

1. Add Visuals

Report • Last saved: Today at 1:29 PM ▾

Ke Zhang

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Get data ▾ Excel OneLake SQL Server Data Transform Refresh data ▾ New visual Text box More visuals ▾ Insert New quick measure ▾ New measure ▾ Sensitivity ▾ Publish Copilot

Sales by Segment

Segment	Sales
Channel Partners	1,800,593.64
Enterprise	19,611,694.38
Government	52,504,260.68
Midmarket	2,381,883.09
Small Business	42,427,918.50
Total	118,726,350.29

Sales by Product

Product	Sales
Amarilla	17,747,116.07
Carretera	13,815,307.89
Montana	15,390,801.88
Paseo	33,011,143.96
Velo	18,250,059.47
VTT	20,511,921.02
Total	118,726,350.29

Product Matrix(Sales)

Country	Amarilla	Carretera	Montana	Paseo	Velo	VTT	Total
Canada	3,855,765.88	2,610,204.34	2,711,919.03	7,611,520.99	3,329,490.34	4,768,754.31	24,887,654.89
France	4,016,427.13	3,423,321.90	3,527,382.37	5,597,751.06	3,978,096.24	3,811,193.59	24,354,172.29
Germany	3,960,250.26	3,062,340.68	3,566,044.37	5,229,814.74	4,392,907.00	3,293,983.77	23,505,340.82
Mexico	3,077,555.39	2,879,601.42	1,941,329.31	7,627,731.39	2,250,737.89	3,172,396.71	20,949,352.11
United States of America	2,837,117.41	1,839,839.55	3,644,126.80	6,944,325.78	4,298,828.00	5,465,592.64	25,029,830.18
Total	17,747,116.07	13,815,307.89	15,390,801.88	33,011,143.96	18,250,059.47	20,511,921.02	118,726,350.29

Sales by Country

Drill through

Cross-report

Keep all filters

Add drill-through fields here

Visualizations

Build visual

Filters

Data

Search

DimDateTable

DimTableCountry

DimTableDisCat

DimTableProduct

DimTableSegment

Segment

TransactionTable

Σ COGS

Country

Date

Discount Category

Σ Discounts

Σ Gross Sales

Σ Manufacturing Price

Month Name

Σ Month Number

Product

Σ Profit

Σ Sale Price

Σ Sales

Segment

Σ Units Sold

Σ Year

Page 1

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2.Add a Slicer to Report

Sales Report

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Get data from Excel OneLake SQL Server Data Transform Refresh data Recent sources Queries New visual Text box More visuals Insert New visual calculation New quick measure measure Sensitivity Share Publish Copilot

Country Segment Product

Sales by Segment

Segment	Sales
Channel Partners	1,800,593.64
Enterprise	19,611,694.38
Government	52,504,260.68
Midmarket	2,381,883.09
Small Business	42,427,918.50
Total	118,726,350.29

Sales by Product

Product	Sales
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VTT	20,511,921.02
Total	118,726,350.29

Product Matrix(Sales)

Country	Amarilla	Carretera	Montana	Paseo	Velo	VTT	Total
Canada	3,855,765.88	2,610,204.34	2,711,919.03	7,611,520.99	3,329,490.34	4,768,754.31	24,887,654.89
France	4,016,427.13	3,423,321.90	3,527,382.37	5,597,751.06	3,978,096.24	3,811,193.59	24,354,172.29
Germany	3,960,250.26	3,062,340.68	3,566,044.37	5,229,814.74	4,392,907.00	3,293,983.77	23,505,340.82
Mexico	3,077,555.39	2,879,601.42	1,941,329.31	7,627,731.39	2,250,737.89	3,172,396.71	20,949,352.11
United States of America	2,837,117.41	1,839,839.55	3,644,126.80	6,944,325.78	4,298,828.00	5,465,592.64	25,029,830.18
Total	17,747,116.07	13,815,307.89	15,390,801.88	33,011,143.96	18,250,059.47	20,511,921.02	118,726,350.29

