Step 1: Import Data

- Open Power BI Desktop → **Get Data** → **Excel** → choose `Retail_Sales_Data.xlsx`.
- Load tables into Power BI.

🔷 Step 2: Table Visual (Region & Sales)

- Go to **Report View** → Insert a **Table visual**.
- Drag **Region** into rows and **Sales** into values.

🔷 Step 3: Add a Slicer for Product

- Insert **Slicer visual** → drag **Product** column → users can now filter sales by product.

🔷 Step 4: Format Theme to "Dark Mode"

- Go to **View** → **Themes** → choose **Dark Mode** (or customize background to black/gray).

🔷 Step 5: Purpose of "Data/Model View"

- **Data View**: lets you see and clean imported data (columns, values).
- **Model View**: lets you build **relationships** between tables (fact & dimension), which is the backbone of analysis.

🔷 Step 6: Build Dashboard

- **Bar chart (Sales by Region)** → Axis = Region, Values = Sales.
- **Line chart (Sales over Date)** → Axis = Date, Values = Sales.
- **Card visual (Total Profit)** → drag Profit measure.

🔷 Step 7: Drill-through Filter

- Create a new page → Add detail visuals (e.g., Product-wise sales).
- On this page → enable **Drill-through** using **Region** field.
- Now right-click a Region in the main page → drill-through → detailed page.

◈ Step 8: Conditional Formatting (High-Profit Regions)

- Select **bar chart/table** → Right-click Profit field → **Conditional Formatting** → **Font/Background color**.
- Set rule: Highlight regions where Profit > target (e.g., red for low, green for high).

◈ Step 9: Publish Dashboard

- Click **Home** → **Publish** → select workspace in **Power BI Service**.

◈ Step 10: Share with Colleague

- In Power BI Service → open the report → click **Share** → **Enter colleague's email** → send link.
  (In practice project, just simulate: "I would click Share and add colleague's email.")

◈ Step 11: Add Sales Growth % (Quick Measure)

- Right-click Sales field → **New Quick Measure** → **Calculation** → **% Difference from Previous Period**.
- This creates **Sales Growth %** without writing DAX manually.

◈ Step 12: Optimize Dataset

- Go to **Transform Data** → Remove unused columns (like Customer Name if not needed).
- Reduce dataset size → faster refresh.

◈ Step 13: Troubleshoot Slicer Issue

- If slicers are not affecting all visuals:
  - Select slicer → **Format** → **Edit Interactions** → make sure each visual is set to filter, not ignore.

◈ Step 14: Embed in PowerPoint

- In Power BI Service → Open report → **File** → **Export** → **PowerPoint (embed live report)**.
- Or insert report link inside PowerPoint.

� Step 15: Scheduled Refresh

- In Power BI Service → **Datasets** → **Settings** → **Scheduled Refresh** → set frequency (daily, weekly, etc.).