

1. Create a bar chart

Bar Chart • Last saved: Today at 9:50 AM

Ke Zhang

File Home Insert Modeling View Optimize Help Format Data / Drill

Cut Copy Format painter Clipboard

Get data Get workbook data hub OneLake Server Data Refresh data Recent sources Transform data New visual Text box Insert New visual calculation New measure Quick Sensitivity Publish Copilot

Sales by Country

Country

United States of America

Canada

France

Germany

Mexico

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

Visualizations

Build visual

Filters

Y-axis

X-axis

Legend

Small multiples

Tooltips

Drill through

Search

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

Page 1 +

Page 1 of 1

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10:09 AM 2025-02-14

Country	Sales
United States of America	~28M
Canada	~25M
France	~24M
Germany	~22M
Mexico	~20M

2. Apply filters to visuals

The screenshot shows the Microsoft Power BI desktop interface. On the left, there is a horizontal bar chart titled "Sales by Country". The Y-axis is labeled "Country" and lists "United States of America", "Canada", and "France". The X-axis is labeled "Sales" and ranges from "0M" to "30M". The bars represent sales values for each country. In the top ribbon, the "Home" tab is selected. On the right side of the screen, the "Filters" pane is open, showing a search bar and two sections: "Filters on this page" and "Filters on all pages". The "Filters on all pages" section is expanded, showing a list of countries with their respective sales values. The "Data" pane is also visible on the right, listing various tables and measures. At the bottom, there is a toolbar with icons for different functions and a status bar showing the date and time.

Sales by Country

Country

United States of America

Canada

France

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

Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Country

is Canada, France, or United State...

Filter type

Basic filtering

Search

Select all

Canada 140

France 140

Germany 140

Mexico 140

United States of America 140

Require single selection

Add data fields here

Data

Visualizations

Search

DimDateTable

DimTableCountry

DimTableDisCat

DimTableProduct

DimTableSegment

TransactionTable

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

Page 1 +

Page 1 of 1

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3. Apply Filters to more than one Visual at a time

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File Home Insert Modeling View Optimize Help

Search

New page ▾ New visual ▾ More visual ▾ Visuals Q&A Key influencers Decomposition tree AI visuals Paginated report Power Apps Automate Power Platform Text Buttons Shapes Image box Elements Add a sparkline Sparklines

Profit by Country and Product

Product ● Amarilla ● Carretera ● Montana

Country	Amarilla	Carretera	Montana
Germany	0.62M	0.38M	0.55M
France	0.68M	0.4M	0.45M
Canada	0.65M	0.45M	0.32M
Mexico	0.5M	0.4M	0.35M
United States of America	0.38M	0.25M	0.45M

Filters

Filters on this page

Product is Amarilla, Carretera, or Montana

Filter type ⓘ Basic filtering

Select all

Amarilla 94

Carretera 93

Montana 93

Paseo 202

Velo 109

Require single selection

Add data fields here

Filters on all pages

Country is (All)

Filter type ⓘ Basic filtering

Search

Select all

Data

Visualizations

Search

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

Page 2 of 2

Page 1 Page 2 +

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4. Remove filter

Apply Filters • Last saved: Today at 9:50 AM ▾

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File Home Insert Modeling View Optimize Help

Search

New page ▾ New visual ▾ More visuals ▾ Q&A Key influencers Decomposition tree AI visuals Paginated report Power Apps Power Automate Power Platform Text Buttons Shapes Image box Elements Add a sparkline Sparklines

Profit by Country and Product

Product: Amarilla, Carrereta, Montana, Paseo, Velo, VTT

Country: France, Germany, Canada, United States of America, Mexico

Profit: 0.0M, 0.2M, 0.4M, 0.6M, 0.8M, 1.0M, 1.2M, 1.4M

Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Data

Search

Visualizations

DimDateTable

DimTableCountry

DimTableDisCat

DimTableProduct

DimTableSegment

TransactionTable

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

Page 2 of 2

Page 1 Page 2 +

80%

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5. Format the Y-axis of a bar chart

