

Power BI Internship (Day 04 Task) - Report

Student Name: Balakamatchi.S

Student ID: SO082025

On Day 4, the focus was on reviewing the Power BI Simple Style Guide provided by Topdataworks. The guide emphasizes the use of specific fonts to maintain clarity and hierarchy: **Roboto Bold** is used for titles (28 pt), KPI numbers (22 pt), and chart titles (14 pt), while **Corbel Regular** is applied to labels, table and matrix values (12 pt), and axis, legend, or secondary text (10 pt). The color palette is structured to highlight key insights, with **Primary Blue (#1A73E8)** for KPI numbers and main charts, **Success Green (#34A853)** for positive KPIs or growth, **Alert Red (#EA4335)** for negative KPIs or decline, and neutral gray (#5F6368) for labels, legends, and table text, complemented by a **Light Gray (#F1F3F4)** background for table headers and card backgrounds. The dashboard components include three cards, one bar chart, one pie chart, and one table. A critical principle highlighted is **dashboard storytelling**, where a dashboard should guide viewers from big-picture KPIs to detailed insights, using a natural **Z-pattern layout**. In this layout, the top-left area contains the title and KPI cards, the top-right displays the main chart showing trends, the bottom-left presents a secondary chart such as a pie or donut for distribution, and the bottom-right lists detailed information in a table, typically showing the top 10 items. Following this flow—Start → KPI → Chart → Breakdown → Details—ensures that dashboards are not only visually appealing but also effective in communicating insights clearly and efficiently.

Dashboard:

