1. Import Retail_Sales_Data.xlsx into Power BI

Steps:

- Open Power BI Desktop → **Home > Get Data > Excel**

- Choose Retail_Sales_Data.xlsx → Select the table/sheet → Click **Load**

✅ **2. Create a table visual showing Region and Sales**

Solution:

- Insert a **Table visual**

- Drag Region and Sales fields into the Values area

🟢 *You'll see a summary of sales by region.*

✅ **3. Add a slicer for Product**

Solution:

- Insert a **Slicer**

- Drag the Product field into the slicer box

🟢 *This allows filtering visuals by product name.*

✅ **4. Format the dashboard theme to "Dark Mode"**

Solution:

- Go to **View > Themes > Browse for Themes** → Choose **Dark mode** theme

🟢 *Gives your dashboard a professional, dark-styled appearance.*

✅ **5. Purpose of "Data/Model" view in Power BI**

- **Data View**: View, clean, and explore imported data

- **Model View**: Define **relationships** between tables (like a database diagram)

✅ **6. Build a dashboard with:**

a. Bar Chart: Sales by Region

- Insert **Clustered Bar Chart**

- Axis: Region, Value: Sales

b. Line Chart: Sales over Date

- Insert **Line Chart**

- Axis: Date, Value: Sales

c. Card: Total Profit

- Insert **Card Visual**

- Drag Profit to it

🟢 *This dashboard gives clear insight into regional and time-based sales.*

✅ **7. Add a drill-through filter from Region to a detailed sales page**

Steps:

- Create a **new page** named "Details"

- In the **Drill-through** field well, add Region

- Add detailed visuals (e.g., Product vs Sales)

- On main page, right-click a Region → **Drill through > Details**

✅ **8. Conditional formatting: highlight high-profit regions**

Steps:

- Select Table → Format → Conditional Formatting → **Profit > Background Color**

- Use **Rules**:

   o If Profit ≥ 200 → Green

   o If Profit < 200 → Red

✅ 9. Publish the dashboard to Power BI Service

Steps:

- Click **Home > Publish**

- Sign in → Choose Workspace (e.g., "My Workspace")

✅ 10. Share the report with a colleague

Steps (simulate):

- Go to Power BI Service → Open report

- Click **Share** → enter colleague's email → set permissions → **Send**

✅ 11. Add "Sales Growth %" using Quick Measures

Steps:

- Right-click your table → **New Quick Measure**

- Choose **"Percentage difference from previous value"**

- Base value: Sales, Time: Date

✅ 12. Optimize the dataset for faster refresh

Steps:

- Go to **Transform Data**

- Remove unused columns like OrderID

- Click **Close & Apply**

✅ 13. Slicers not affecting all visuals – fix

Solution:

- Select slicer → **Format > Edit Interactions**

- For visuals not responding, click **Filter icon** (instead of None)

✅ **14. Embed the dashboard into PowerPoint**

Steps:

- Go to Power BI Service → Open report → File > **Embed report > PowerPoint**
- Copy link → In PowerPoint → **Insert > Online report** → paste link

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✅ **15. Set up a scheduled refresh**

Steps:

- Power BI Service → Workspace → Datasets → **Settings**
- Enable **Scheduled Refresh**
- Set **Time, Frequency**, and credentials if needed

📊 **Sample Data Visual Snapshot:**

Region Sales Profit

Region	Sales	Profit
North	1200	300
South	125	25
East	80	15