Bar Chart • Last saved: Today at 10:36 AM ▾

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Sales by Country

United States of America

Canada

France

Germany

Mexico

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

Visualizations

Format visual

Search

General

DIN Light 12

B I U

Color

Maximum width 25 %

Switch axis position On

Concatenate labels On

Title

Title text Countries

Style Show title only

Font DIN Light 12

B I U

Color

Page 1 +

Page 1 of 1

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10:37 AM 2025-02-14

Country	Sales
United States of America	~25M
Canada	~25M
France	~24M
Germany	~23M
Mexico	~21M

6. Format the X-axis of a bar chart.

Bar Chart • Last saved: Today at 10:36 AM ▾

Ke Zhang

File Home Insert Modeling View Optimize Help

Cut Copy Format painter Paste

Get data Get workbook data hub OneLake Server Enter Datarefresh Recent sources

Clipboard

Excel SQL Data Text More visual

Transform data New visual New Text box Quick measure

Queries Insert Calculations Sensitivity Share Copilot

Sales by Country

United States of America

Canada

France

Germany

Mexico

30,000K 25,000K 20,000K 15,000K 10,000K

Sales

Visualizations

Build visual

Filters

Data

Search

DimDataTable DimTableCountry DimTableDisCat DimTableProduct DimTableSegment TransactionTable