Sales by Country

Drill through

Cross-report

Keep all filters

Add drill-through fields here

Visualizations

Data

DimDateTable DimTableCountry DimTableDisCat DimTableProduct DimTableSegment TransactionTable

Values

Add data fields here

COGS Country Date Discount Category Discounts Gross Sales Manufacturing Price Month Name Month Number Product Profit Sale Price Sales Segment Units Sold Year

Page 1 +

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3. Control Which Visuals and Slicers Interact

Sales Report

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File Home Insert Modeling View Optimize Help Format Data / Drill

Edit interactions

Apply drill down filters to Entire page Bring forward Send backward Selection Align Group

Interactions Arrange

Country Canada Search Canada France Germany Mexico United States of America Segment All Sales by Segment Segment Sales Channel Partners 1,800,593.64 Enterprise 19,611,694.38 Government 52,504,260.68 Midmarket 2,381,883.09 Small Business 42,427,918.50 Total 118,726,350.29

Product All Sales by Product Product Sales Amarilla 17,747,116.07 Carrerera 13,815,307.89 Montana 15,390,801.88 Paseo 33,011,143.96 Velo 18,250,059.47 VTT 20,511,921.02 Total 118,726,350.29

Product Matrix(Sales)

Country	Amarilla	Carrerera	Montana	Paseo	Velo	VTT	Total
Canada	3,855,765.88	2,610,204.34	2,711,919.03	7,611,520.99	3,329,490.34	4,768,754.31	24,887,654.89
Total	3,855,765.88	2,610,204.34	2,711,919.03	7,611,520.99	3,329,490.34	4,768,754.31	24,887,654.89

