Getting Started with Power BI Desktop:

Here we have sample sales data of some electronic times such as Mobile, Tablet, and Desktop. And we can see there are some other headers as well such as Region, Product Class, Dates and Owner.This variety of data is quite helpful in getting the different types of visuals in Power BI. Below is the screenshot of it. As the data is of 1000 lines so it is not seen completely here.

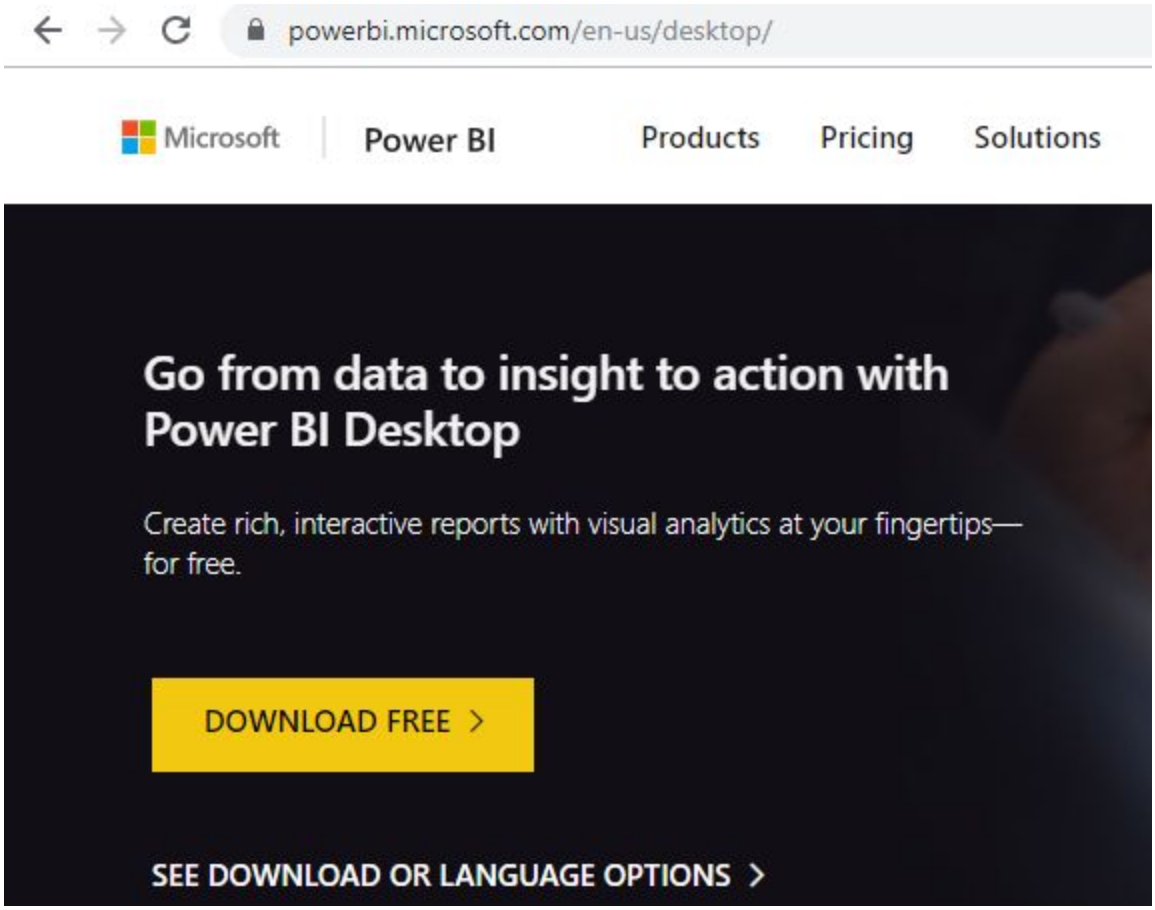
	A	B	C	D	E	F	G	H	I	J
1	Product Type	Part Number	Month Of Order	Date of Order	Product Class	Region	Owner	Worldwide Customer Name	Quantity	Date of Delivery
2	Mobile	ABC001	Nov-18	11/9/2018	Class 1	America	John	Customer 15	12	11/13/2018
3	Laptop	ABC002	Nov-18	11/9/2018	Class 1	America	John	Customer 15	21	11/13/2018
4	Desktop	ABC003	Nov-18	11/9/2018	Class 1	America	John	Customer 14	12	11/13/2018
5	Tablet	ABC004	Nov-18	11/9/2018	Class 2	America	John	Customer 14	23	11/13/2018
6	Mobile	ABC005	Nov-18	11/9/2018	Class 2	America	John	Customer 14	55	11/13/2018
7	Laptop	ABC006	Nov-18	11/9/2018	Class 2	America	John	Customer 14	67	11/13/2018
8	Mobile	ABC068	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 2	1	11/23/2018
9	Laptop	ABC069	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 2	34	11/23/2018
10	Desktop	ABC070	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 2	56	11/23/2018
11	Tablet	ABC071	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 2	55	11/23/2018
12	Mobile	ABC072	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 2	21	11/23/2018
13	Laptop	ABC073	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	12	11/23/2018
14	Desktop	ABC074	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	23	11/23/2018
15	Tablet	ABC075	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	55	11/23/2018
16	Mobile	ABC076	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	67	11/23/2018
17	Laptop	ABC077	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	87	11/23/2018
18	Desktop	ABC078	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	54	11/23/2018
19	Tablet	ABC079	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	32	11/23/2018
20	Mobile	ABC080	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	34	11/23/2018
21	Laptop	ABC081	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	65	11/23/2018
22	Desktop	ABC082	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	87	11/23/2018
23	Tablet	ABC083	Nov-18	11/19/2018	Class 5	Japan	Sam	Customer 5	89	11/23/2018
24	Mobile	ABC084	Nov-18	11/19/2018	Class 6	Japan	Sam	Customer 5	77	11/23/2018
25	Laptop	ABC085	Nov-18	11/19/2018	Class 6	Japan	Sam	Customer 5	51	11/23/2018
26	Desktop	ABC086	Nov-18	11/19/2018	Class 6	Japan	Sam	Customer 5	23	11/23/2018