Add data fields here

Drill through

Cross-report Off

Keep all filters On

Add drill-through fields here

Page 1 +

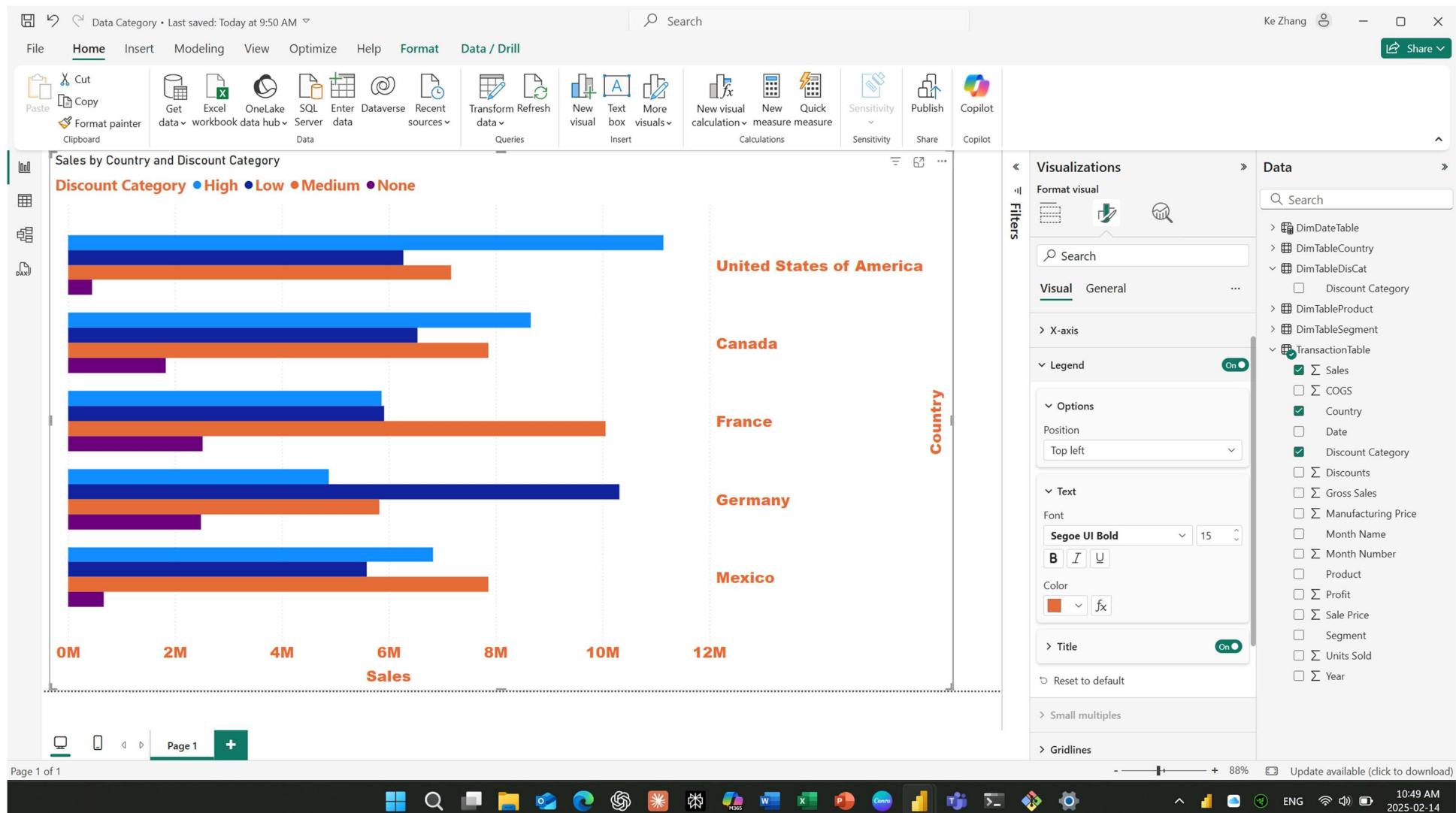
Page 1 of 1

Update available (click to download)

