

Experiment 7

Dataset – HR

Transform Data

- We will be using the first row as headers
- Caution: this particular step that you do, you must undo it later or else it will cause problems, this step is just for show purposes
- Click on “use first row as headers” and after doing that look to the right side and you will have “applied steps”, just cancel the recent 2 steps i.e remove “changed type1” and “promoted headers1”
- If you want to change the type of any column, like from text to decimal or vice-versa, you can right click on that particular column and select “change type”, and choose whatever you want, although, this step is not necessary, if and only if asked, you just show and then just undo the changes
- Now, we need to add one new column “Attrition Count”
- In the “ribbon” go to “add column” tab and select “conditional column”
- Give the name of the column as “Attrition Count”
- In place of “column name” add “Attrition”, in place of “operator” it will show “equals”, now In place of “value” give “Yes”, in place of “output” give 1 and in place of “else” give 0
- Now just close and apply

Page 1 – Formatting the Charts

1. Add “card” from the visuals pane, the one with 123 written on it
2. Drag and drop employee count in it

3. Now if you would like to beautify it, you can select the card and go to format visual, turn off the “category label” and change the font, size or color for “callout value”
4. In the “general” section enable “title” and select it, give the title as “Employee Count”, align it properly and enable “divider”, increase its width
5. Now, go to the effects section and change the background color, then enable “visual borders”, make it rounded with 20 px
6. One more thing, in the ribbon go to “insert” and select “text box”, align it properly on the top
7. And write “formatting charts” inside it and amplify the design
8. Next up in the same page set up a “pie chart” from the visuals pane
9. Drag “department” to legend and “attrition count” to “values”
10. Select “stacked column chart” in the same page from the visuals pane
11. Drag “Age” to x-axis, “Gender” to “legend” and “employee count” to y-axis, you can sort the graph in ascending or descending order by selecting the three dots above the chart and choosing “sort legend”
12. We wish to create another conditional column, so, in the ribbon select “transform data”, now go to “add columns” and select “conditional column”
13. New column name – “Legal Rights”

Column name – “age”

Operator – “is greater than or equal to”

Value – 21

Output – Y

Else – N

14. Add “matrix” from the visuals pane and drag “JobRole” to row and “JobSatisfaction” to columns and “EmployeeCount” to values
15. Add a “stacked bar chart” from the visuals pane and drag “education” to y-axis and “Attrition count” to x-axis
16. Select “donut” chart from the visuals and drag “gender” to the “legend”, then “Attrition Count” to “values”
17. In the visuals pane look for “List Slicers” and select it
18. Drag and drop “education” in the value, based on different education levels the whole page can be filtered or in a way “sliced”