Power BI is easy to install in any system we want to.

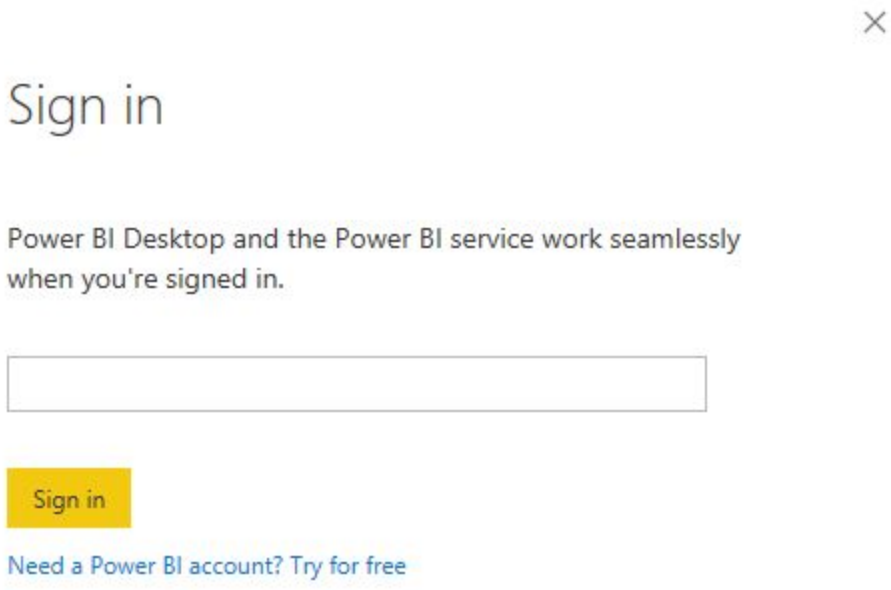
First Install the Power BI first from the powerbi.microsoft.com website. This will take you to the direct page of Power BI.

