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| A picture containing drawing, stop, room  Description automatically generated | Business Intelligence  Practical #4 | | |
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| **Subject/Course:** | Business intelligence | | |
| **Topic** | Visualizations | | |
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| **What is Report in Power BI?** | | | |
| * Reports are static documents that contain data in text and table form. They sometimes include visuals such as basic graphs and charts but are mostly organized to highlight specific raw numbers or relevant data sets. * Reports are usually delivered to various stakeholders periodically, which means data isn’t live. One of the attributes of reports is that they allow the creator to build full narratives with data and optimize its presentation. Additionally, they feature data that is already cleaned, sorted, and parsed. * Reports enable users to dive deep into data, perform ad-hoc analysis, and explore multiple dimensions.They provide a comprehensive view of data, allowing users to answer complex business questions. This is made possible by offering interactive features such as drill-through, filtering, and highlighting. Users can explore data further by interacting with the visualizations, uncovering deeper insights. | | | |
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| **What is Dashboard in Power BI?** | | | |
| * Dashboards are data visualization tools that can be customized and tailored to display specific metrics, data, and KPIs. Usually, these tools are dynamic and live, so data is being updated in real-time and visuals can show changes from minute to minute. * Additionally, dashboards can be as narrow or broad as needed, letting organizations create multiple specific dashboards to better organize their analytics. * Dashboards, in the context of Power BI, are visual displays that provide a consolidated view of data. They allow users to monitor key metrics, track performance, and gain high-level insights at a glance. * In general, dashboards are designed to display data in real-time or near-real-time. | | | |
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| **What is the difference between report and dashboard in Power BI?** | | | |
| |  |  |  | | --- | --- | --- | | **Item** | **Dashboards** | **Reports** | | **Pages** | Dashboards are created on only one page | Can be created in one or more pages | | **Data sources** | Dashboards are created from multiple datasets or reports. | Reports are created from a single dataset | | **Visualization** | Dashboards always concentrate on building insights into the data by using graphs, attractive visuals, charts, etc. | Reports are not concentrated on the visualization part of the data rather it looks to create summary pages. | | **Available in Power BI Desktop** | Dashboards cannot be created in Power BI Desktop | Reports can be built and viewed in Power BI Desktop. | | **Filters and Slicers** | You can't add Slicers and Filters as Dashboards are limited to a single page. | In reports, we can use many different ways to filter, highlight, and slice. | | **User Interactivity** | Dashboards allow a user to pin visuals from different reports and datasets onto a single canvas, making it simple to group what’s essential to the user. | Reports are more focused on being able to visualize and apply transformations to a single dataset. | | **Favourite** | Yes. Can set multiple dashboards as favourites. | Yes. Can set multiple reports as favourites. | | **Q&A Feature** | Yes | Yes, provided you have edit permissions for the report and underlying dataset. | | **Alerts** | In dashboards, alerts to emails are created, when specific condition or criteria is met or limit crossed. | We can’t create Alerts in Reports. | | **Subscribe** | Yes. Can subscribe to a dashboard. | Yes. Can subscribe to a report page. | | **See underlying dataset tables and fields** | In dashboards, you can’t see the underlying dataset tables but can export data. | While in Reports you can see a dataset under the Data tab in Power BI Desktop. | | | | |
| **Create a Report as given below in Power BI.** | | | |
| 1. Open Power BI Desktop.Click on "Get Data" in the Home tab.      1. Select the Excel data source “Sample SuperStore “ data.      1. Connect to your data source and click on the “Transform data” into Power BI.      1. Apply necessary transformations in “Order Date & Ship Date “to make your data suitable for analysis.Close and apply the changes to load the transformed data into Power BI      1. Go to the "Report" view.Choose the type of visualization you want (e.g., Donut chart, line chart, Stack Bar Chart, Card, Marix slicer etc. Also add Textbox). 2. Drag and drop fields from your dataset onto the visualization canvas to create your charts and tables. | | | |
| **Create a Dashboard from the report created above in Power BI.** | | | |
| * Save your Power BI file.If you have a Power BI service account, you can publish your report to the Power BI service to share it with others. * Share your report with others by publishing it to the Power BI service. * Set up sharing and collaboration options, such as granting access to specific users or groups. | | | |