

# Customize a report with Q&A

REPORTS IN POWER BI



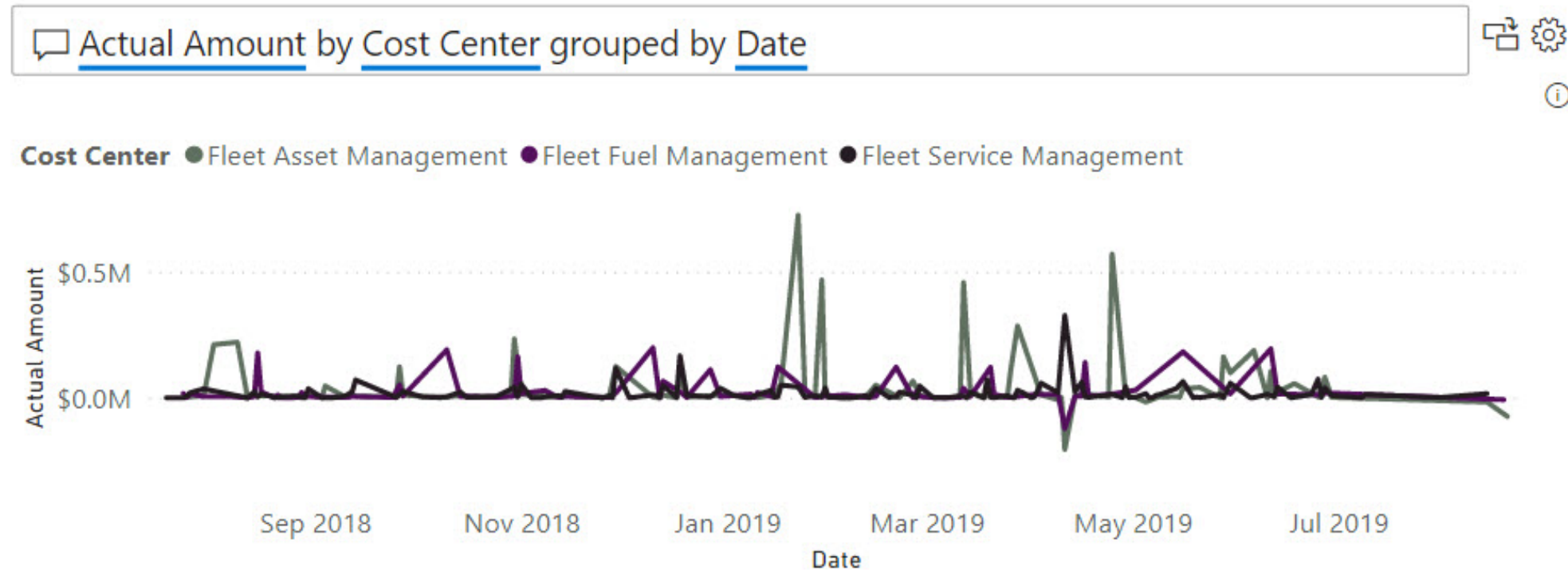
**Maarten Van den Broeck**

Content Developer at DataCamp

# Q&A Capabilities

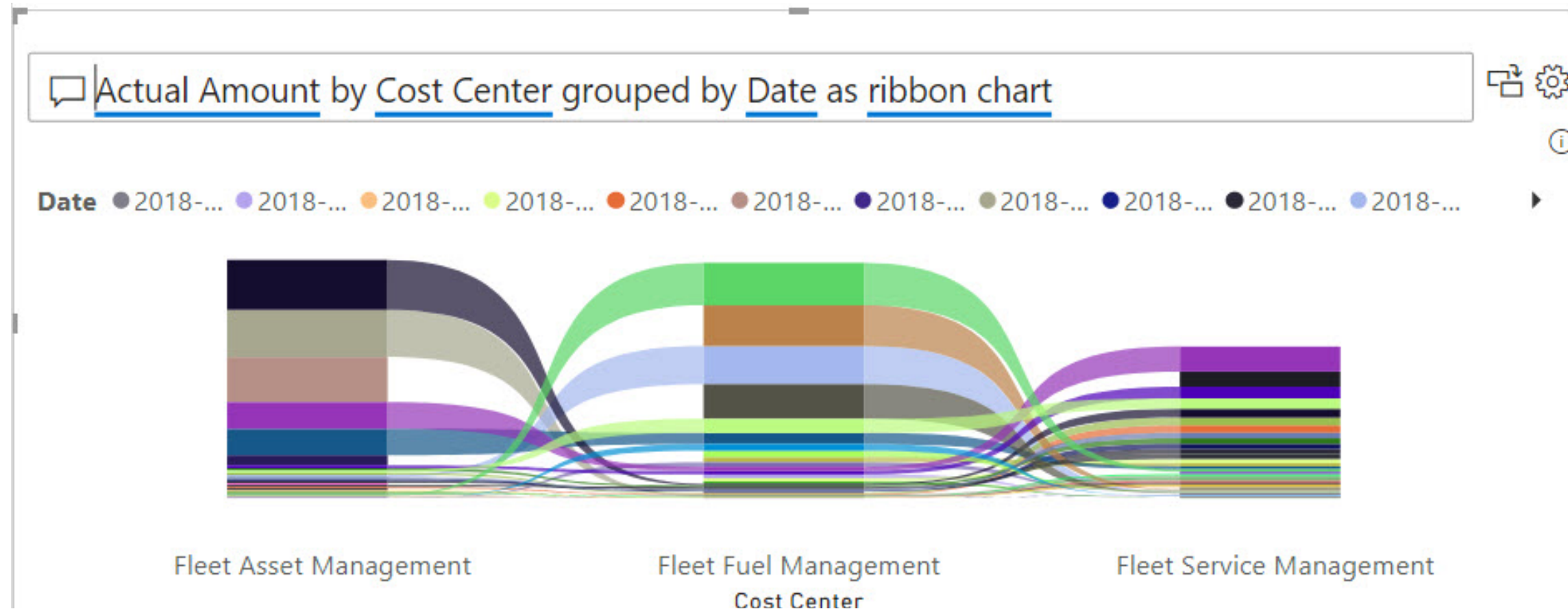
- Natural language queries (English)
- Auto-complete
- Spelling corrections
- Preview answers
- See words Q&A doesn't understand

# How it works



- Ask for a column or measure by name: Actual Amount , Cost Center , Number of Expenditures
- Filtering and grouping with prepositions like for , by , grouped by , and where
- Example query: Actual Amount by Cost Center grouped by Date
- Natural language processing reads the query and decides on the proper visual

# Requesting a specific visual



- Use `as {visual name}` to specify a visual
- `as table` , `as treemap` , `as pie chart`
- Limited control over the visual!
- Can convert from Q&A to the visual

# Synonyms

## Field synonyms

Add terms people might use as synonyms for the fields and tables in your data.

		cost center interpretation + ×	+5				
Department	department ×	dept ×	Add +	subdivision + ×	unit + ×	section + ×	<input checked="" type="checkbox"/>
				branch + ×	sector + ×	+5	
Department Code	department code	Add +		department id + ×	department key + ×		<input checked="" type="checkbox"/>
Division	division	Add +		separation + ×	dissection + ×		<input checked="" type="checkbox"/>
				detachment + ×	disunion + ×		
				partition + ×	+5		

- Multiple terms for the same column
- Use suggested values or define your own
- Treat these like actual column names
- Warning: don't overlap synonyms!

# Managing terms with Teach Q&A

Teach Q&A

Teach Q&A to understand questions and terms people might use.

