✅ Task 7: Power BI / Tableau Public – Mini Dashboard (Beginner)

Tools:

- Primary: Power BI Desktop (free)
- Alternative: Tableau Public (free)
- Extra: Excel for preprocessing

Dataset:

- "Global Superstore Dataset"
- "Sales Dataset"
- "HR Analytics Dataset"

Hints / Mini Guide:

1. Download dataset from Kaggle and open it in Excel to quickly check missing values or formatting issues before BI import.
2. Import dataset into Power BI Desktop or Tableau Public and confirm data types are correctly detected (dates, currency, text).
3. Create calculated measures such as Total Sales, Total Profit, Profit Margin using DAX (Power BI) or Calculated Fields (Tableau).
4. Build 3 basic visuals: Sales by Category, Sales by Region, Profit Trend over Time, ensuring each chart answers a business question.
5. Add slicers/filters for region, segment, year so the dashboard becomes interactive like real enterprise BI reports.
6. Format dashboard layout professionally: align visuals, apply consistent theme, add titles and KPI cards for key metrics.
7. Create a KPI card for Total Sales, Profit, and Top Category to mimic standard business reporting dashboards.
8. Test dashboard by selecting slicers and verifying that visuals respond correctly without errors.
9. Publish to Power BI local file or Tableau Public link and export a PDF screenshot for submission.

Deliverables:

- Dashboard.pbix or Tableau Public link
- Dashboard.pdf (exported visuals)
- Insights.txt (3 insights from dashboard)

Final Outcome:

✅ Intern learns basic BI dashboard creation and interactive reporting, which is essential for Data Analyst roles.

Interview Questions Related To Above Task:

- What is a KPI and why is it used?
- Difference between Measures and Calculated Columns?
- Why slicers are important in dashboards?
- What makes a dashboard professional?
- How do you ensure visuals match business requirements?

📌 **Task Submission Guidelines**

- ⏰ **Time Window:**

Youcan complete the task anytime between 10:00 AM to 10:00 PM on the given day. Submission link closes at 10:00 PM

- 🔍 **Self-Research Allowed:**

Youare free to explore, Google, or refer to tutorials to understand concepts and complete the task effectively.

- 🛠️ **Debug Yourself:**

Tryto resolve all errors by yourself. This helps you learn problem-solving and ensures you don't face the same issues in future tasks.

- 💸 **No Paid Tools:**

Ifthe task involves any paid software/tools, do not purchase anything. Just learn the process or find free alternatives.

- 📁 **GitHub Submission:**

Create a new GitHub repository for each task.
Add everything you used for the task — code, datasets, screenshots (if any), and a short README.md explaining what you did.

📤 **Submit Here:**

After completing the task, paste your GitHub repo link and submit it using the link below:

- 👉 [Submission Link]