Question-1

3 common types of visuals

1) Bar chart
2) Pie Chart
3) Line chart

Question-2

Open your report in Power BI Desktop.

In the Visualizations pane, click the Slicer icon

A blank slicer visual appears on the canvas.

In the Fields pane, drag the field you want to use as a filter into the Values area of the slicer.

- Example: Drag Region, Product, or Date.

Resize and position the slicer on the report page as needed.

Question-3

Column chart – vertical bars, values are shown on the vertical y-axis

Categories are shown on the horizontal(x-axis).Best for time based data.

Bar chart-horizontal bars, categories are shown on vertical(y-axis)

Values are shown on horizontal(x-axis).best for long category names

Question-4

Click on the visual you want to format.

Go to the Format pane (paint roller icon) on the right.

Expand the "Effects" section (or sometimes labeled "Background", depending on the visual).

Turn "Background" to On if it's off.

Choose your desired color using:

- The color picker, or

- Enter a hex code (e.g., #F2F2F2).

Adjust the transparency slider

Question-5

Drill-down allows users to **explore data at more detailed levels** within a visual — starting from a summary and "drilling down" into more specific data.

How to Use Drill-Down:

1. Create a visual with a **hierarchy** (e.g., Year > Quarter > Month).

2. Click the visual to select it.

3. Use the **drill-down icons** (top-right corner of the visual):

   - 🔽 **"Drill down" arrow** – Go deeper into one item.

   - 🌀 **"Go to next level"** – View all items in the next level.

   - 🔼 **"Drill up"** – Return to the previous summary level.

Question-6