**Creating a Hierarchy**

**Demonstration Steps**

Creating a Hierarchy

1. If you closed the Power BI, follow **M3 Exercise 1** to upload excel
2. In the **Fields** pane, under **Sales**, right-click **Country**, and then click **new hierarchy**. The new hierarchy column is added.
3. Right-click **Territory**, point to **Add to Hierarchy**, and then click **Country Hierarchy**.
4. Right-click **State Province**, point to **Add to Hierarchy**, and then click **Country Hierarchy**.
5. Right-click **City**, point to **Add to Hierarchy**, and then click **Country Hierarchy**.
6. Right-click **Country Hierarchy**, click **Rename**, type **Region Hierarchy**, and then press Enter.
7. In the **Fields** pane, under **Sales**, drag the **Total Due** column to the report canvas to create a new chart.
8. Drag the **Region Hierarchy** to the **Axis** in the **Visualizations** pane.
9. Resize and move the chart on the canvas so it fills the report canvas.
10. In the **Fields** pane, under **Sales**, click the **Total Due** column to give it focus.
11. On the **Modeling** ribbon, Select Total due column
12. click **Format: General**, point to **Currency**, and then click **$ English (United States)**.

Using a Hierarchy

1. In the top right-hand corner of the chart, click **to turn on Drill Down**. Notice that the arrow icon is now black.
2. Click the **United States** column in the chart to show the data by Territory. Notice that the chart title has changed.
3. Click the **Northwest** column, and again, notice that the chart title changes.
4. Click the **Oregon** column. Notice that the title of the chart has changed, and the down arrow in the top left-hand corner is disabled.
5. Click the **Drill Up** icon to return to the State Province level.
6. Click the **Drill Up** icon to return to the Territory level.
7. Click the **Expand all down one level in the hierarchy** icon to see the Total Due by Country, Territory, and State Province.
8. Leave Power BI open for the next demonstration.

