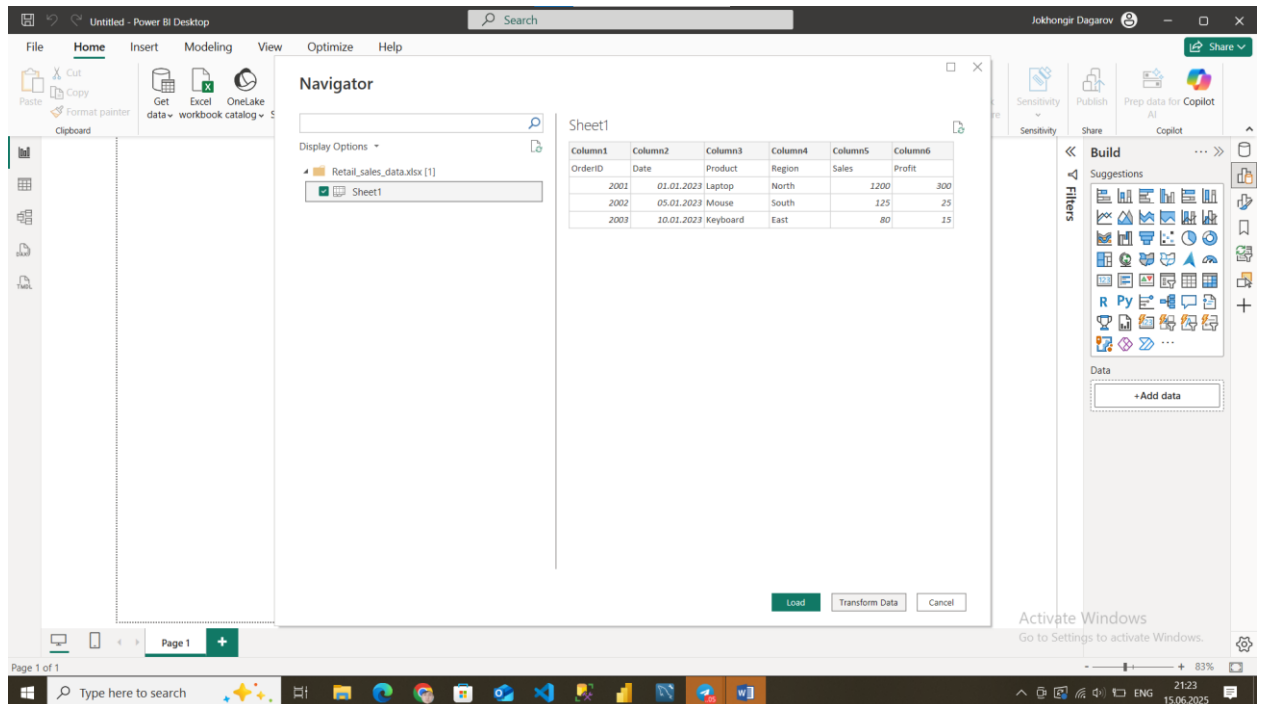
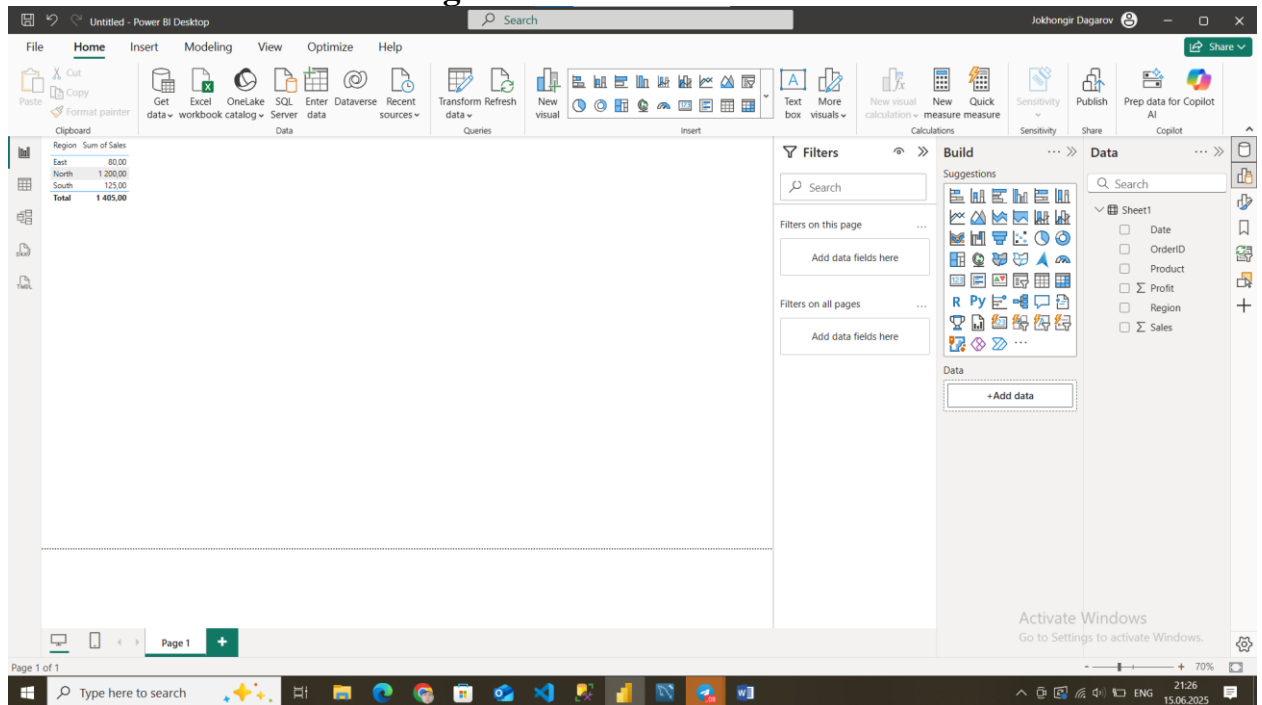