Enter a question about your data using everyday language

Invoices by Unit allocated Daily

Clear

Define the terms Q&A didn't understand ⓘ

Invoice

Invoice refers to 

Enter a field name or describe a subset of your data

Unit

Unit refers to 

Enter a field name or describe a subset of your data

Preview your result

Show department sorted by date and that department

Department	Date
City-County Bureau of Identification	2016-06-27
Community Services	2016-06-27
Emergency Management	2016-06-27
General Services Administration	2016-06-27
Human Services Department	2016-06-27
Sheriff	2016-06-27
Wake County Public School System	2016-06-28

- Nouns: fields in the data
- Adjectives: filters for the data

# Make Q&A work better

- Name columns and measures in a business-friendly manner: Actual Amount versus amt\_act
- Create terms and synonyms as needed
- Provide sample questions for your data (using the Power BI Online service)

# Let's practice!

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# The Q&A visual

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# Let's practice!

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# Congratulations!

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# Reports in Power BI

## Chapter 1

- Reports vs. Dashboards vs. Paginated reports
- Increasing report interaction

## Chapter 3

- Button customization
- Advanced tooltips

## Chapter 2

- Bookmarks and buttons
- Improve navigation

## Chapter 4

- Customizing Q&A visual
- Creating Decomposition Trees & Key Influencers visual

# What's next?

- Report Design in Power BI
- Case studies in Power BI

**See you in another  
course!**

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