Sales by Country

Canada 25M Sales

Data

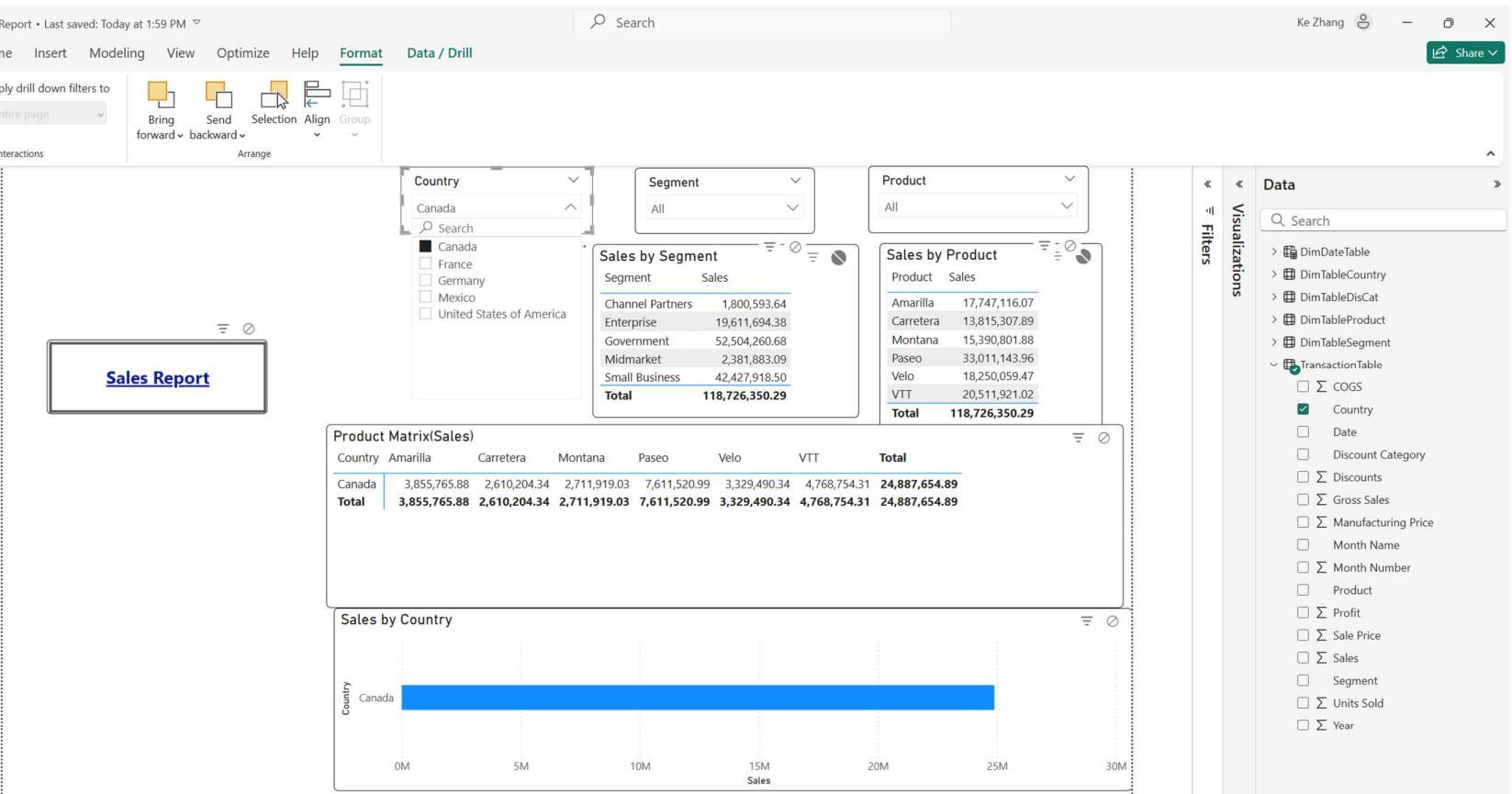
Visualizations

Filters

DimDataTable DimTableCountry DimTableDisCat DimTableProduct DimTableSegment TransactionTable COGS Country Date Discount Category Discounts Gross Sales Manufacturing Price Month Name Month Number Product Profit Sale Price Sales Segment Units Sold Year

Page 1 +

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4. Enable and Control Drill Through Actions from Page1 to Page2

Sales Report

Product Matrix(Sales)

Country	Amarilla	Carretera
France	4,016,427.13	3,423,3
Total	4,016,427.13	3,423,3

Show data point as a table
Show as a table
New visual calculation
Group data
Include
Exclude
Drill through
Analyze
Group
Clear selections
Summarize
Copy

Sales by Country

Country	Sales
United States of America	10M
Canada	3M
France	3,978,096.24
Germany	2M
Mexico	1M

Velo VTT Total

	Velo	VTT	Total
1.06	3,978,096.24	3,811,193.59	24,354,172.29
.06	3,978,096.24	3,811,193.59	24,354,172.29

0M 5M 10M 15M 20M 25M 30M

Sales

Page 1 Page 2

Report • Last saved: Today at 2:13 PM

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File Home Insert Modeling View Optimize Help Format Data / Drill

Cut Copy Format painter Clipboard

Get data Get Excel OneLake SQL Server Data Transform Refresh data New visual Text box More visual Insert New visual calculation New measure Sensitivity Share Copilot

Recent sources Data source Data refresh New visual New measure Sensitivity Share Copilot

Transform Refresh data New visual Text box More visual Insert New visual calculation New measure Sensitivity Share Copilot

Build visual

Visualizations

Filters

Data

Search

DimDateTable DimTableCountry DimTableDisCat DimTableProduct DimTableSegment TransactionTable

Σ COGS Country Date Discount Categ... Σ Discounts Σ Gross Sales Σ Manufacturing ... Month Name Σ Month Number Product Σ Profit Σ Sale Price Σ Sales Segment Σ Units Sold Year

Y-axis X-axis Legend Tooltips Drill through

Add data fields here Add data fields here Cross-report Keep all filters Add drill-through fields here

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5. Split a Page into Sections

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File Home Insert Modeling View Optimize Help

Pages **New visual** **More** **Visuals** **Q&A** **Key influencers** **Decomposition** **Narrative tree** **Paginated report** **Power Apps** **Power Automate** **Power Platform** **Text box** **Buttons** **Shapes** **Image** **Elements** **Add a sparkline** **Sparklines**