1. Import Retail_Sales_Data.xlsx into Power BI

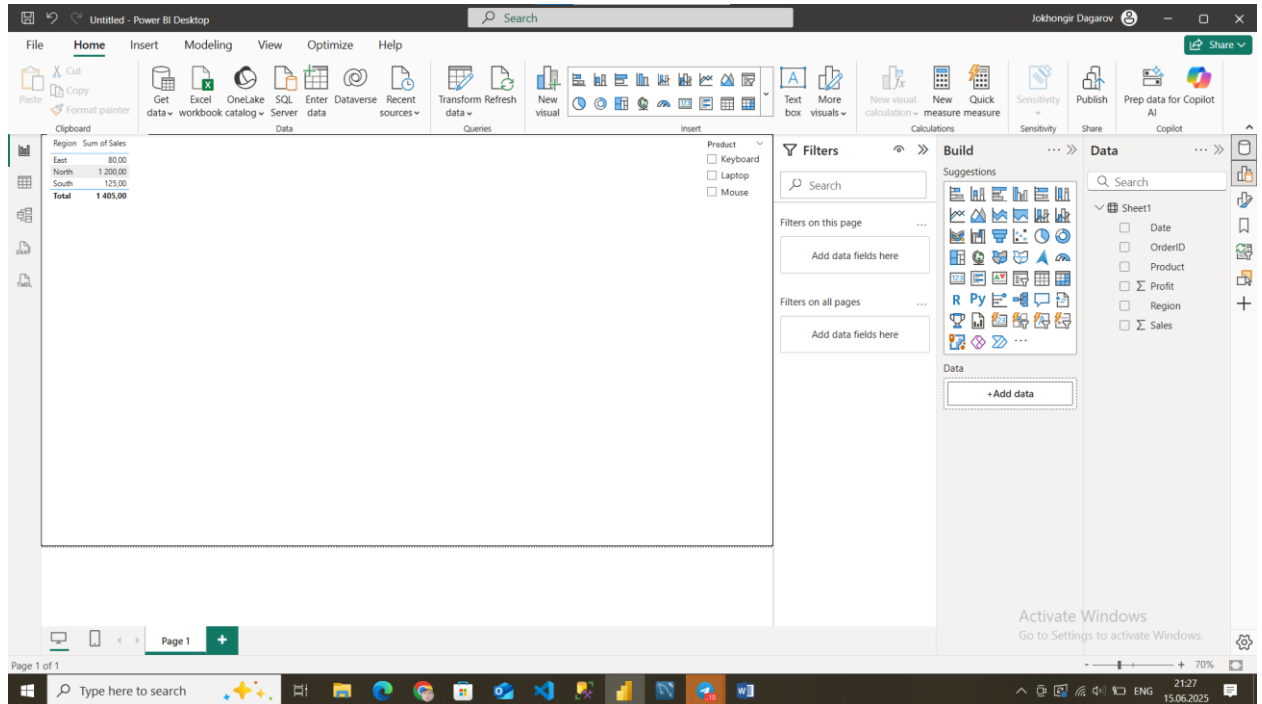
- Open Power BI Desktop.
- Click **Home** → **Get Data** → **Excel**.
- Select **Retail_Sales_Data.xlsx**.
- Load the sheet into Power BI.



