

1. Import Retail\_Sales\_Data.xlsx into Power BI

- Open Power BI Desktop.
- Go to Home → Get Data → Excel.
- Select Retail\_Sales\_Data.xlsx.
- Choose the table or sheet and click Load.

2. Create a table visual showing Region and Sales

- In the Report view, click on the Table visual.
- Drag Region and Sales into the visual from the Fields pane.

Date	Count of OrderID	Product	Sum of Profit	Region	Sum of Sales
Sunday, January 01, 2023	1	Laptop	\$300	North	1200
Thursday, January 05, 2023	1	Mouse	\$25	South	125
Tuesday, January 10, 2023	1	Keyboard	\$15	East	80
<b>Total</b>	<b>3</b>		<b>\$340</b>		<b>1405</b>

Figure 1: It shows each region with its total sales.

3.

Product

☐ Keyboard

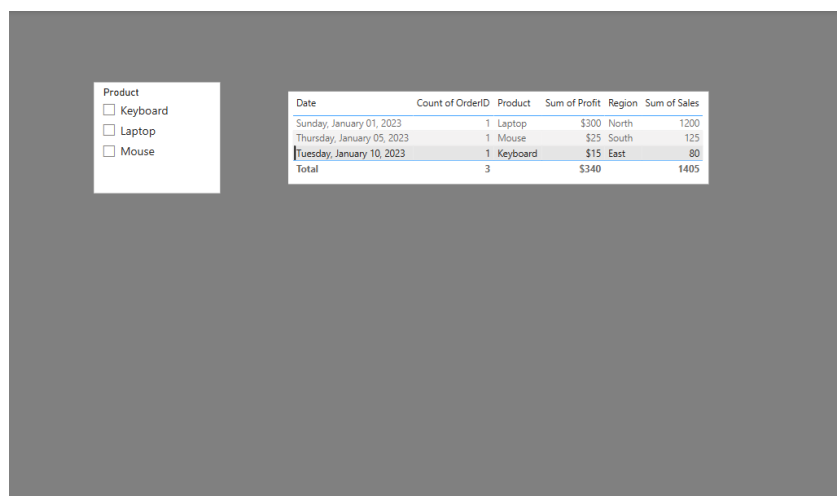
☐ Laptop

☐ Mouse

Figure 2: it shows filter visuals by product.

Click on the **Slicer visual**. Drag the Product field into the slicer.

4.



5. What is the purpose of the "Data/Model" view in Power BI?

- Data View lets you explore your table data and create calculated columns.

- Model View lets you define relationships between tables, create hierarchies, and set properties for fields.

6.

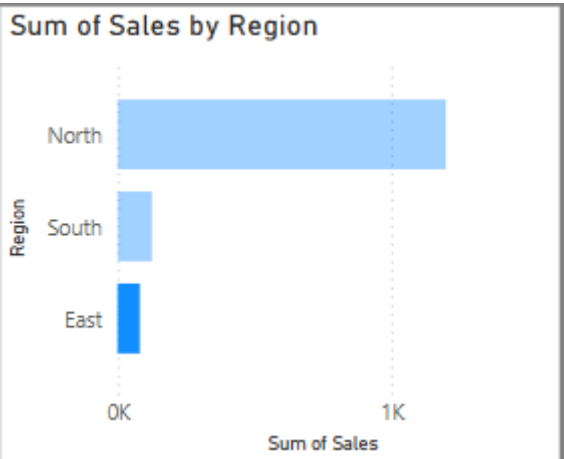



Figure 3: Bar chart shows Sales by region.

\$15

Sum of Profit

Figure 4: It shows total profit.

7.



Product	Date	Region	Sum of Sales
Keyboard	Tuesday, January 10, 2023	East	80
Laptop	Sunday, January 01, 2023	North	1200
Mouse	Thursday, January 05, 2023	South	125
Total			1405

A Back button was added to the Detailed View page using the *Insert* > *Buttons* > *Back* option. This allows users to return to the main report page after drilling through by Region.

8.

Region	Sum of Profit
North	\$300
South	\$25
East	\$15
Total	\$340

This table displays the Profit by Region with the help of conditional formatting.

A blue color scale was applied to the Profit column:

- Light blue represents lower profit values
- Dark blue indicates higher profit values

This visual style helps users:

- Quickly identify which regions are performing best in terms of profit
- Compare profit distribution across all regions at a glance
- Make faster and more informed decisions based on color intensity

Using conditional formatting enhances the clarity and visual appeal of the dashboard.

9.

10. Add a custom "Sales Growth %" measure without DAX (using Quick Measures)

- To calculate Sales Growth % without writing DAX, we used the Quick Measure feature in Power BI.
- Right-click on the Sales table in the Fields pane.
- Select New quick measure.
- Choose "Percentage difference" as the calculation type.
- Set Base value and Value to compare against both to Sales.
- Click Add to generate the measure.
- Power BI automatically creates a DAX formula behind the scenes, allowing us to track Sales Growth % without manual coding.

Sales % difference from Sales =

```
VAR __BASELINE_VALUE = SUM('Sheet1'[Sales])
VAR __VALUE_TO_COMPARE = SUM('Sheet1'[Sales])
RETURN
    IF(
        NOT ISBLANK(__VALUE_TO_COMPARE),
        DIVIDE(__VALUE_TO_COMPARE - __BASELINE_VALUE, __BASELINE_VALUE)
    )
```

11. Optimize the dataset for faster refresh

To improve performance and ensure faster report refresh times, we optimized the dataset using the following steps:

- Opened Power Query Editor by clicking on Transform Data.
- Reviewed each table and removed unused columns that are not needed for reporting.
- Ensured that columns have correct data types (e.g., numbers, text, date).
- Minimized unnecessary Applied Steps in each query.
- Clicked Close & Apply to apply the changes.

These optimizations reduce the amount of data being loaded and processed, resulting in:

- Faster refresh times
- Improved report responsiveness
- Smaller file size

## 12. Troubleshoot: Slicers not affecting all visuals — how to fix?

When a slicer doesn't affect all visuals, there are several common causes and solutions:

### 1. Missing Relationships:

If the slicer and visuals are from different tables, check the Model view and ensure proper relationships exist between the tables.

### 2. Edit Interactions Not Enabled:

- Select the slicer
- Go to the Format tab → Edit Interactions
- Make sure each visual is set to be filtered by the slicer (look for the filter icon)

### 3. Sync Slicers Across Pages:

If the slicer is on a different page, go to View → Sync slicers, and make sure it is synced with the desired pages.

By applying these steps, you can ensure that slicers filter all visuals correctly.