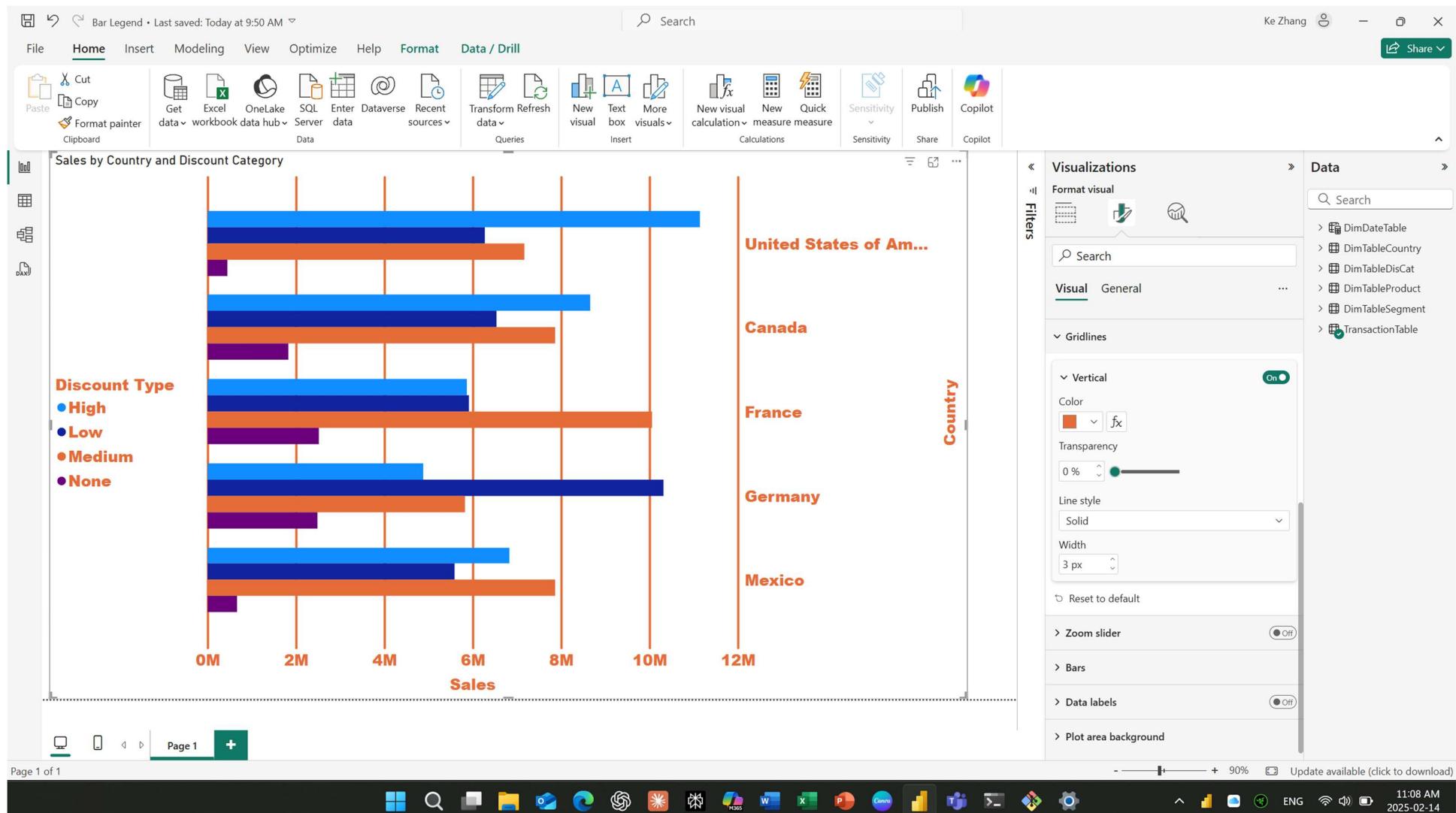
10:43 AM 2025-02-14

Country	Sales (K)
United States of America	30,000K
Canada	25,000K
France	20,000K
Germany	15,000K
Mexico	10,000K

7. Add and Format the Data Category of a Clustered Bar Chart



8. Move a Bar Chart's Legend and Add Gridlines



Question: What controls the spacing between the gridlines?

Answer: The minimum and maximum value of Axis range, Power BI will automatically set a space of the gridlines, but we can format the interval at x Axis or Y Axis Format-> Axis.

9. Add a Zoom slider and Update Bar Colors

Sales by Country and Discount Category

Discount Type

- High
- Low
- Medium
- None

Country	High	Low	Medium	None
United States of America	~11M	~6.5M	~7.5M	~1M
Canada	~9M	~6.5M	~8.5M	~2M
France	~6M	~6M	~10.5M	~2.5M
Germany	~10.5M	~11M	~6M	~2.5M
Mexico	~7M	~6M	~8.5M	~1.5M

0M 2M 4M 6M 8M 10M 12M

Sales

United States of America

Canada

France

Germany

Mexico

Country

0M 2M 4M 6M 8M 10M 12M

Sales

0M 2M 4M 6M 8M 10M 12M

Sales

Page 1 +

Ke Zhang

Search

File Home Insert Modeling View Optimize Help Format Data / Drill

Cut Copy Format painter Clipboard Paste Get data workbook data hub OneLake SQL Server Enter Dataverse Recent sources Transform Refresh data New visual Text box More visuals New visual calculation New measure Quick Sensitivity Share Publish Copilot