Sales Report

Sales by Country

Country	Sales
United States	118,726,350.29
Canada	11,800,000.00
France	11,500,000.00
Germany	11,200,000.00
Mexico	10,800,000.00
Small Business	42,417,918.50
Total	118,726,350.29

Sales by Segment

Segment	Sales
Channel Partners	9,601,000.00
Enterprise	98,015,694.38
Government	52,504,265.68
Midmarket	20,300,000.00
Small Business	42,417,918.50
Total	118,726,350.29

Product Matrix(Sales)

Country	Annilla	Carriera	Montana	Perez	Vito	VTT	Total
Canada	1,851,705.68	2,010,204.12	3,711,010.00	7,611,520.98	3,224,480.34	4,766,754.31	24,487,654.89
France	4,616,427.13	1,421,317.04	3,523,183.37	5,957,935.06	3,976,040.24	3,811,915.59	24,346,172.29
Germany	1,240,100.00	1,240,100.00	1,240,100.00	1,240,100.00	1,240,100.00	1,240,100.00	6,000,500.00
Mexico	3,077,555.39	2,879,491.42	1,841,283.81	7,627,737.38	2,507,972.88	3,172,361.71	20,487,352.11
United States of America	2,837,117.41	4,019,695.19	1,644,128.00	6,944,125.79	4,298,450.00	5,445,562.64	23,489,836.18
Total	17,247,116.47	18,811,007.89	15,390,851.88	33,211,323.84	18,258,657.47	23,311,521.02	112,709,550.29

Canada

Sales by Country

Sales by Segment

Segment	Sales
Channel Partners	3,861,108.14
Enterprise	3,867,481.25
Government	10,741,216.52
Midmarket	3,000,500.00
Small Business	3,324,490.34
Total	24,887,654.89

Sales by Product

Product	Sales
Annilla	1,000,000.00
Carriera	2,850,204.34
Montana	2,711,916.01
Perez	4,766,754.31
Vito	3,224,480.34
VTT	4,766,754.31
Total	24,487,654.89

Product Matrix(Sales)

Country	Annilla	Carriera	Montana	Perez	Vito	VTT	Total
Canada	1,000,000.00	2,850,204.34	2,711,916.01	4,766,754.31	3,224,480.34	4,766,754.31	24,487,654.89
Total	3,815,765.88	6,610,204.34	7,611,520.99	13,329,490.34	4,766,754.31	24,487,654.89	

Germany

Sales by Country

Sales by Segment

Segment	Sales
Channel Partners	336,415.88
Enterprise	4,066,624.25
Government	11,144,745.00
Midmarket	301,344.75
Small Business	2,327,640.00
Total	23,593,340.82

Sales by Product

Product	Sales
Annilla	3,000,000.00
Carriera	3,000,346.68
Montana	4,066,624.25
Perez	5,229,817.74
Vito	4,766,754.31
VTT	3,224,480.34
Total	23,593,340.82

Product Matrix(Sales)

Country	Annilla	Carriera	Montana	Perez	Vito	VTT	Total
Germany	3,000,000.00	3,000,346.68	4,066,624.25	5,229,817.74	4,766,754.31	3,224,480.34	23,593,340.82
Total	3,600,346.68	6,066,971.43	10,133,248.53	12,496,472.45	12,033,481.67	10,491,234.65	23,593,340.82

U.S.A.

Sales by Country

Sales by Segment

Segment	Sales
Channel Partners	366,154.18
Enterprise	4,066,624.25
Government	11,144,745.00
Midmarket	465,367.12
Small Business	11,500,000.00
Total	25,029,330.18

Sales by Product

Product	Sales
Annilla	2,837,117.41
Carriera	1,800,835.55
Montana	3,644,126.89
Perez	6,944,125.78
Vito	4,298,828.00
VTT	5,445,562.64
Total	25,029,330.18

Product Matrix(Sales)

Country	Annilla	Carriera	Montana	Perez	Vito	VTT	Total
United States of America	2,837,117.41	1,800,835.55	3,644,126.89	6,944,125.78	4,298,828.00	5,445,562.64	25,029,330.18
Total	2,837,117.41	1,800,835.55	3,644,126.89	6,944,125.78	4,298,828.00	5,445,562.64	25,029,330.18