Go to this link and from the Product tab select Power BI Desktop as shown below.

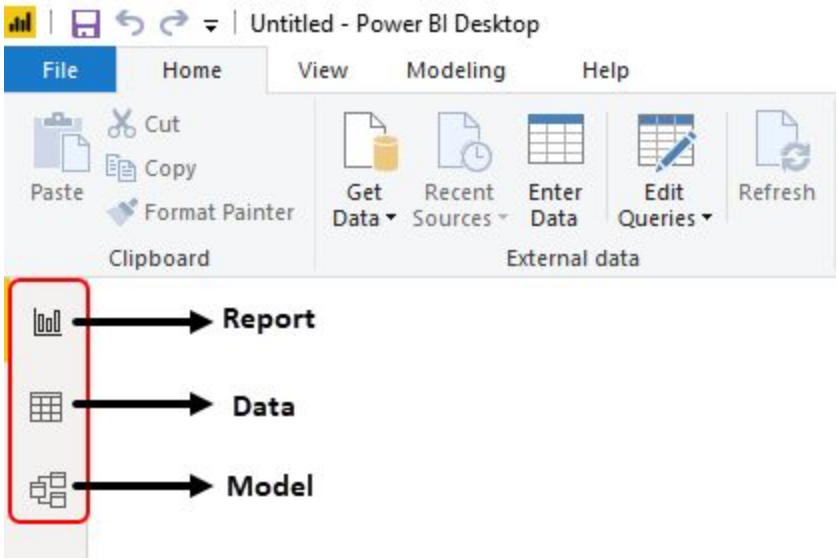
Click on Download Free to install Power BI Desktop.



Once downloaded and installed. Open Power BI. The very first page we will get where Power BI will ask us to sign in or skip. We sign in and use it for official purposes. If not then we can skip this step by clicking on the Close (X) button.



This is our first window of Power BI. As we can see, there are 3 options highlighted which are Reports, Date, and Model.



Get Data: Used for selecting and configuring data sources.

Edit Queries: Launches the Power Query Editor,which is used for applying data transformations to incoming data.

Report View: This is the first field where we can create and see the charts and visuals. There are many types of charts in Power BI. Most of them we have seen and used in MS Excel as well.

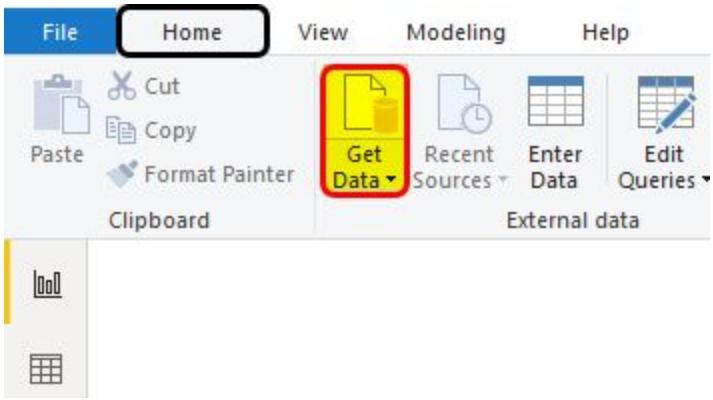
The report canvas used for designing data visualisations. This is the default View open when Power BI Desktop is launched.

Data View: Here we can see the uploaded or fetched data. Here also we Can make changes in the data headers and data as well. Provides a view Of data in your model. This looks similar to typical excel sheet, but it read Only.

Model View/Relationship View: This is the place where we can create A model by linking two or more tables or data.

How to Import Data in Power BI?

