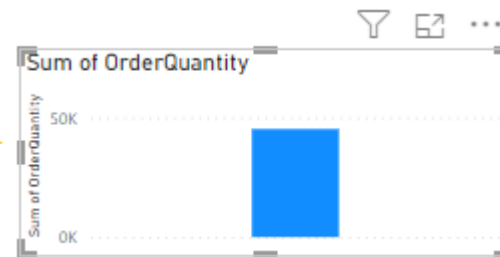
Report Pages (each is a blank reporting canvas)

# 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)

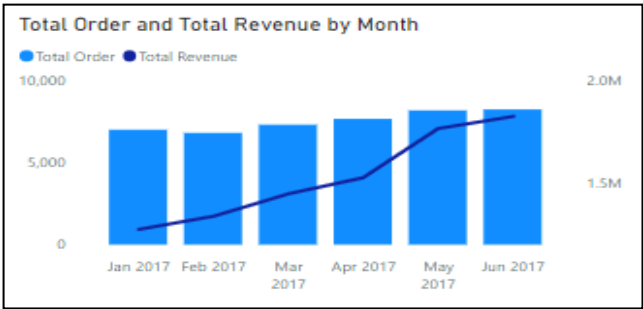
**Note:** You can also add **New Pages, Buttons, Text Boxes, Images** and **Shapes** from this menu



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

# Formatting Options

Example: Line and Column chart



Visualizations

Format visual

Visual General

Search

X-axis On

Y-axis On

Secondary y-axis On

Legend On

Small multiples

Gridlines

Zoom slider Off

Columns

Secondary y-axis On

Range

Minimum Auto

Maximum Auto

Logarithmic scale Off

Align zeros Off

Example: Matrix

| FullName              | Total Order | TotalRevenue |
|-----------------------|-------------|--------------|
| Mr. Fernando Barnes   | 74          | 1,250        |
| Mrs. Jennifer Simmons | 74          | 896          |
| Mrs. Ashley Henderson | 72          | 1,260        |
| Mrs. Hailey Patterson | 59          | 975          |
| Mrs. Nancy Chapman    | 54          | 824          |
| Mr. Ryan Thompson     | 53          | 872          |
| Mr. Charles Jackson   | 52          | 944          |
| Mr. Daniel Davis      | 48          | 852          |
| Mr. Dalton Perez      | 46          | 845          |
| Ms. April Shan        | 45          | 633          |
| Mr. Henry Garcia      | 44          | 771          |
| Mrs. Samantha Jenkins | 40          | 655          |
| Mrs. Samantha Russell | 38          | 648          |
| Mr. Jason Griffin     | 35          | 683          |
| Mr. Eduardo Patterson | 34          | 788          |
| Mr. Mason Roberts     | 33          | 550          |
| Ms. Sarah Simmons     | 32          | 630          |
| Ms. Sierra Young      | 31          | 469          |
| Mr. Jared Peterson    | 29          | 468          |
| Mrs. Brandy Chandra   | 29          | 627          |
| Total                 | 45,314      | 9,185,438    |

Visualizations

Build visual

Rows

FullName

Columns

Add data fields here

Values

Total Order

TotalRevenue

Remove field

Rename for this visual

Move

Move to

Add a sparkline

Conditional formatting

Remove conditional formatting

Sum

Average

Minimum

Maximum

Count (Distinct)

