

1. Add Visuals

Report • Last saved: Today at 1:29 PM

File Home Insert Modeling View Optimize Help

Paste Cut Copy Format painter Clipboard

Get data Excel workbook OneLake data hub SQL Server Enter data Dataserve Recent sources

Transform data Refresh data Queries

New visual Text box More visuals Insert

New visual calculation New measure Quick measure Calculations

Sensitivity Sensitivity

Publish Copilot

Share Copilot

Sales Report

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

Country	Sales (M)
United States of America	25.03
Canada	24.89
France	24.35
Germany	23.51
Mexico	20.95

Visualizations

Build visual

Filters

Values

Add data fields here

Drill through

Cross-report

Keep all filters

Add drill-through fields here

Data

Search

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

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Page 1

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2.Add a Slicer to Report

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File Home Insert Modeling View Optimize Help

Paste Cut Copy Format painter Clipboard

Get data Excel workbook data hub OneLake SQL Server Enter data Datasense Recent sources Transform Refresh data Queries

New visual Text box More visuals Insert

New visual calculation New measure Quick measure Sensitivity Publish Copilot

Search

Ke Zhang

Share

Sales Report

Country

All

Search

☐ Canada

☐ France

☐ Germany

☐ Mexico

☐ United States of America

Segment

All

Sales by Segment

Segment	Sales
Channel Partners	1,800,593.64
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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

Country

United States of America

Canada

France

Germany

Mexico

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

Visualizations

Build visual

Filters

Values

Add data fields here

Drill through

Cross-report ☐ Off

Keep all filters ☒ On

Add drill-through fields here

Data

Search

- > DimDateTable
- > 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

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Page 1

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3. Control Which Visuals and Slicers Interact

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File Home Insert Modeling View Optimize Help **Format** Data / Drill

Interactions: Apply drill down filters to (Entire page) Edit interactions

Arrange: Bring forward, Send backward, Selection, Align, Group

Sales Report

Country

- ☒ Canada
- ☐ France
- ☐ Germany
- ☐ Mexico
- ☐ United States of America

Segment

All

Product

All

Sales by Segment

Segment	Sales
Channel Partners	1,800,593.64
Enterprise	19,611,694.38
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Product Matrix(Sales)

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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

Page 1 of 1

Page 1

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

The screenshot displays the Microsoft Power BI Desktop interface. The main workspace shows a 'Sales Report' dashboard with several visualizations. A context menu is open over the 'Sales by Country' bar chart, showing options like 'Drill through' and 'Analyze'. The 'Drill through' option is selected, and a 'Page 2' tab is visible in the bottom navigation bar, indicating the drill-through action is being performed.

Sales by Segment

Segment	Sales
Channel Partners	372,090.36
Enterprise	3,890,890.63
Government	12,127,782.72
Midmarket	593,802.08
Small Business	7,369,606.50
Total	24,354,172.29

Sales by Product

Product	Sales
Amarilla	4,016,427.13
Carretera	3,423,321.90
Montana	3,527,382.37
Paseo	5,597,751.06
Velo	3,978,096.24
VTT	3,811,193.59
Total	24,354,172.29

Product Matrix(Sales)

Country	Amarilla	Carretera
France	4,016,427.13	3,423,321.90
Total	4,016,427.13	3,423,321.90

Sales by Country

Country	Sales
United States of America	~25M
Canada	~25M
France	~25M
Germany	~20M
Mexico	~15M

The 'Sales by Country' bar chart is a horizontal bar chart showing sales data for various countries. The Y-axis lists the countries: United States of America, Canada, France, Germany, and Mexico. The X-axis represents sales in millions (M), ranging from 0M to 30M. The bars are blue, and the chart is titled 'Sales by Country'.

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5.Split a Page into Sections

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File Home **Insert** Modeling View Optimize Help

Q&A Key influencers Decomposition tree AI visuals

Paginated report Power Apps Power Automate Power Platform

Text box Buttons Shapes Image Elements

Add a sparkline Sparklines

Share

Sales Report

Canada

Sales by Country

Sales by Segment

Sales by Product

Product Matrix(Sales)

Germany

Sales by Country

Sales by Segment

Sales by Product

Product Matrix(Sales)

USA

Sales by Country

Sales by Segment

Sales by Product

Product Matrix(Sales)

Page 3 of 3

Page 1 Page 2 **Page 3** +

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Data

Search

- DimDateTable
- DimTableCountry
- DimTableDisCat
- DimTableProduct
- DimTableSegment
- TransactionTable
- ☐ COGS
- ☐ Country
- ☐ Date
- ☐ Discount Categ...
- ☐ Discounts
- ☐ Gross Sales
- ☐ Manufacturing ...
- ☐ Month Name
- ☐ Month Number
- ☐ Product
- ☐ Profit
- ☐ Sale Price
- ☐ Sales
- ☐ Segment
- ☐ Units Sold
- ☐ Year

6.1 Add Bookmarks to a Report

Report • Last saved: Today at 2:37 PM

File Home Insert Modeling View Optimize Help Format Data / Drill

Themes Page view Mobile layout Gridlines Snap to grid Lock objects Filters Bookmarks Selection Performance analyzer Sync slicers

Sales Report

Sales by Country

Country: 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

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Product Matrix(Sales)

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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

Selection

Layer order Tab order

Filters

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

Bookmarks

Add View

Default

Change View

Visualizations

Build visual

Values

Add data fields here

Drill through

Cross-report On

Keep all filters On

Add drill-through fields here

Data

Search

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

Learn how to create and edit bookmarks

Page 1 of 3

Page 1 Page 2 Page 3

Page 1 of 3 60% Update available (click to download) 2:47 PM 2025-03-06

6.2 Add Bookmarks to a Report

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

Visualizations

Build visual

Visualizations

Country

Segment

Product

Values

Add data fields here

Drill through

Cross-report

Keep all filters

Add drill-through fields here

Data

Search

DimDateTable

DimTableCountry

DimTableDisCat

DimTableProduct

DimTableSegment

TransactionTable

COGS

Country

Date

Discount Categ...

Discounts

Gross Sales

Manufacturing ...

Month Name

Month Number

Product

Profit

Sale Price

Sales

Segment

Units Sold

Year

Sales Report

Default Change view

Sales by Country

Country

Sales

Sales by Segment

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Page 1 of 3

Page 1 Page 2 Page 3

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7. Add Page Navigation to a Report

Report • Last saved: Today at 2:52 PM

File Home Insert Modeling View Optimize Help

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

Sales Report

Default Page 1 Page 2 Page 3

Change view

Sales by Country

Country

United States Canada France Germany Mexico

0M 20M Sales

Sales by Segment

Segment	Sales
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Country Segment Product

DimDateTable DimTableCountry DimTableDisCat DimTableProduct DimTableSegment TransactionTable

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

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Page 1 Page 2 Page 3

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