To import data in Power BI, click on Get Data option which is there in the Home Menu bar as shown below.



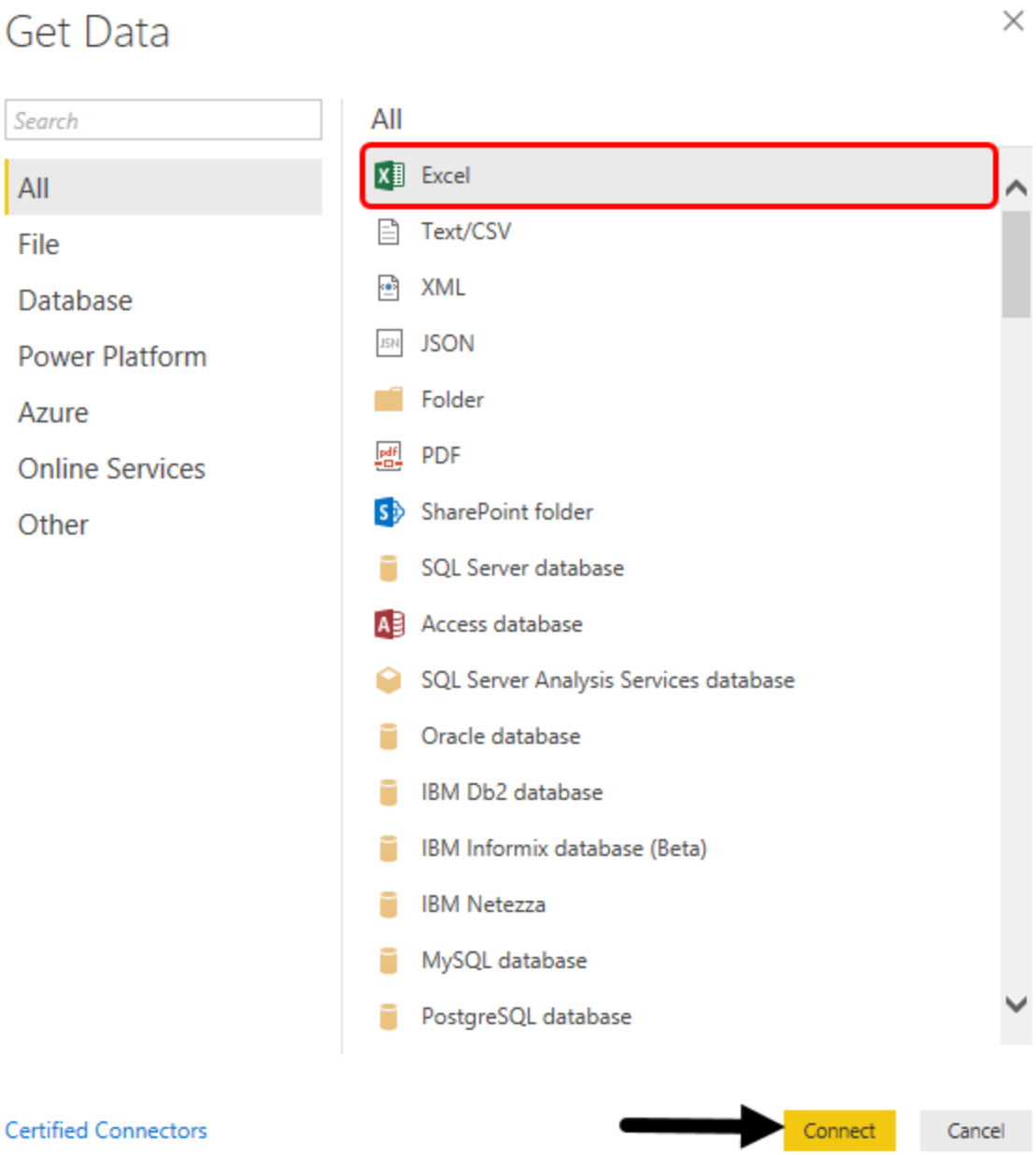
We will get different ways and options to import the data in Power BI. Under

