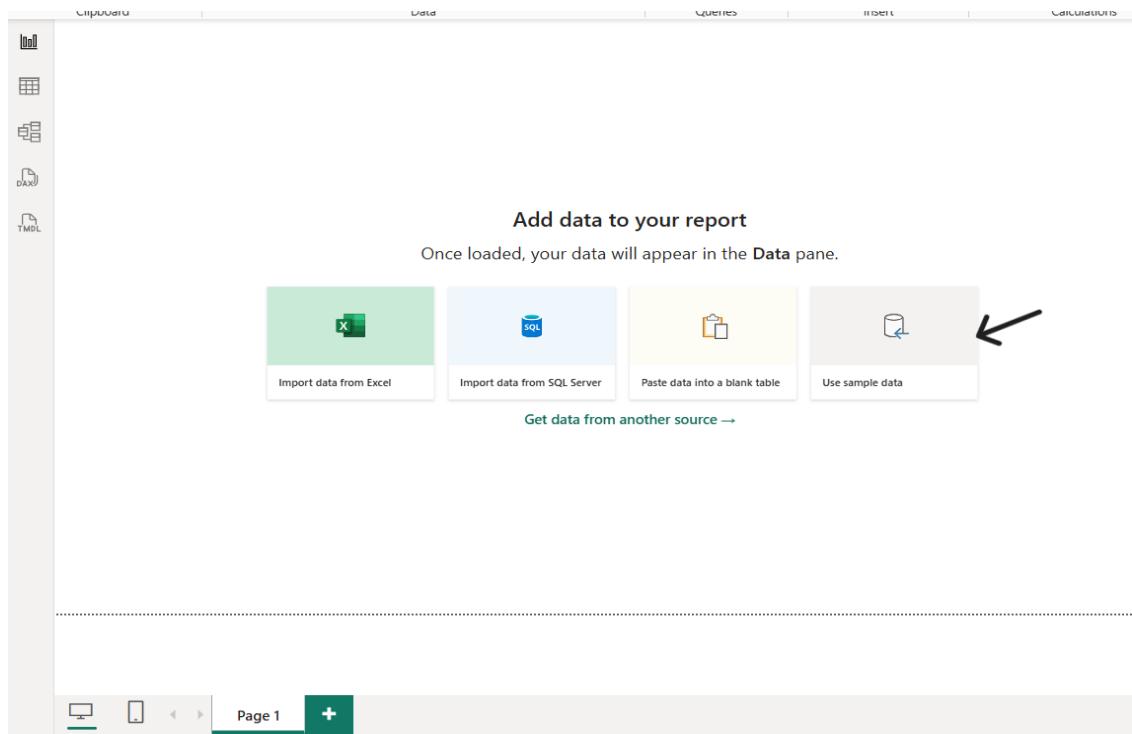


DAY 1 [30-10-2025]

Steps to Create Dashboard in Power BI

Step 1 : Load the Data

Here I take sample data which is already present in the application.



Step 2: Click on Load sample data

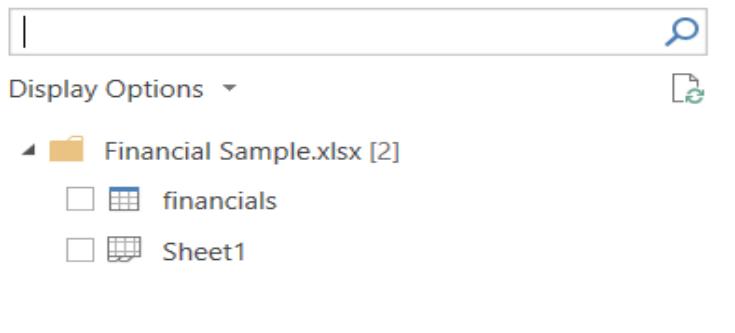
This screenshot shows a section titled 'Two ways to use sample data'. It features two icons: one with a bar chart, magnifying glass, and folder, and another with a paintbrush, a plus sign in a dashed box, and scissors. Below each icon is a description and a call-to-action button.

Take a tutorial online Learn how to create a robust report, step-by-step. Launch tutorial	Experiment on your own To start creating visuals on your own, load sample data. Load sample data
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A red arrow points to the 'Load sample data' button.

Step 3: Select which table you want.

