

1. Import Retail_Sales_Data.xlsx into Power BI.
Imported
2. Create a table visual showing Region and Sales.
Created
3. Add a slicer for Product.
Added a slicer
4. Format the dashboard theme to "Dark Mode."
Formatted it.
5. What is the purpose of the "Data/Model" view in Power BI?
The **Data view** lets you explore and create fields in your tables, while the **Model view** lets you define relationships between tables.
6. Build a dashboard with:
 - A bar chart of Sales by Region.
 - A line chart of Sales over Date.
 - A card showing total Profit.
7. Add a drill-through filter from Region to a detailed sales page.
Added
8. Use conditional formatting to highlight high-profit regions.
Used conditional formatting
9. Publish the dashboard to Power BI Service.
I do not have an account.
10. Share the report with a colleague (simulate steps).
I do not have an account.
11. Add a custom "Sales Growth %" measure without DAX (use Quick Measures).
Added
12. Optimize the dataset for faster refresh (e.g., remove unused columns).
Okay
13. Troubleshoot: Slicers not affecting all visuals—how to fix?
To fix slicers not affecting all visuals, ensure they are set to the same report-level filters and check the **Edit Interactions** settings to enable the slicer's impact on each visual.

14. Embed the dashboard into a PowerPoint presentation.

To embed a Power BI dashboard into a PowerPoint presentation, go to **Power BI Service**, open your report, click **File > Embed report > PowerPoint**, then click **"Download as PowerPoint"** or copy the **live embed link** to insert it directly into a PowerPoint slide.

15. Set up a scheduled refresh for the dataset in Power BI Service.

Okay.