Count

Standard deviation

Variance

Median

Show value as

New quick measure

Background color

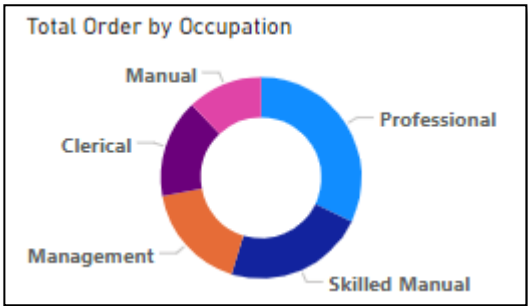
Font color

Data bars

Icons

Web URL

Example: Donut Chart



Visualizations

Format visual

Visual General

Search

Legend Off

Slices

Detail labels On

Rotation

Detail labels On

Options

Position Outside

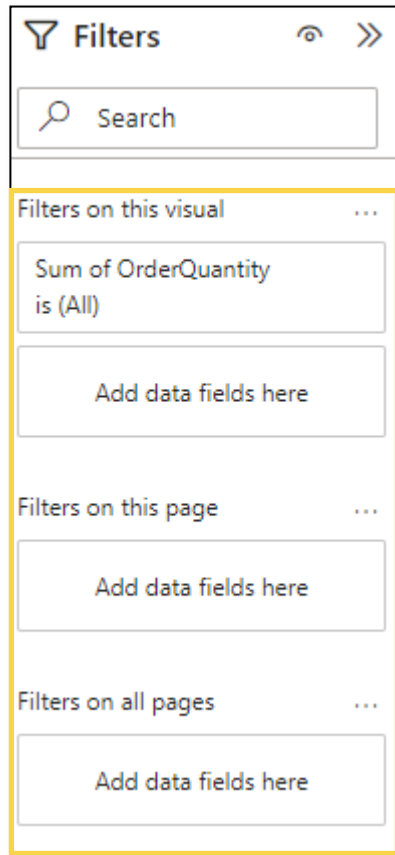
Overflow text On

Label contents Category

Values

Reset to default

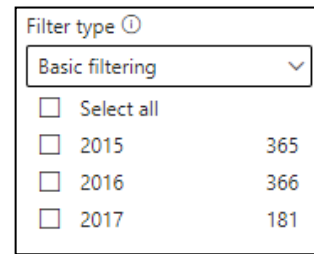
# Filtering Options



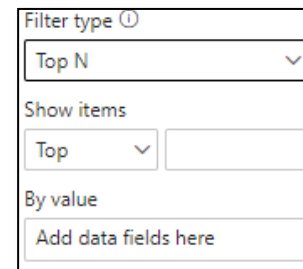
There are **three (x3)** primary filter types in Power BI reports:

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

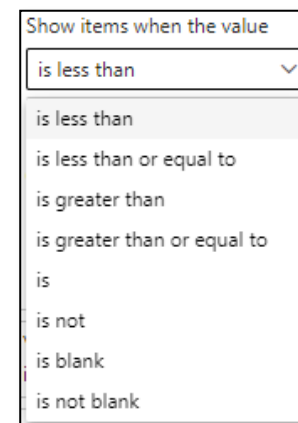
Filter settings include Basic, Advanced, and Top N options



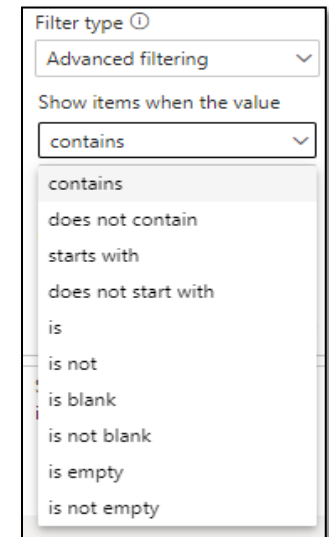
Basic Options



Top N Options



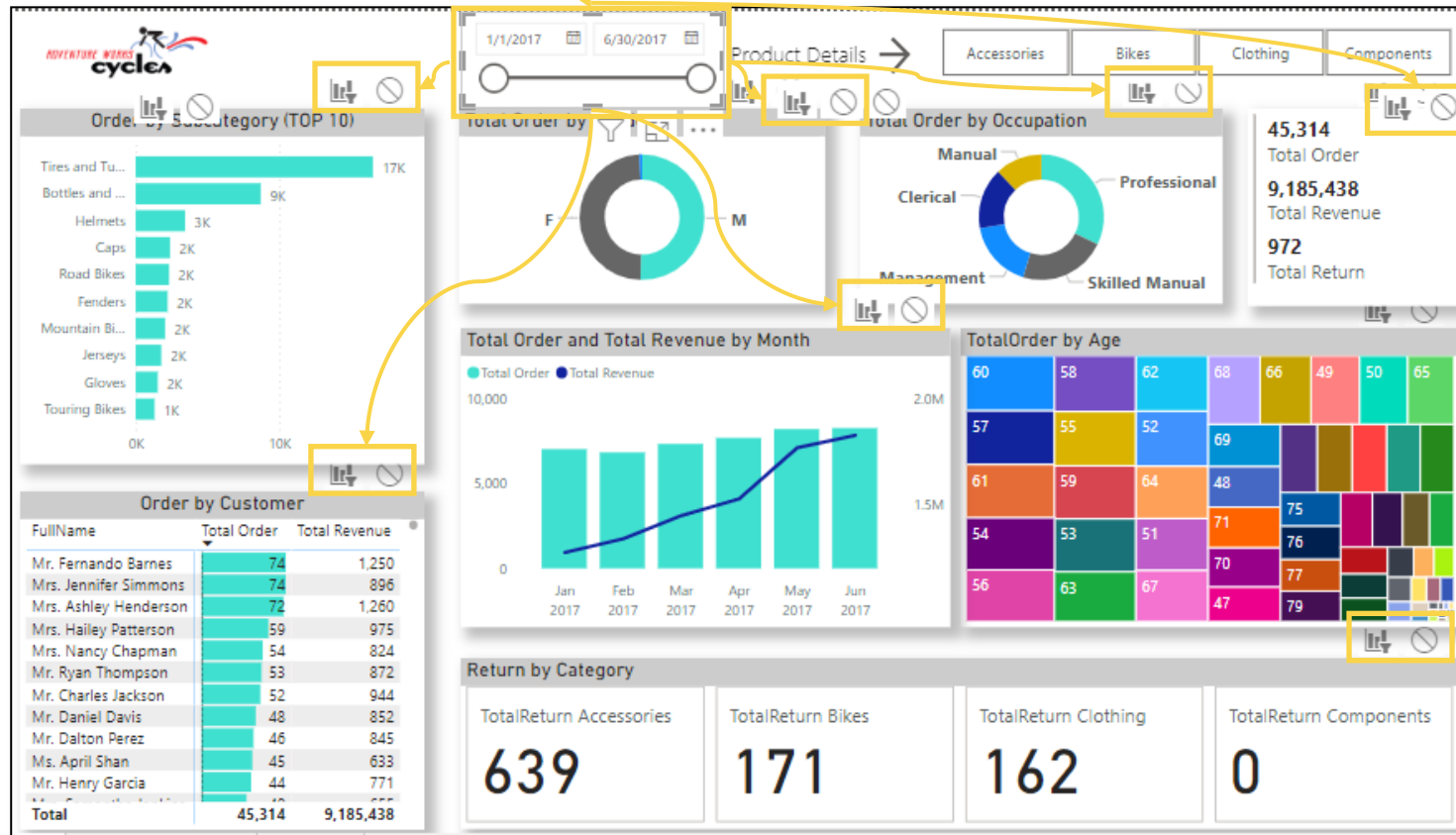
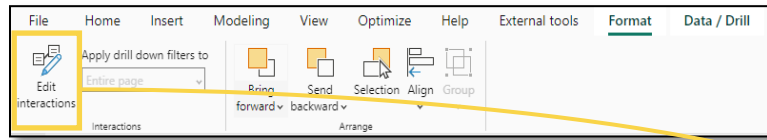
Advance (Values)



