Import Retail_Sales_Data.xlsx into Power BI

- Open Power BI Desktop.
- Go to **Home** → click **Get Data** → choose **Excel**.
- Locate and open `Retail_Sales_Data.xlsx`.
- Select relevant tables/sheets → click **Load**.

---

2. Create a table visual showing Region and Sales

- Click on the **Table visual** in the Visualizations pane.
- Drag `Region` and `Sales` from the Fields pane into the visual.

---

3. Add a slicer for Product

- Click the **Slicer** visual.
- Drag the `Product` field into the slicer.
- This will let you filter visuals by product.

---

4. Format the dashboard theme to "Dark Mode"

- Go to **View** → click **Themes** dropdown.
- Select **"Dark"** or import a custom dark JSON theme via **Browse for Themes**.

---

5. What is the purpose of the "Data/Model" view in Power BI?

- **Data View**: Lets you explore and clean raw data (like Excel).
- **Model View**: Allows you to manage relationships between tables, create hierarchies, and define table structures visually.

---

6. Build a dashboard with:

a. Bar chart of Sales by Region

- Click **Clustered bar chart**.
- Drag `Region` to Axis, `Sales` to Values.

b. Line chart of Sales over Date

- Click **Line chart**.

- Drag `Date` to Axis and `Sales` to Values.

c. Card showing total Profit

- Click **Card visual**.
- Drag `Profit` field into the card to show total.

---

7. Add a drill-through filter from Region to a detailed sales page

- Create a new page (e.g., "Detail Page").
- In the Fields pane, drag `Region` into the **Drill-through** section of the Visualizations pane.
- Add visuals (like tables) to show detailed sales by Product/Date.
- On the main page, right-click a Region → choose **Drill through** → "Detail Page".

---

8. Use conditional formatting to highlight high-profit regions

- Select your **table or matrix visual**.
- Click the dropdown on the `Profit` or `Sales` field in **Values** → choose **Conditional formatting → Background color**.
- Set a rule to highlight values above a certain threshold.

---

9. Publish the dashboard to Power BI Service

- Save your report.
- Go to **Home** tab → click **Publish** → select a workspace on Power BI Service.

---

10. Share the report with a colleague (simulate steps)

- In Power BI Service:
  - Open the report.
  - Click **Share**.
  - Enter colleague's email.
  - Set permissions (view/edit) → click **Send**.

---

11. Add a custom "Sales Growth %" measure without DAX (use Quick Measures)

- In the Fields pane, right-click your table → choose **New quick measure**.
- Search for **"Percent difference from previous"**.

- Select `Sales` as the base field and `Date` as the time field.
- This creates a measure showing **% growth** over time.

---

12. Optimize the dataset for faster refresh (e.g., remove unused columns)

- Go to **Transform Data** → open **Power Query Editor**.
- Right-click and remove any columns not used in visuals or calculations.
- Click **Close & Apply** when done.

---

13. Troubleshoot: Slicers not affecting all visuals—how to fix?

- Select a slicer → go to **Format** tab → click **Edit Interactions**.
- Ensure the slicer is set to **filter** each visual (not "None").
- Also confirm visuals are from the **same data model/table**.

---

14. Embed the dashboard into a PowerPoint presentation

- In Power BI Service:
  - Open the report → click **File → Embed report → PowerPoint (Preview)**.
  - Power BI generates a live-embedded slide or a link for use in PowerPoint Online.

---

15. Set up a scheduled refresh for the dataset in Power BI Service

- In Power BI Service:
  - Go to your workspace → **Datasets + dataflows** tab.
  - Click the **ellipsis (...)** next to the dataset → **Settings**.
  - Under **Scheduled refresh**, turn it **On**, set **frequency** and **time**, then **Apply**.
  - Ensure **gateway** is configured if using local files.