**Step 1: Gather Your Data**

* Collected all the data you needed for your online sales analysis.
* Connected Power BI to different data sources, like Excel files, databases, or online services.
* Combined the data into one place to make it easier to work with.

**Step 2: Clean and Organize Your Data**

* Cleaned the data by removing duplicates and fixing any errors.
* Organized the data to make it ready for analysis, like creating relationships between tables.

**Step 3: Create Calculations and Measures**

* Added calculations to summarize and analyse the data (e.g., total sales, average revenue, or profit margin).
* Used measures to create dynamic calculations that update based on filters or slicers.

**Step 4: Design the Dashboard Layout**

* Planned how the dashboard should look to make it easy to use.
* Used filters and slicers to let users explore the data based on their preferences (e.g., by product, region, or date).

**Step 5: Add Visual Charts**

* Created different types of charts to show the data clearly:
  + Bar charts to compare sales between categories.
  + Pie charts to show the percentage of sales by product.
  + Line graphs to see trends over time.
  + Maps to display sales performance by region.
* Arranged the visuals in a way that tells a story about the sales performance.

**Step 6: Enable Interactivity**

* Made the dashboard interactive by linking charts and filters.
* Added user-controlled options like slicers to customize the view.

**Step 7: Review and Publish**

* Checked everything to ensure the dashboard works smoothly.
* Published the dashboard so others can access it and use it for analysis.