

Power BI Internship (Day 04 Task) - Report

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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:

