1. Import Retail_Sales_Data.xlsx into Power BI
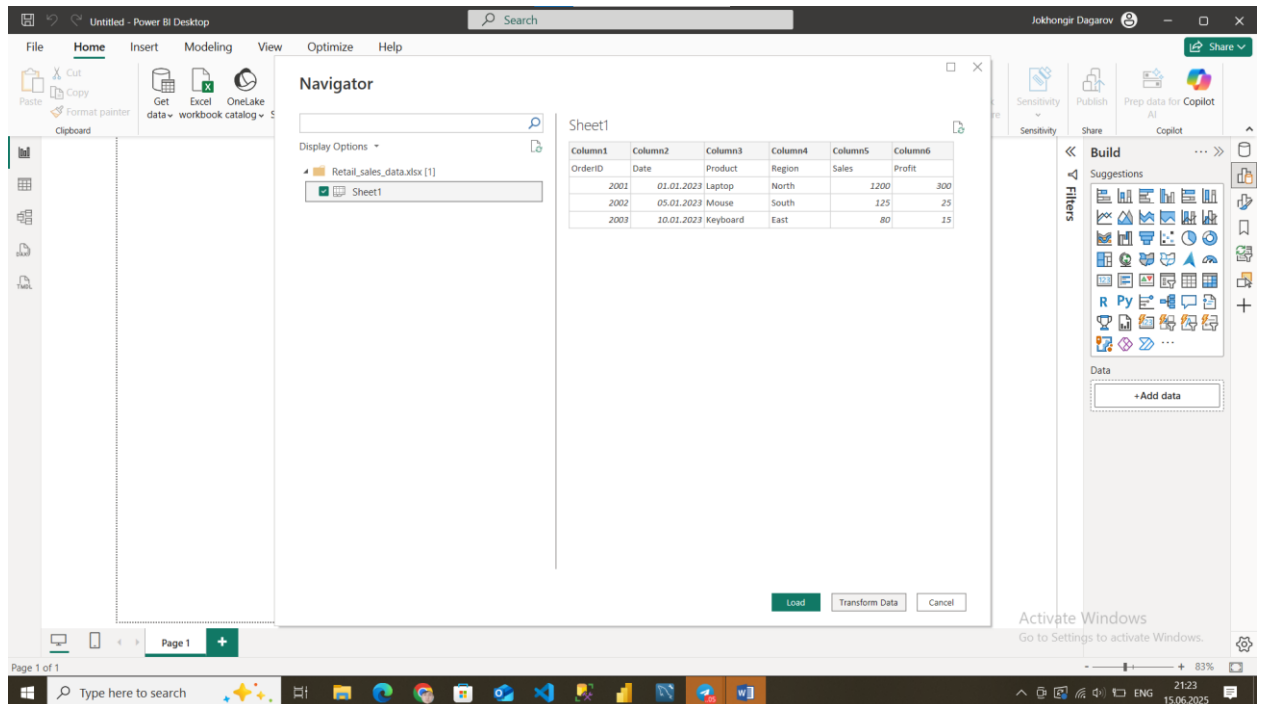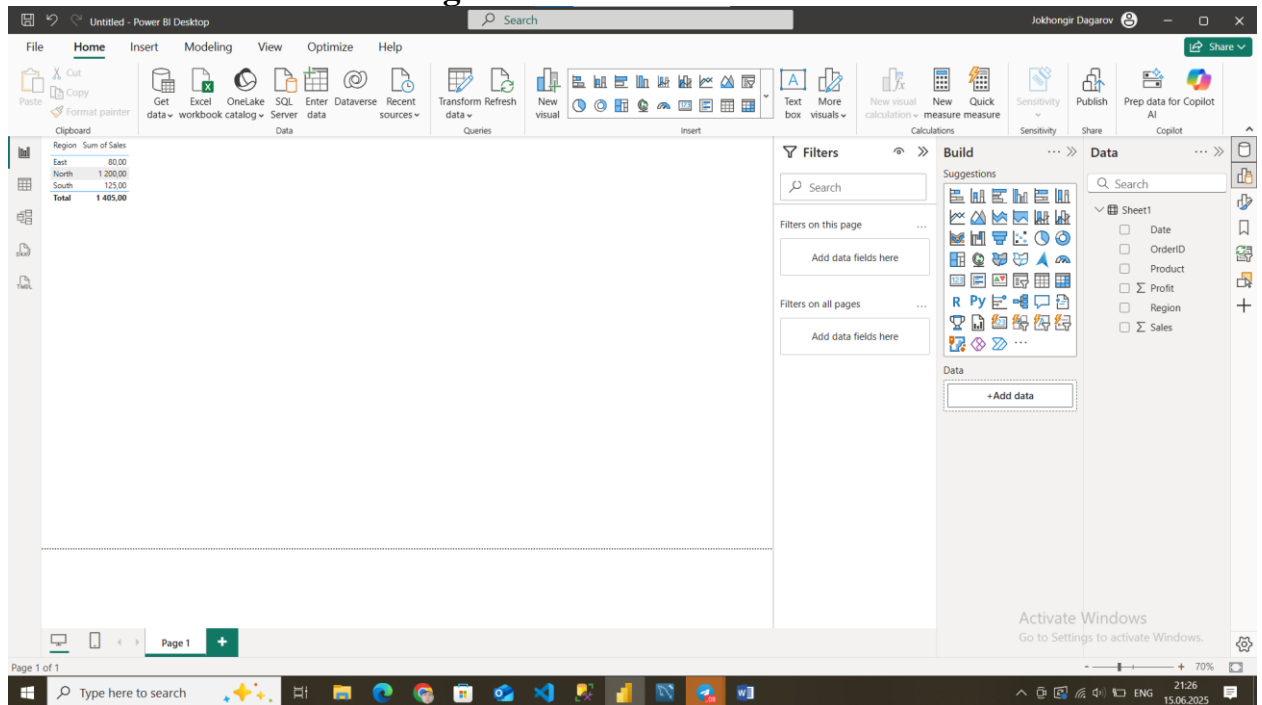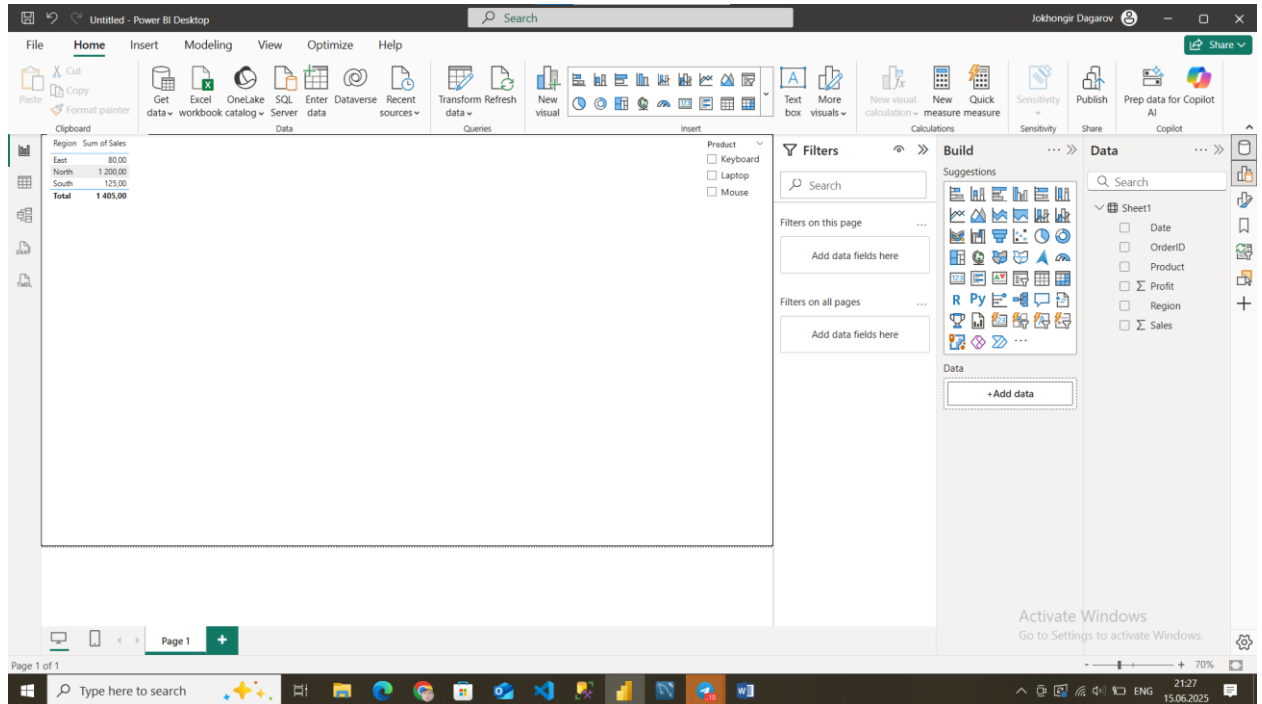
- Open Power BI Desktop.
- Click **Home → Get Data → Excel**.
- Select **Retail_Sales_Data.xlsx**.
- Load the sheet into Power BI.

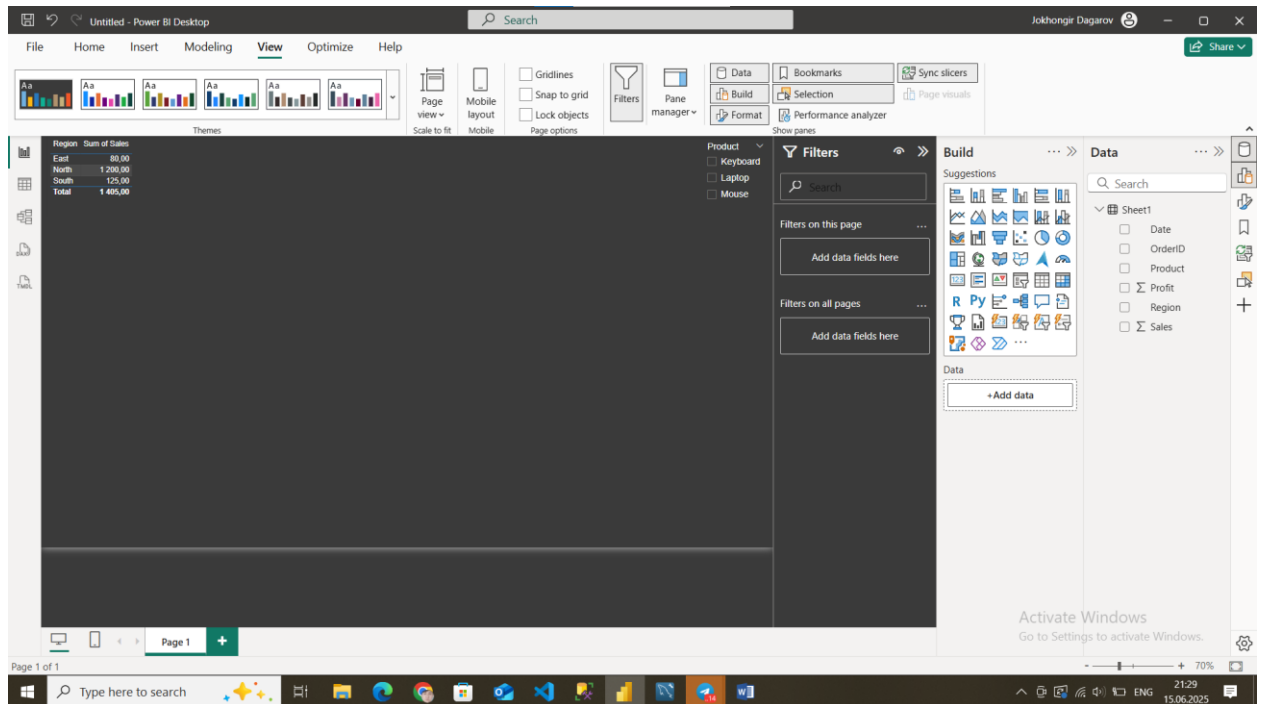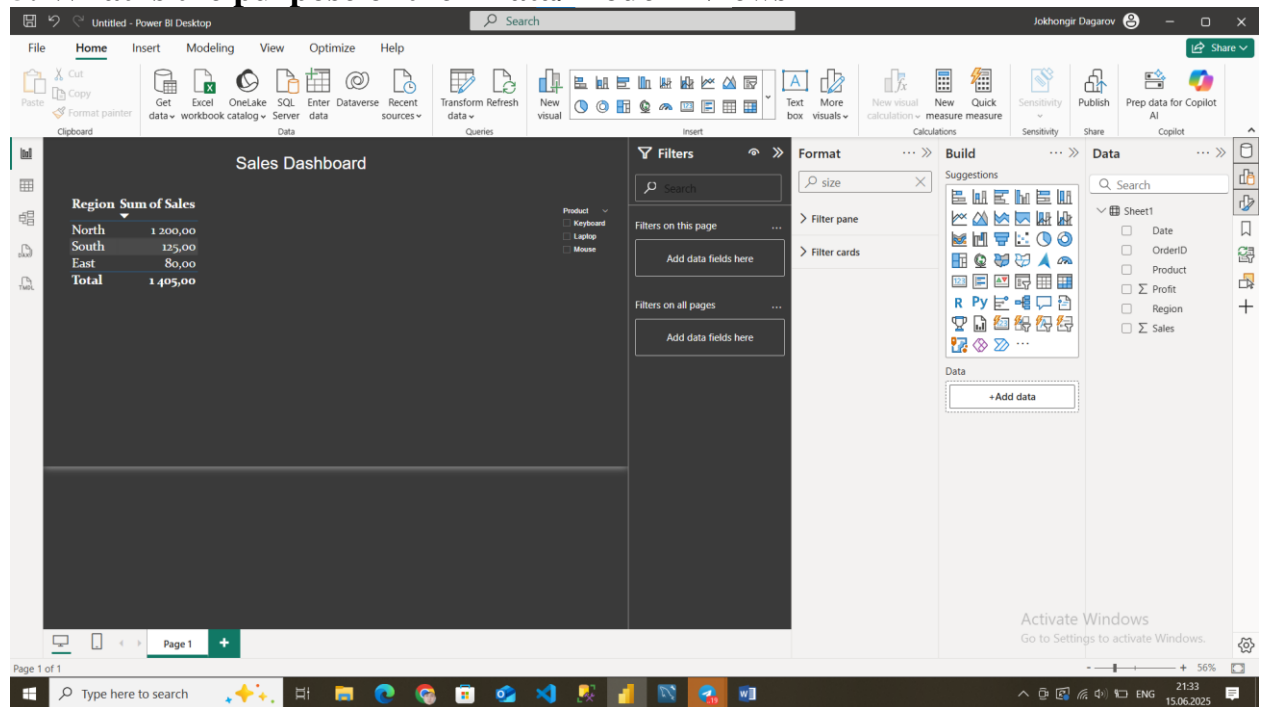# 2. Create a Table Visual: Region and Sales
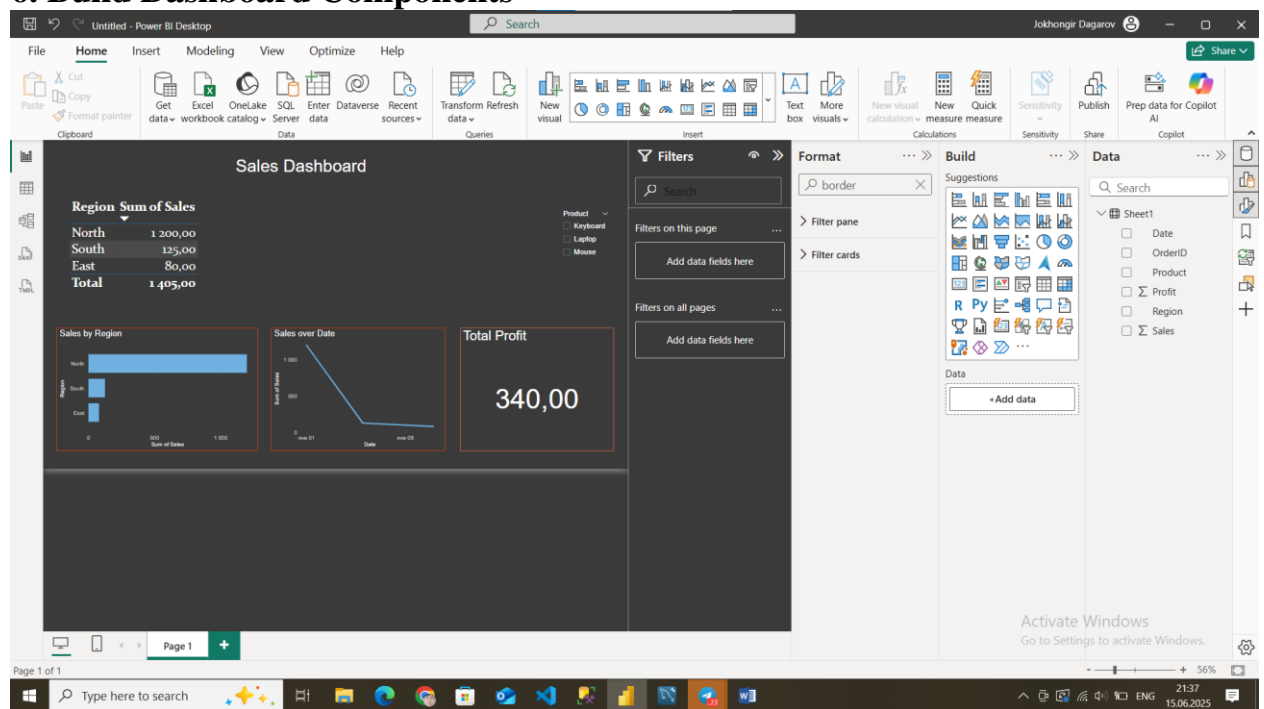
3. Add a Slicer for Product