Visualizations

Format visual

Filters

Visual General

Bars

Apply settings to Series None

Color Color Black Transparency 30 %

Border On

Layout

Reset to default

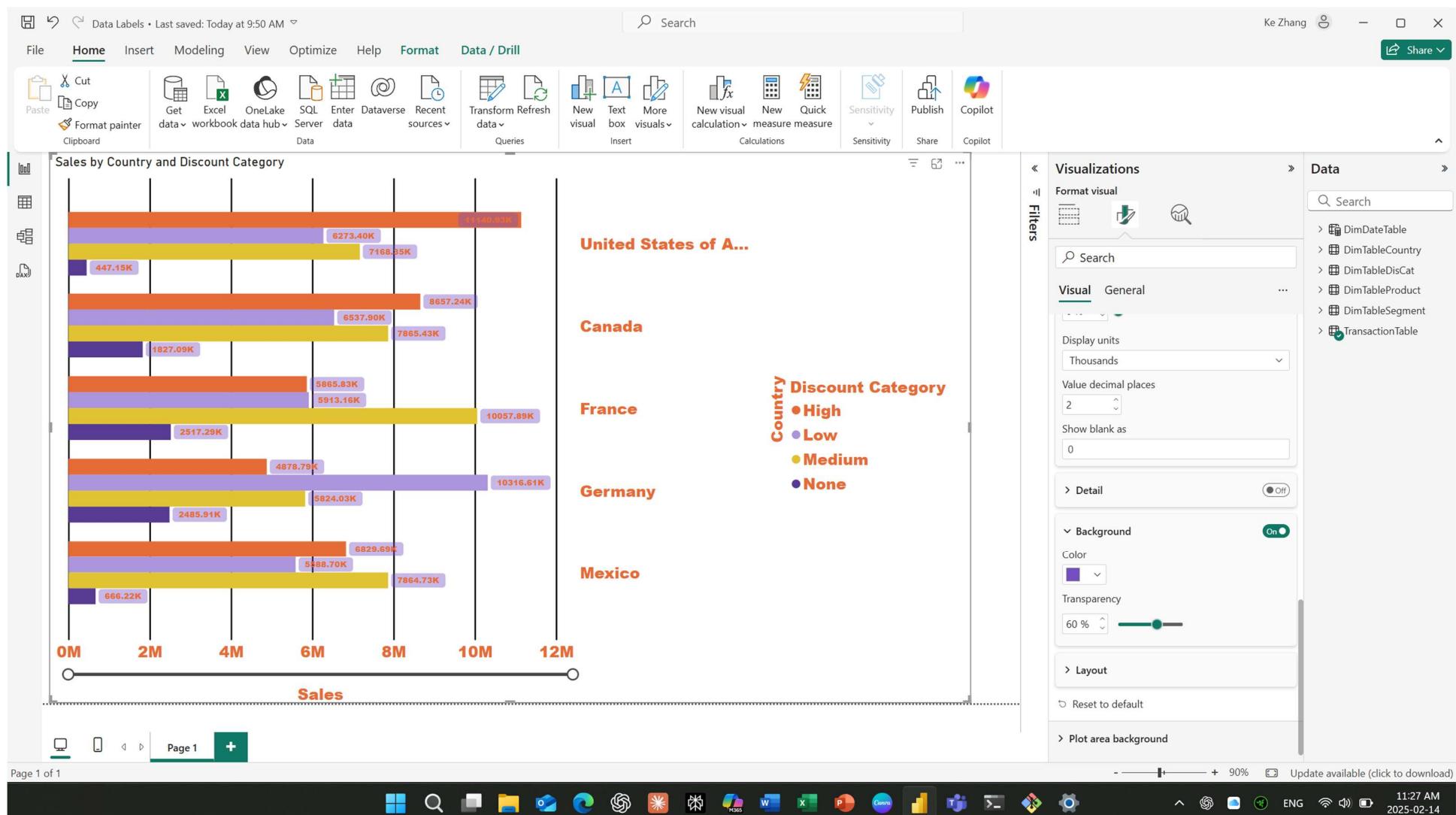
Data labels Off

Plot area background

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10. Add Data labels to Bar Chart



11. Add an Image to the Plot Area Background

Sales by Country and Discount Category

United States of A...

