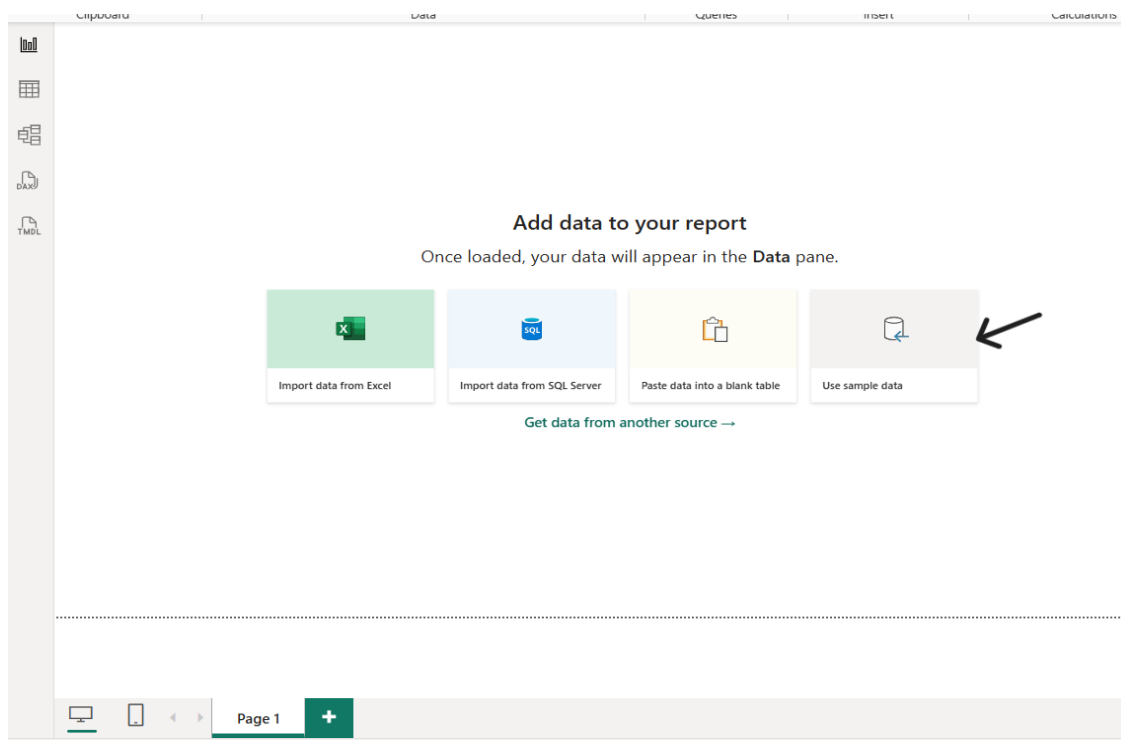


DAY 1 [30-10-2025]

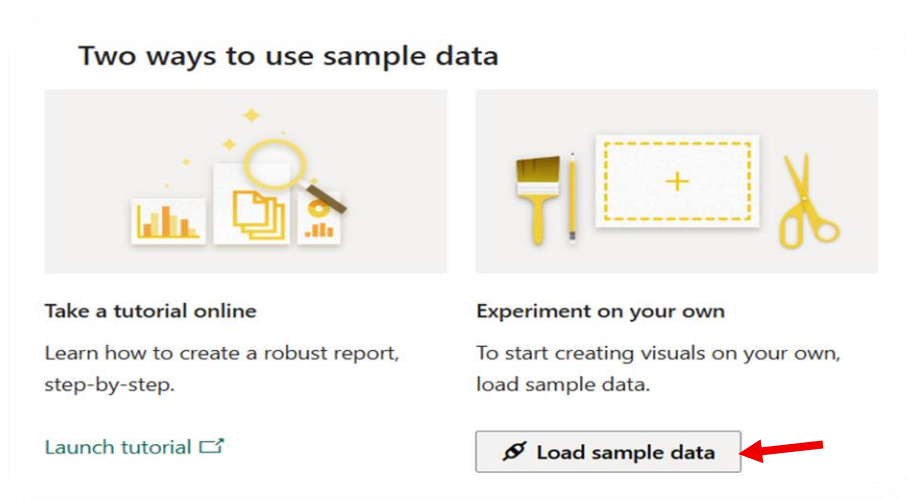
Steps to Create Dashboard in Power BI

Step 1 : Load the Data

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

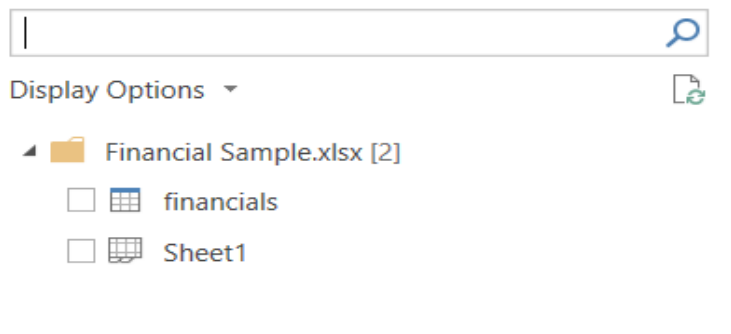


Step 2: Click on Load sample data



Step 3: Select which table you want.

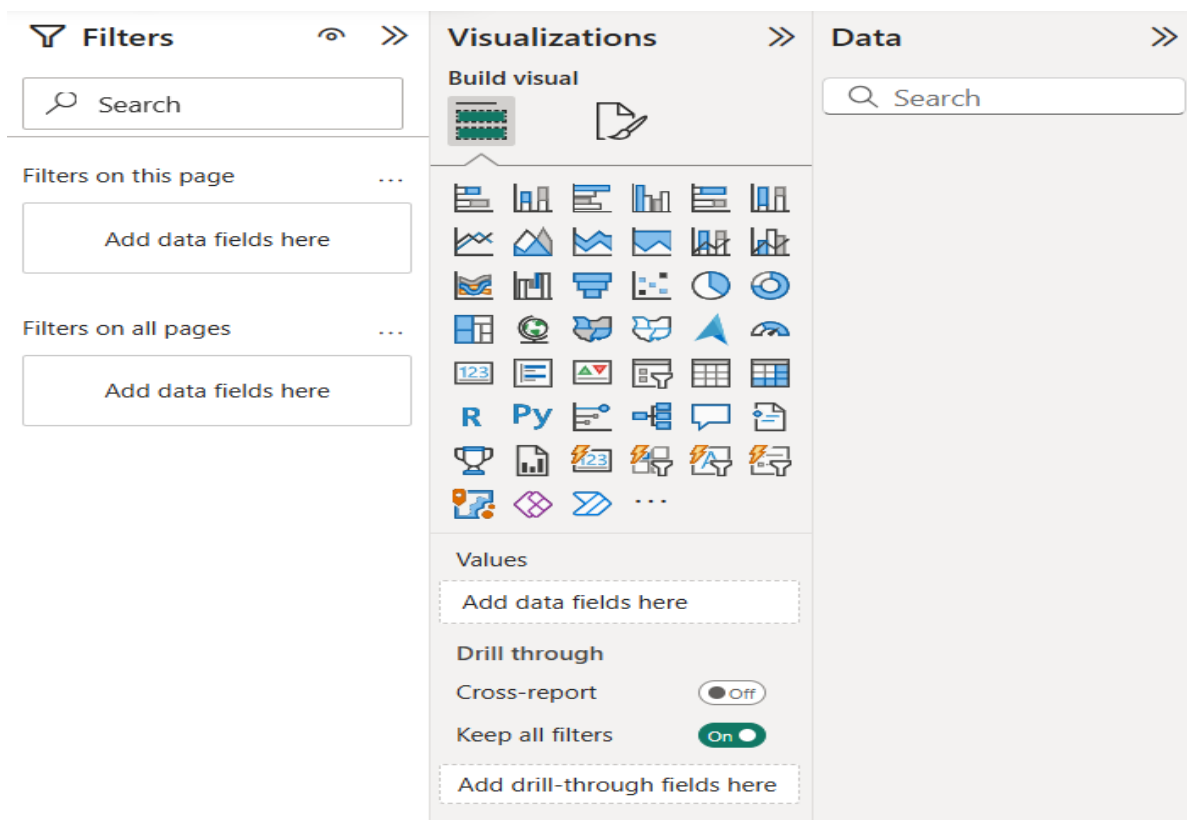
Navigator



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. The 'Table tools' ribbon is active, with the 'Column tools' tab selected. The 'Name' field is set to 'Country', the 'Format' is 'Text', and the 'Data type' is 'Text'. The 'Summarization' dropdown is set to 'Don't summarize', and the 'Data category' dropdown is set to 'Uncategorized'. A red arrow points to the 'Data category' dropdown. The 'Data' pane on the right shows a list of columns: 'COGS', 'Country', 'Date', and 'Discount Band'. The 'Country' column is highlighted.

Segment	Country	Product	Discount Band	Units Sold	Manufacturing Price	Sales
Government	Germany	Carretera	None	1513	3	
Government	Germany	Paseo	None	1006	10	
Government	Canada	Paseo	None	1725	10	
Government	Germany	Paseo	None	1513	10	
Government	Germany	Velo	None	1006	120	

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

The screenshot shows the 'Data' pane with a search bar. Below the search bar, there is a list of columns: 'financials', 'COGS', 'Country', 'Date', 'Discount Band', and 'Discounts'. The 'Country' column is selected, indicated by a blue arrow and a globe icon next to it.

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