

Power BI Dashboard Report - Superstore Sales

- Step 1: Load the dataset in Power BI Desktop by selecting 'Get Data' and importing your Superstore Sales Excel file.
- Step 2: Clean and transform data using 'Transform Data' in Power Query Editor if needed.
- Step 3: Drag relevant fields from the 'Data' pane into the report canvas to build visuals.
- Step 4: Create charts like Bar Chart (Sales by Category), Line Chart (Sales by MonthYear), Map (Sales by State), and Scatter Plot (Sales vs Profit by Product).
- Step 5: Add KPI Cards to show Total Sales and Total Profit.
- Step 6: Enable Map visuals via File > Options and settings > Options > Global > Security.
- Step 7: Apply theme and colors to enhance readability and highlight top performing regions.
- Step 8: Review visuals and adjust formatting for a clean layout.
- Step 9: Export your Power BI dashboard to PDF via File > Export > Export to PDF.