Canada

France

Germany

Mexico

Country

- High
- Low
- Medium
- None

Sales

0M 2M 4M 6M 8M 10M 12M

Visualizations

Format visual

Filters

Data

Search

General

X-axis

Legend

Small multiples

Gridlines

Zoom slider

Bars

Data labels

Plot area background

wallhaven-5g9rl7.png

Image fit

Normal

Transparency

60 %

Reset to default

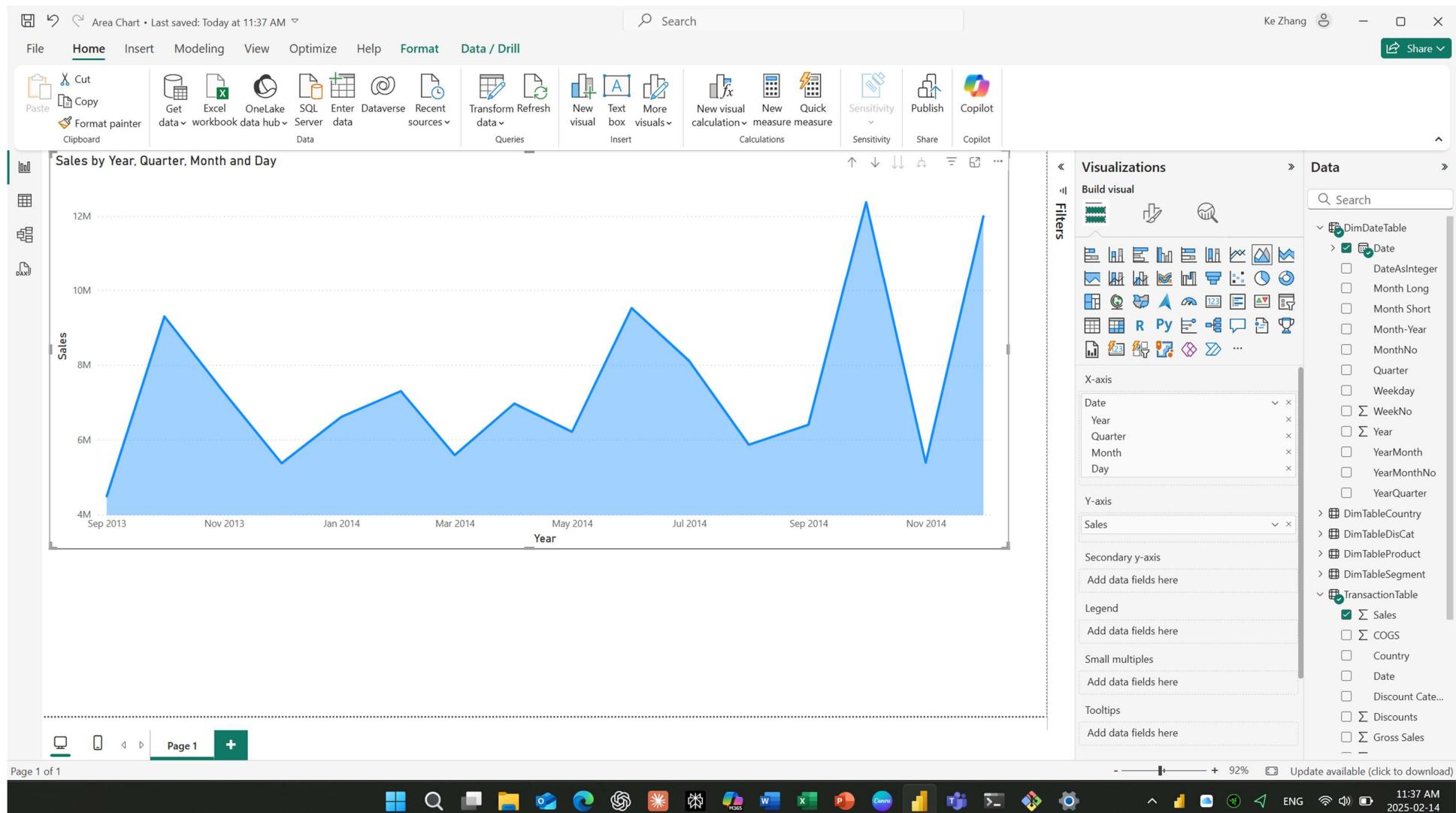
Ke Zhang

Share

Page 1

11:32 AM 2025-02-14

12. Create a line Chart or Area Chart



13. Creating a Drill Down through the Hierarchy

Area Chart • Last saved: Today at 11:37 AM ▾

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File Home Insert Modeling View Optimize Help Format Data / Drill

