

Lesson 7

Topic: Project 1 - Basic Sales Dashboard

Prerequisites: Download Retail_sales_data.xlsx file

- 1.Import Retail_Sales_Data.xlsx into Power BI.
- 2.Create a table visual showing Region and Sales.
- 3.Add a slicer for Product.
- 4.Format the dashboard theme to "Dark Mode."
- 5.What is the purpose of the "Data/Model" view in Power BI?
- 6.Build a dashboard with:
 - A bar chart of Sales by Region.
 - A line chart of Sales over Date.
 - A card showing total Profit.
- 7.Add a drill-through filter from Region to a detailed sales page.
- 8.Use conditional formatting to highlight high-profit regions.
- 9.Publish the dashboard to Power BI Service.
- 10.Share the report with a colleague (simulate steps).
- 11.Add a custom "Sales Growth %" measure without DAX (use Quick Measures).
- 12.Optimize the dataset for faster refresh (e.g., remove unused columns).
- 13.Troubleshoot: Slicers not affecting all visuals—how to fix?
- 14.Embed the dashboard into a PowerPoint presentation.
- 15.Set up a scheduled refresh for the dataset in Power BI Service.

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

Data View: Used to view and inspect the actual data inside the tables.

Model View: Allows you to visually manage and create relationships between tables.

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

I select the visual > go to Format > turn on Edit Interactions.

Then I check each slicer and make sure the Filter (funnel) icon is enabled for the visuals I want it to affect.