

☒ 1. Import Data

- Open Power BI Desktop.
 - Click **Home > Get Data > Excel**.
 - Select `Retail_Sales_Data.xlsx` and load the tables.
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☒ 2. Create a Table Visual

- Insert a **Table** visual.
 - Add fields: `Region`, `Sales`.
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☒ 3. Add a Slicer

- Insert a **Slicer** visual.
 - Add the `Product` field to it.
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☒ 4. Apply "Dark Mode" Theme

- Go to **View > Themes**.
 - Select **"Dark"** or import a custom dark JSON theme if needed.
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☒ 5. What is the "Data/Model" View?

- **Data View:** Shows table-level data, allows editing columns or creating calculated columns.
 - **Model View:** Displays relationships between tables. Used to manage connections, cardinality, and filters.
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☒ 6. Build the Dashboard

- **Bar Chart:** Insert → Bar Chart → Axis: `Region`, Values: `Sales`.
 - **Line Chart:** Insert → Line Chart → Axis: `Date`, Values: `Sales`.
 - **Card:** Insert → Card visual → Value: `Profit`.
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☒ 7. Drill-through Filter

- Create a new **Detail Page**.

- Add visuals for sales details (e.g., Table: Product, Sales, Profit).
 - Drag `Region` to the **Drill-through filters** pane.
 - On the main page, right-click a region → Drill-through → Detail Page.
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☒ 8. Conditional Formatting

- On the **Bar Chart**, click the paint roller icon (Format).
 - Go to **Data colors > fx**.
 - Format based on `Profit`: e.g., red for low, green for high.
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☒ 9. Publish to Power BI Service

- Click **File > Publish > Power BI Service**.
 - Sign in and choose the workspace.
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☒ 10. Share the Report

(Simulation steps)

- Go to **Power BI Service > Workspace > Report**.
 - Click **Share** → Enter colleague's email → Give view/edit rights.
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☒ 11. Add "Sales Growth %" (No DAX)

- Right-click a table → **New Quick Measure**.
 - Choose **Sales growth year-over-year**.
 - Set the Base value: `Sales`, Date: `Date`.
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☒ 12. Optimize Dataset

- Go to **Model View**.
 - Remove unused columns (right-click → Delete).
 - Disable Auto Date/Time: **File > Options > Data Load**.
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☒ 13. Troubleshoot: Slicers Not Affecting Visuals

- Select the **Slicer** → Format → Edit interactions.
- Ensure each visual has the filter icon (not a circle or none).

☒ 14. Embed into PowerPoint

- In **Power BI Service**, open the report.
- Click **File > Embed Report > PowerPoint**.
- Download .pptx or copy the link to insert via PowerPoint's **Insert > Online Content**.

☒ 15. Schedule Data Refresh

- In Power BI Service, go to **Datasets > Settings**.
- Under **Scheduled Refresh**, turn on and set frequency & time.
- Add data source credentials if needed