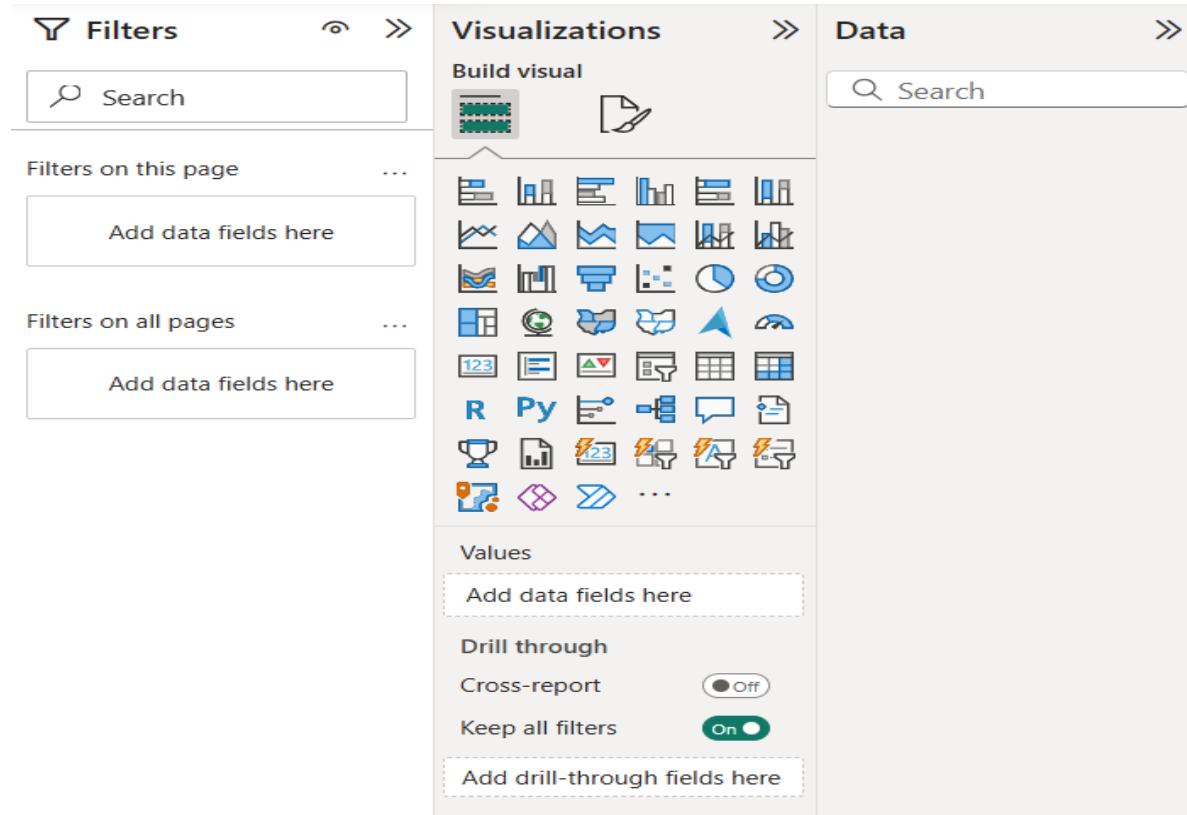
Navigator



Step 4: After loading the sample data, report view will open.

In report view we can see below 3 panes like Filters pane, Visualizations pane and Data pane.

In data pane, able to see the table name here we can drag and drop the columns into axis.



About View Sections in Power BI Desktop

1. Report View - Creating visualizations, dashboards, and report layouts.
2. Table View – Viewing the data in tabular form.
3. Model View – Maintaining relationship b/w tables and managing data modeling.
4. DAX View - Writing and managing DAX measures and calculated columns.
5. TMDL View - Viewing & editing model metadata in text form.

The screenshot shows the Power BI Desktop interface. On the left, there's a table editor with several rows of data. The top bar has tabs for File, Home, Help, Table tools, and Column tools, with Column tools currently selected. Below the table, the Column tools ribbon is visible, showing fields for Name (Country), Data type (Text), Structure, Format (Text), Summarization (Don't summarize), and Data category (Uncategorized). A red arrow points to the Data category dropdown. To the right, the Data view pane is open, showing a tree structure with nodes for COGS, Country, Date, and Discount Band under the financials node. The Country node is highlighted.

For selected Country column data category is uncategorized here. We have to change that to Country/ Region by using drop down button.

This is a close-up view of the Data view pane from the previous screenshot. It shows a hierarchical tree structure. At the top level, there's a node for financials. Under financials, there are nodes for COGS, Country, Date, Discount Band, and Discounts. The Country node is expanded, showing its details. The Date node is also expanded, showing its details. The other nodes are collapsed.

After changing we got globe symbol for country, now we can perform different types for visuals.