Cut Copy Format painter Paste Get data from workbook data hub OneLake SQL Server Enter Dataverse Recent sources Data Transform data Refresh data New visual Text box More visuals Insert New calculation New measure Quick Sensitivity Calculations Share Copilot Publish Copilot

Sales by Month

Sales

20M
15M
10M
5M

January February March April May June July August September October November December

Month

Build visual

Filters

Visualizations

Data

Search

DimDateTable

- Date
- DateAsInteger
- Month Long
- Month Short
- Month-Year
- MonthNo
- Quarter
- Weekday
- Σ WeekNo
- Year
- YearMonth
- YearMonthNo
- YearQuarter

DimTableCountry

DimTableDisCat

DimTableProduct

DimTableSegment

TransactionTable

- Σ Sales
- Σ COGS
- Country
- Date
- Discount Cate...
- Σ Discounts
- Σ Gross Sales

X-axis

Date
Year
Quarter
Month
Day

Y-axis

Sales

Secondary y-axis

Add data fields here

Legend

Add data fields here

Small multiples

Add data fields here

Tooltips

Add data fields here

Page 1

92%

Update available (click to download)

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The screenshot shows a Microsoft Power BI interface with a "Sales by Month" area chart. The chart displays monthly sales data from January to December. The Y-axis represents Sales in millions, ranging from 5M to 20M. The X-axis represents the months. The data shows a general upward trend with a significant peak in October (approx. 20M) and a dip in November (approx. 12M). The "Data / Drill" ribbon tab is currently selected. The "Data" pane on the right lists various dimensions and measures, such as DimDateTable, DimTableCountry, DimTableDisCat, DimTableProduct, DimTableSegment, and TransactionTable. Under TransactionTable, "Σ Sales" is selected. Other options include "Σ COGS", "Country", "Date", "Discount Cate...", "Σ Discounts", and "Σ Gross Sales". The ribbon also includes tabs for File, Home, Insert, Modeling, View, Optimize, Help, Format, and Share.

14. Format the Axes of a Line or Area Chart

Sales by Date

Date	Sales (M)
Sep 2013	4.0
Oct 2013	9.0
Nov 2013	5.0
Dec 2013	6.0
Jan 2014	7.0
Feb 2014	7.5
Mar 2014	5.5
Apr 2014	6.5
May 2014	6.0
Jun 2014	9.0
Jul 2014	5.5
Aug 2014	6.0
Sep 2014	6.5
Oct 2014	11.0
Nov 2014	5.5