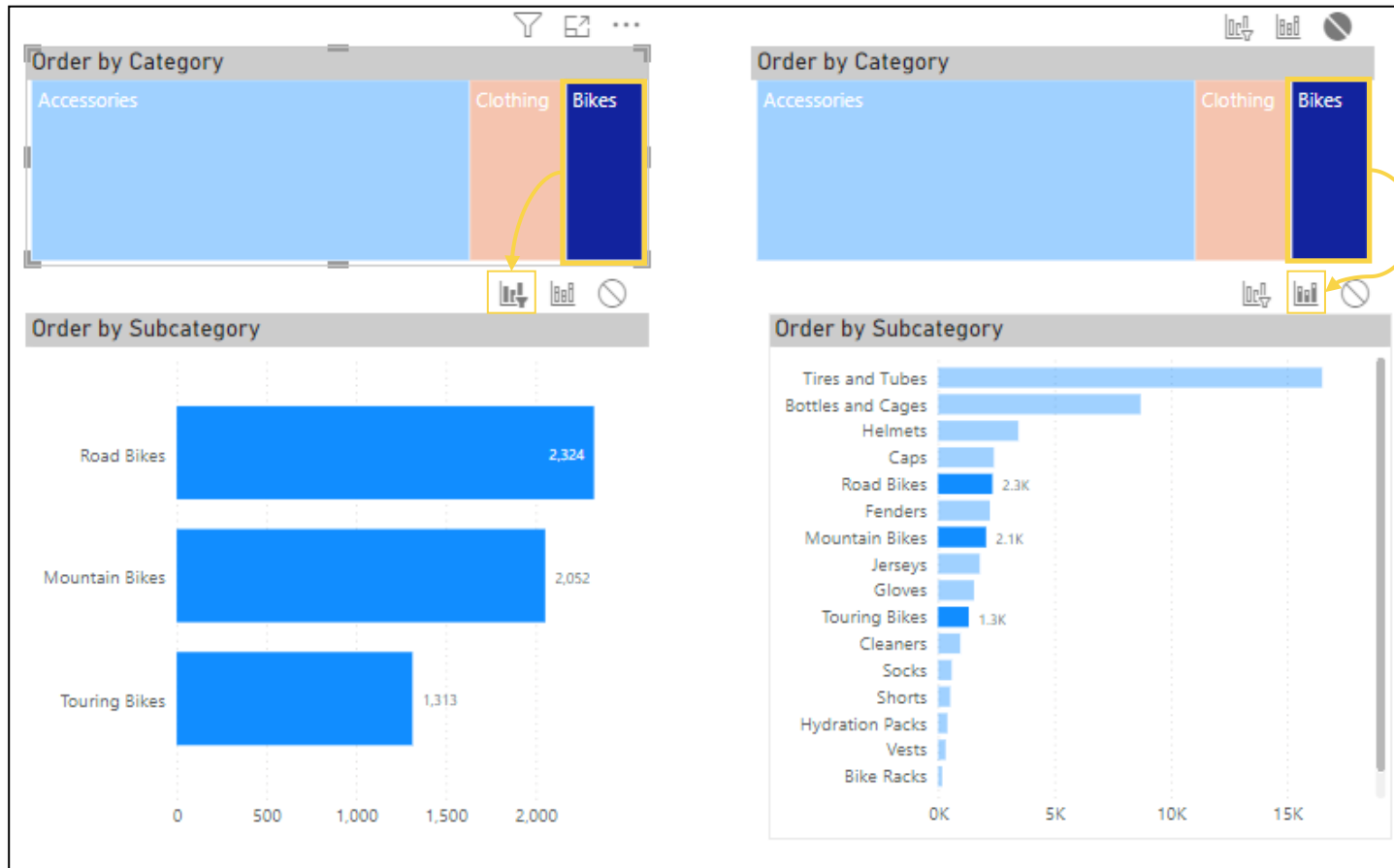
Advance (Text)