ALL options, we will see different options such as Excel, Text/CSV, XML or

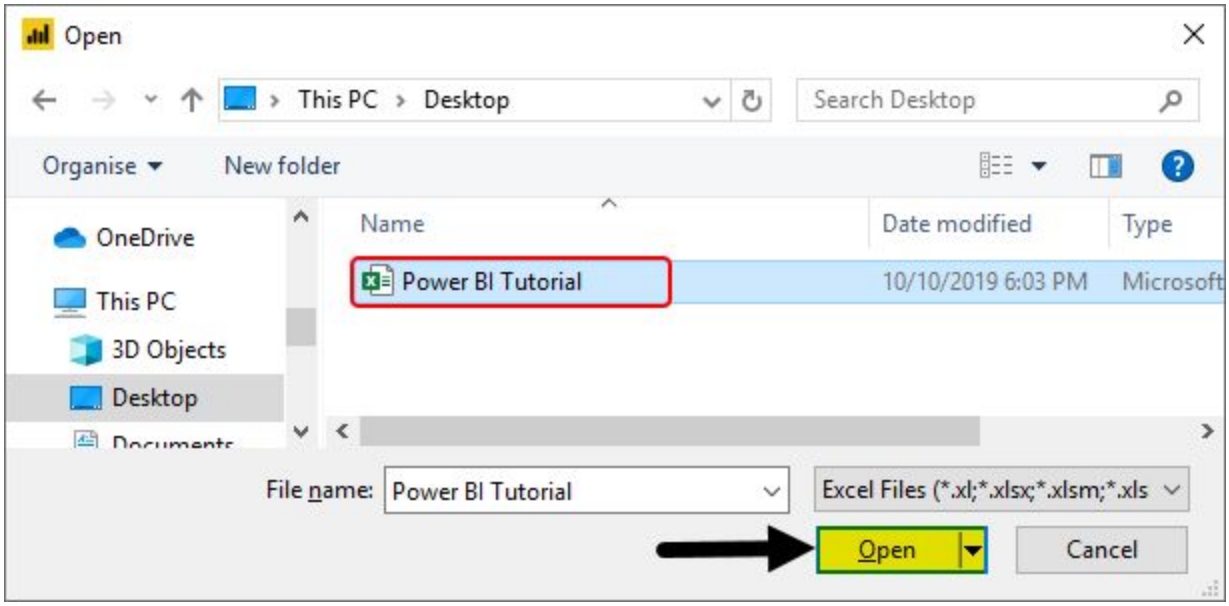
different database options that we can link to get the visuals in Power BI.