4. Format Dashboard Theme to "Dark Mode"

5. What is the purpose of the "Data/Model" Views

6. Build Dashboard Components

7. Add a Drill-through from Region to Detailed Sales Page

8. Conditional Formatting to Highlight High-Profit Regions

- Select the **Bar chart**.
- Click on the **Format pane (paint roller icon)**.
- Go to **Data colors → Advanced controls**.
- Use **Conditional formatting** based on Profit values

9. Publish Dashboard to Power BI Service
File → Publish → Publish to Power BI Service.

10. Simulate Sharing the Report with a Colleague
File → Share → Share Report. Enter colleague's email

11. Add Custom "Profit to Sales" Measure without DAX (Quick Measures)

12. Optimize Dataset for Faster Refresh
Remove unused columns: right-click on any unnecessary field → **Delete**.

Disable auto date/time: File → Options → Current File → Data Load → uncheck "Auto Date/Time for new files".

13. Troubleshoot: Slicers Not Affecting All Visuals
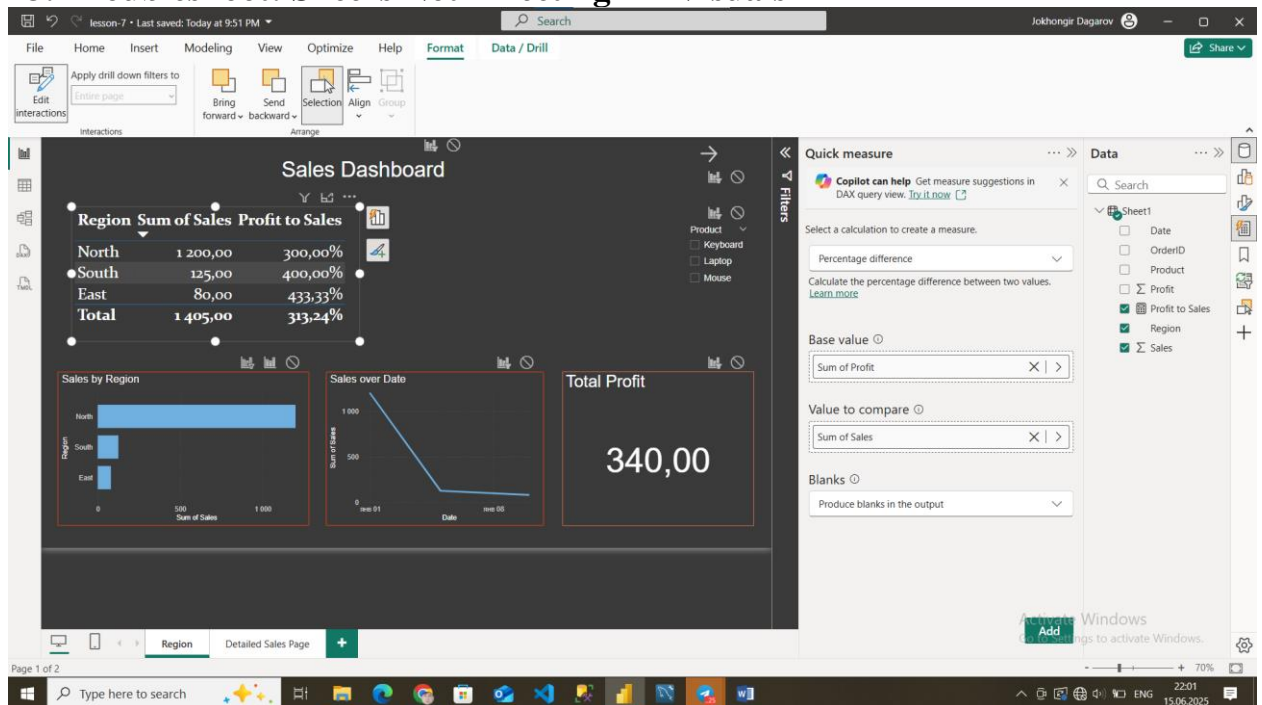
14. Embed Dashboard into a PowerPoint Presentation

- In Power BI Service:
  - Open the report.
  - Click **File → Embed Report → PowerPoint**.
  - Download the `.pptx` with an embedded, interactive Power BI report, or copy the report link and embed in a slide.

15. Set Up Scheduled Refresh in Power BI Service

- In Power BI Service:
  - Go to **Settings → Datasets**.
  - Select your dataset.
  - Under **Scheduled refresh**, configure your refresh frequency and time.