Data

Bookmarks

Selection

Filters

Page 3 of 3

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6.1 Add Bookmarks to a Report

The screenshot shows the Microsoft Power BI desktop interface. A report titled "Sales Report" is displayed, containing several visualizations:

- A bar chart titled "Sales by Country" showing sales for United States, Canada, France, Germany, and Mexico.
- A table titled "Sales by Segment" showing sales for Channel Partners, Enterprise, Government, Midmarket, and Small Business.
- A table titled "Sales by Product" showing sales for Amarilla, Carrera, Montana, Paseo, and Velo.
- A matrix titled "Product Matrix(Sales)" showing sales across various countries and product categories.

The "Bookmarks" pane on the right side of the interface is open, showing a list of bookmarks:

- Slicer
- Slicer
- Slicer
- Product Matrix(Sales)
- Sales by Product
- Sales by Segment
- Sales by Country
- Button

The "Data" pane on the far right lists various dimensions and measures available in the data model, such as COGS, Country, Date, Discounts, Gross Sales, Manufacturing, Month Name, Month Number, Product, Profit, Sale Price, Sales, Segment, Units Sold, and Year.

At the bottom of the screen, the taskbar shows icons for various Microsoft applications like File Explorer, Edge, and Power BI, along with system status indicators.

6.2 Add Bookmarks to a Report

The screenshot shows the Microsoft Power BI desktop interface with a "Sales Report" dashboard. The dashboard contains three main visualizations:

- Sales by Country:** A horizontal bar chart showing sales for United States, Canada, France, Germany, and Mexico. The x-axis ranges from 0M to 20M.
- Sales by Segment:** A table listing sales by segment: Channel Partners, Enterprise, Government, Midmarket, and Small Business. The total sales are 118,726,350.29.
- Sales by Product:** A table listing sales by product: Amarilla, Carretera, Montana, Paseo, Velo, and VTT. The total sales are 118,726,350.29.

On the right side of the dashboard, there are two buttons: "Default" and "Change view". Below the dashboard, there are three pages labeled "Page 1", "Page 2", and "Page 3".

The ribbon menu is visible at the top, with "Insert" selected. The "Visualizations" pane on the right lists various visualization types such as Bar charts, Line charts, and Maps. The "Bookmarks" section is currently selected, showing a list of bookmarks. The "Filters" section allows for drilling through data fields.

At the bottom, the taskbar shows various application icons, and the system tray indicates the date and time as 2025-03-06 2:51 PM.

7. Add Page Navigation to a Report

Sales Report

Default

Page 1

Page 2

Page 3

Change view

Sales by Country

Country	Sales
United States	18,000,000
Canada	15,000,000
France	12,000,000
Germany	10,000,000
Mexico	8,000,000

Sales by Segment

Segment	Sales
Channel Partners	1,800,593.64
Enterprise	19,611,694.38
Government	52,504,260.68
Midmarket	2,381,883.09
Small Business	42,427,918.50
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Montana	15,390,801.88
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Velo	18,250,059.47
VTT	20,511,921.02
Total	118,726,350.29

Country

Country
All

Segment

Segment
All

Product

Product
All

Product Matrix(Sales)

Country	Amarilla	Carretera	Montana	Paseo	Velo	VTT	Total
Canada	3,855,765.88	2,610,204.34	2,711,919.03	7,611,520.99	3,329,490.34	4,768,754.31	24,887,654.89
France	4,016,427.13	3,423,321.90	3,527,382.37	5,597,751.06	3,978,096.24	3,811,193.59	24,354,172.29
Germany	3,960,250.26	3,062,340.68	3,566,044.37	5,229,814.74	4,392,907.00	3,293,983.77	23,505,340.82
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United States of America	2,837,117.41	1,839,839.55	3,644,126.80	6,943,325.78	4,298,828.00	5,465,592.64	25,029,830.18
Total	17,747,116.07	13,815,307.89	15,390,801.88	33,011,143.96	18,250,059.47	20,511,921.02	118,726,350.29

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