As we already have data in Excel, so we would choose Excel as shown

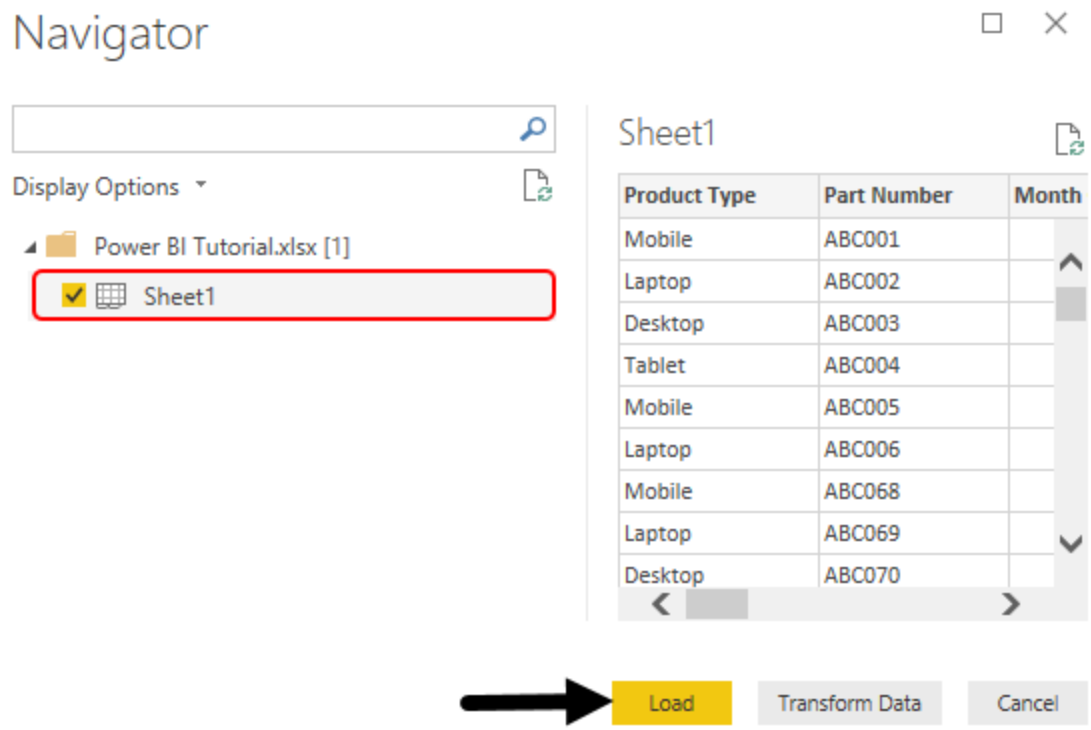
below. And click on the Connect option after that.



Browse file location and open it.