# Editing Report Interactions

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



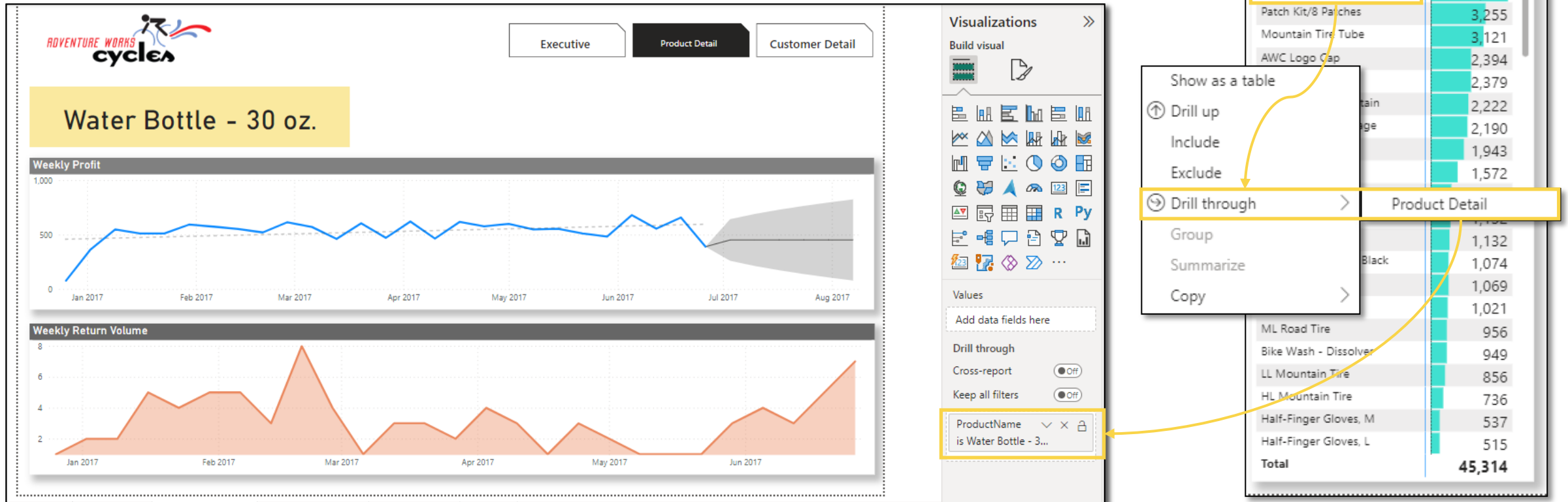
# Editing Report Interactions (Cont.)



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

The screenshot illustrates the steps to add a linking bookmark in Power BI Desktop. The main report area shows the 'Adventure Works Cycles' logo and the 'AWC Logo Cap' title. Below the title are two charts: 'Weekly Profit' and 'Weekly Return Volume'. The 'Product Detail' bookmark is selected in the 'Bookmarks' pane. The 'Format' pane on the right shows the 'Action' settings for the selected bookmark, with 'Type' set to 'Bookmark' and 'Bookmark' set to 'Product Detail'.

**Bookmarks Pane:**

- Bookmarks
- Executive
- Product Detail (selected)
- Customer Detail

**Format Pane (Action settings):**

- ▼ Action (On)
- ▼ Action
- Type: Bookmark
- Bookmark: Product Detail
- Destination: None
- Web URL:

# Import Custom Visual

**Visualizations** >>

**Build visual**

Get more visuals

Import a visual from a file

Remove a visual

Restore default visuals

**Power BI visuals**

By clicking 'Add' and/or 'Download Sample' and downloading a visual, you agree to the provider's Terms and Conditions and Privacy Policy on the visual's page and agree Microsoft can share your account details to provider for their transactional purposes. Use of Microsoft's AppSource is subject to the [Microsoft Commercial Marketplace Terms](#) and [Privacy Statement](#).

All visuals Organizational visuals **AppSource visuals**

Enhance your Power BI experience using tested and approved visuals [Learn more](#)

Filter by All

Sort by: Popularity

**Gantt** Microsoft Corporation ★★★★★ (160)

**Animated Bar Chart...** Wishyoulization ★★★★★ (43)

**Histogram by PQ S...** PQ Systems ★★★★★ (6)

**Bullet Chart** Microsoft Corporation ★★★★★ (38)