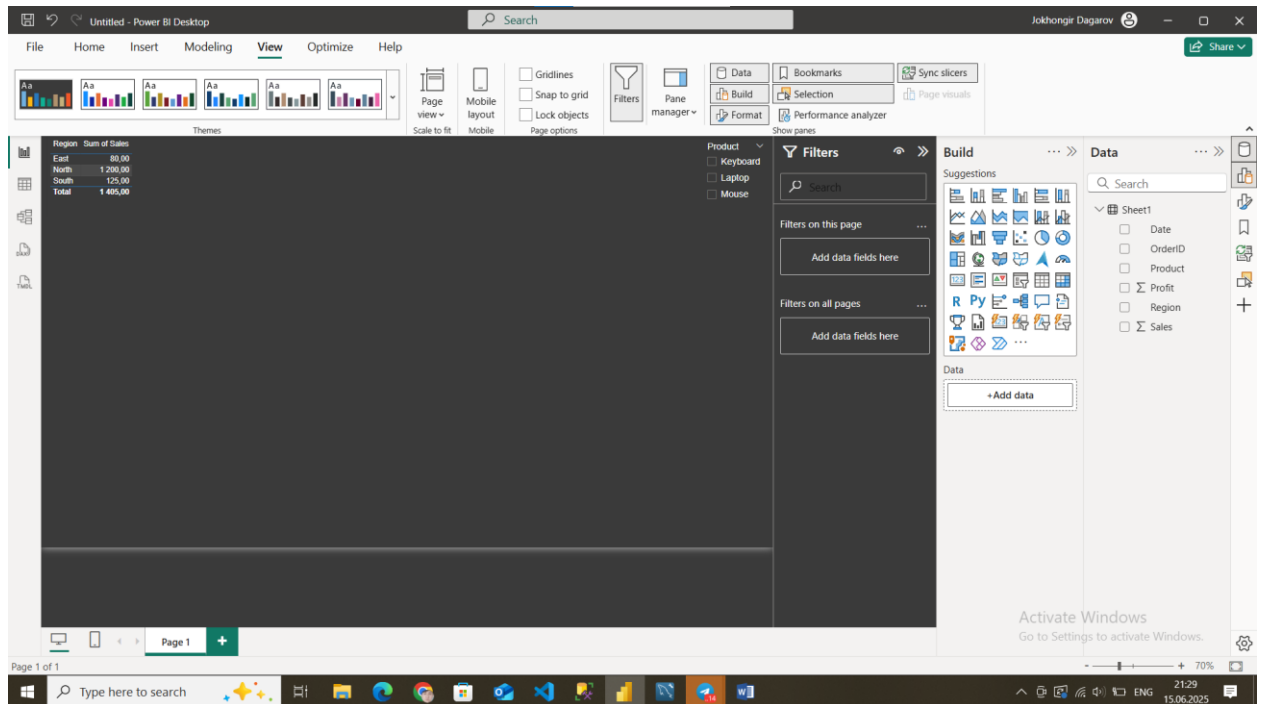
2. Create a Table Visual: Region and Sales