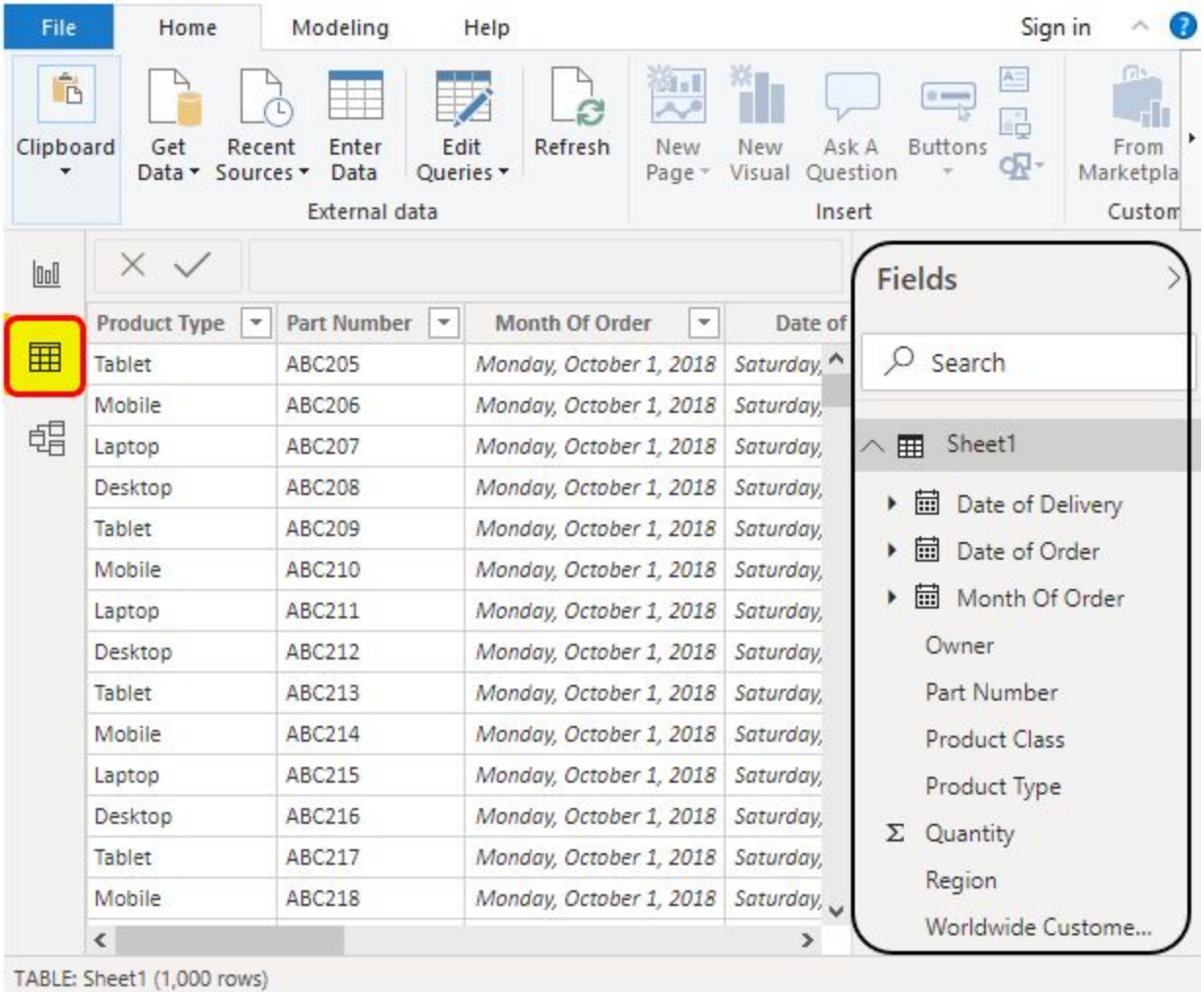


Power BI will locate and connect the file. Select the sheet name which you want to open. Here our sheet is named as Sheet1. Check the box and click on the Load option.

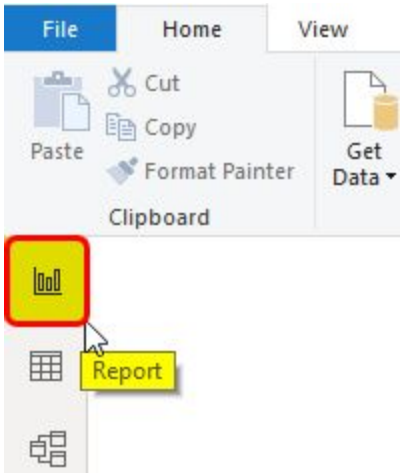


Once data is uploaded, then click on the Data option which is on the right side. This will help us in seeing the complete data which we have uploaded just now. This sheet exactly works like a table in an excel sheet. We can see all the headers, filter tables which can be used as we do in Excel.

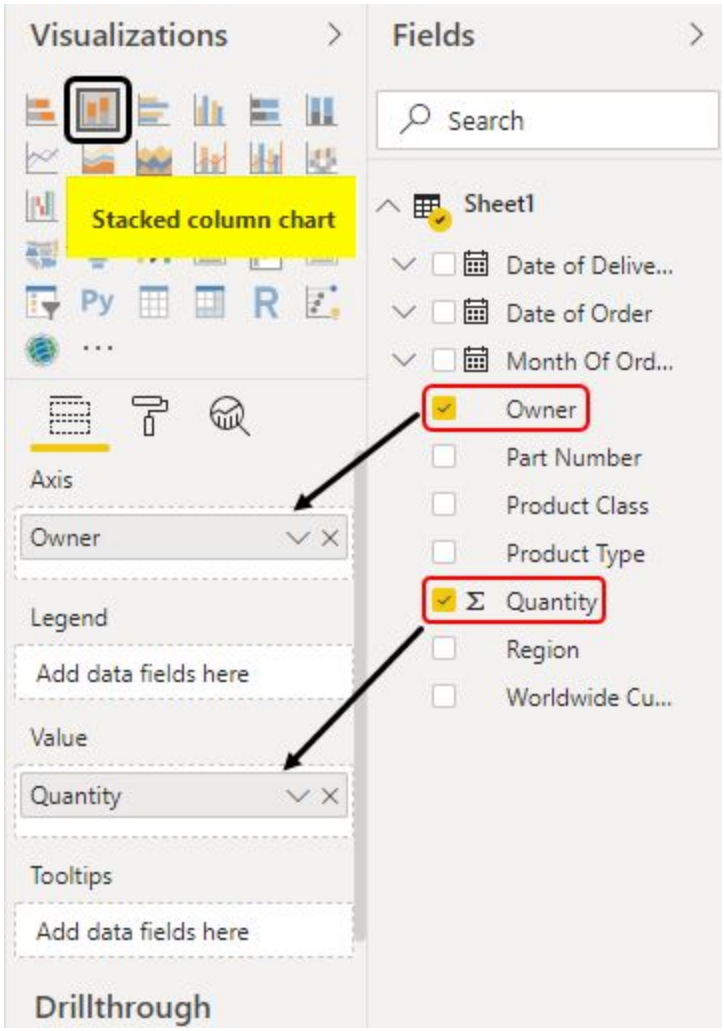
Also, in Field Option, where we can see the recent changes made in data. If we modify the data, such as deleting any column or row, changing the position, it will be seen here.



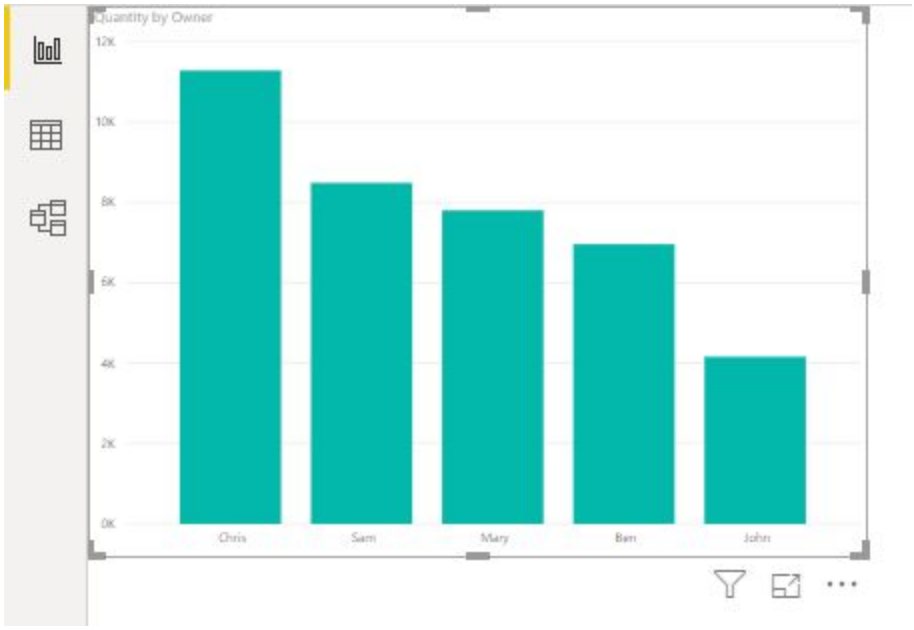
Now to create the visual charts or graphs, go to Report option above Data option which we have seen above.



On the right-hand side, we have different visualization and Field options. Now select any visualization that we want to see. Let's say a stacked column chart is the one. Where we will see owner wise data as highlighted below. First, select the Stacked column option and choose the data which we want to map that with it.



We will see our first chart which is the Stacked Column chart of Owner wise sales data as shown below.



This is how a simple chart in Power BI can be created. We can create more than one chart in a single sheet as we do in Excel

Things to Remember About Power BI Desktop Tutorial

- We can create multiple charts and visualization with single data.
- We cannot change anything in data but we can change the views, sort the data and make the data easy to understand.

- On a single page, we can create more than 1 chart. And a number of charts on one page depends on how much space we use for it.
- Always remember to save the created plot or charts. And that can be saved as Power BI Extension .pbix.