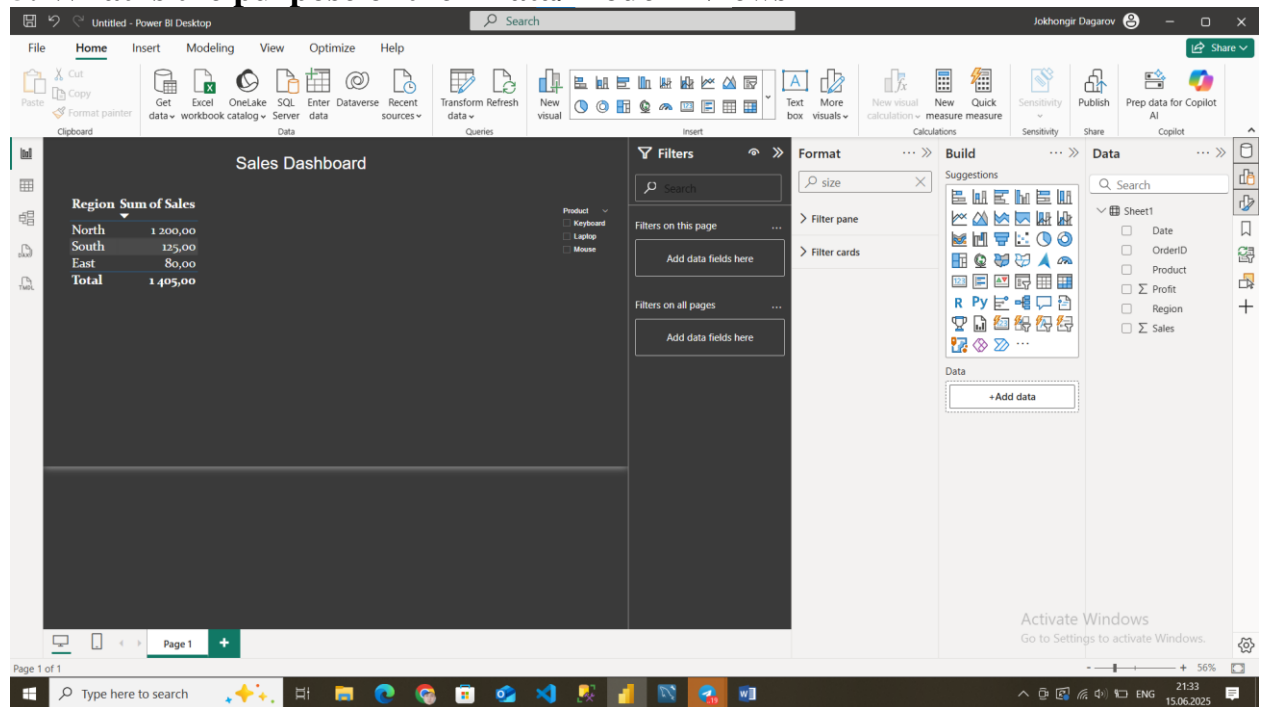
3. Add a Slicer for Product



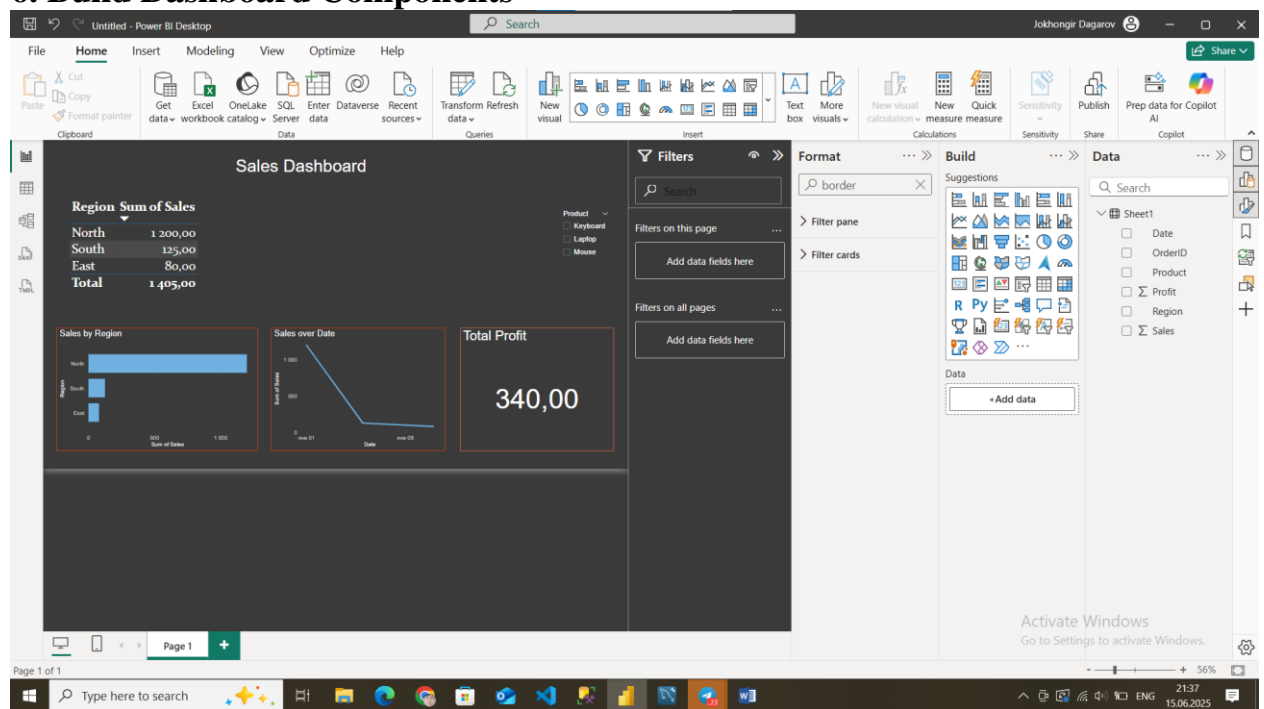
4. Format Dashboard Theme to "Dark Mode"



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

The first screenshot shows the 'Sales Dashboard' with a 'Region' field card. The 'Region' field is highlighted, and the 'Detailed Sales Page' is visible in the background. The 'Region' field is a dropdown menu with options: North, South, East, and Total. The 'Detailed Sales Page' is currently hidden.

The second screenshot shows the 'Detailed Sales Page' after the drill-through has been added. The 'Region' field is now a table with columns: Product, Date, Sum of Sales, Sum of Profit, and Region. The data is filtered by the 'Region' field, showing only the data for the selected region (North).

Product	Date	Sum of Sales	Sum of Profit	Region
Keyboard	10 января 2023 г.	80,00	15,00	East
Laptop	1 января 2023 г.	1 200,00	300,00	North
Mouse	5 января 2023 г.	125,00	25,00	South
Total		1 405,00	340,00	

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)

The screenshot shows the Power BI Desktop interface. The main view displays a 'Sales Dashboard' with a table of regional sales and profit, a bar chart for 'Sales by Region', a line chart for 'Sales over Date', and a card for 'Total Profit' showing 340,00. The 'Quick measure' pane on the right is open, showing the 'Profit to Sales' measure configuration. The 'Base value' is set to 'Sum of Profit' and the 'Value to compare' is set to 'Sum of Sales'. The 'Data' pane on the right shows the 'Profit to Sales' measure selected under the 'Region' filter.

Region	Sum of Sales	Profit to Sales
North	1 200,00	300,00%
South	125,00	400,00%
East	80,00	433,33%
Total	1 405,00	313,24%

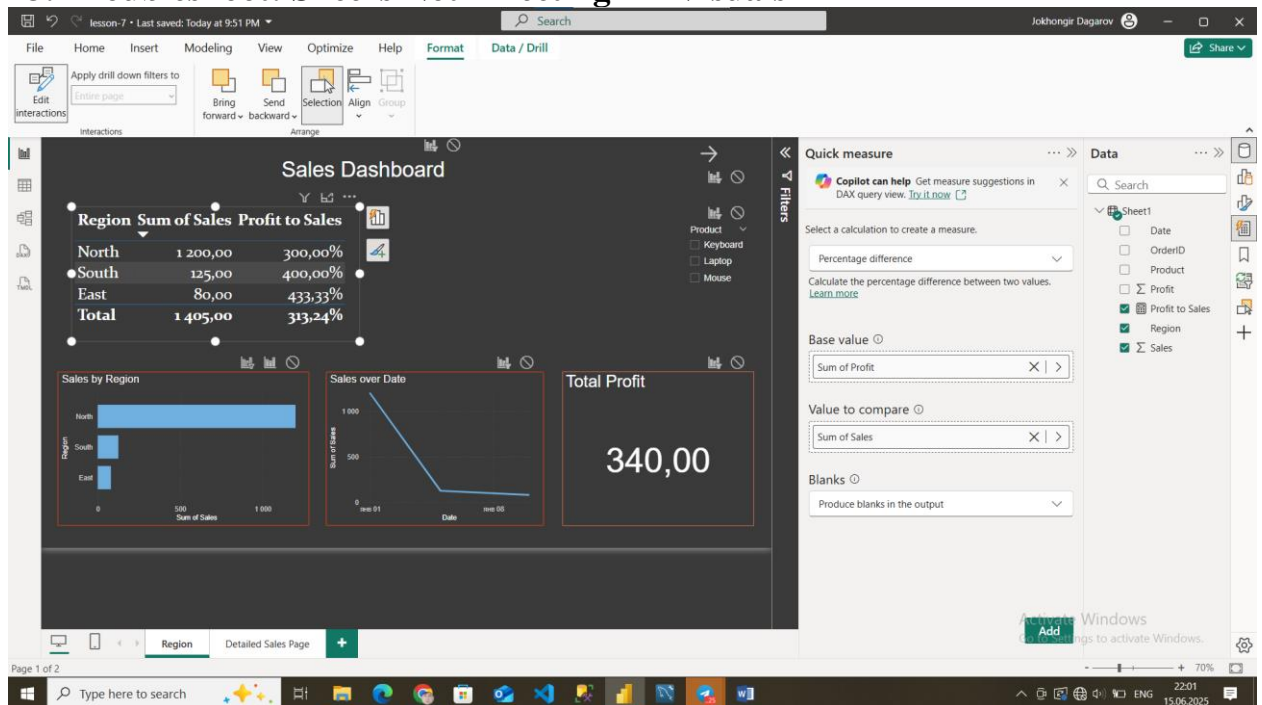
12. Optimize Dataset for Faster Refresh

Remove unused columns: right-click on any unnecessary field → Delete.

The screenshot shows the Power BI Desktop interface. The 'Properties' pane on the right is open, showing the 'General' tab for the 'Profit to Sales' measure. The 'Data' pane on the right shows the 'Profit to Sales' measure selected under the 'Region' filter. The 'Fields' pane on the left shows the 'Profit to Sales' measure selected.

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.