Visualizations

Format visual

Visual General

- Value decimal places: Auto
- Switch axis position: Off

Title

- Title text: Auto
- Style: Show title only
- Font: DIN, 15
- Color: Blue

Secondary y-axis

Legend

Filters

Data

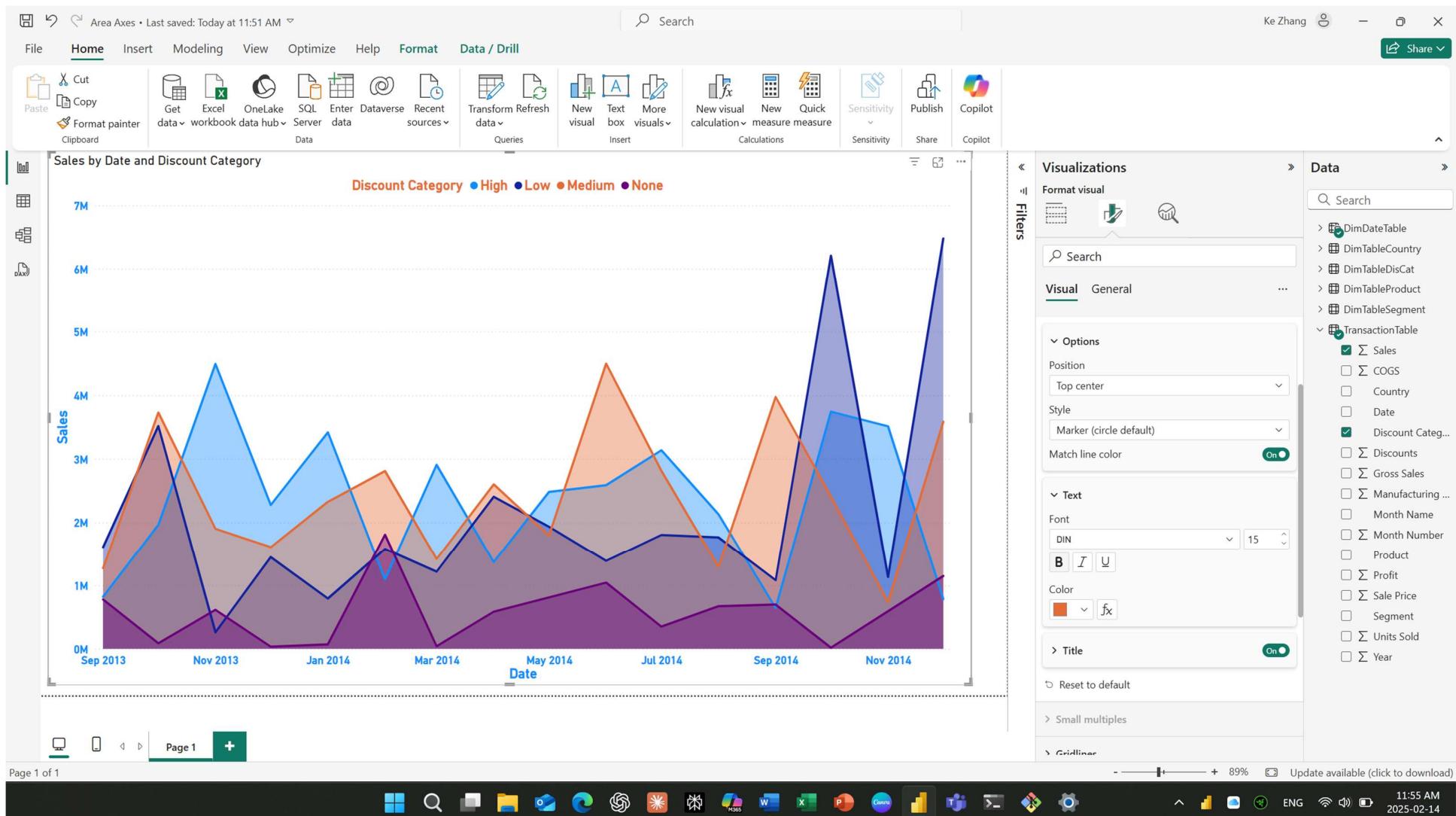
Search

DimDateTable
DimTableCountry
DimTableDisCat
DimTableProduct
DimTableSegment
TransactionTable

Page 1

11:51 AM 2025-02-14

15. Adding a Legend to a line or Area Chart and Format the Legend



Question: How does the Legend in a Line or Area chart differ from the legend in a bar chart?

Answer: In a bar chart, the legend represents different categories by using the different bars. But in a line chart and an area chart, the legend represents different series of data by using different lines and areas.

Question What does the fx Button to the right of the Color selector do:

The screenshot shows a Microsoft Power BI interface with a chart titled "Sales by Date and Discount Category". The chart displays Sales over time from Sep 2013 to Jan 2014, with three stacked area series. A horizontal color gridline is applied to the chart, and the "Color - Gridlines - Horizontal" dialog box is open.

Format style: Gradient

What field should we base this on? Sum of Sales

Summarization: Sum

How should we format empty values? As zero

Minimum: Custom (0)

Center: Custom (500000)

Maximum: Custom (1000000)

Add a middle color:

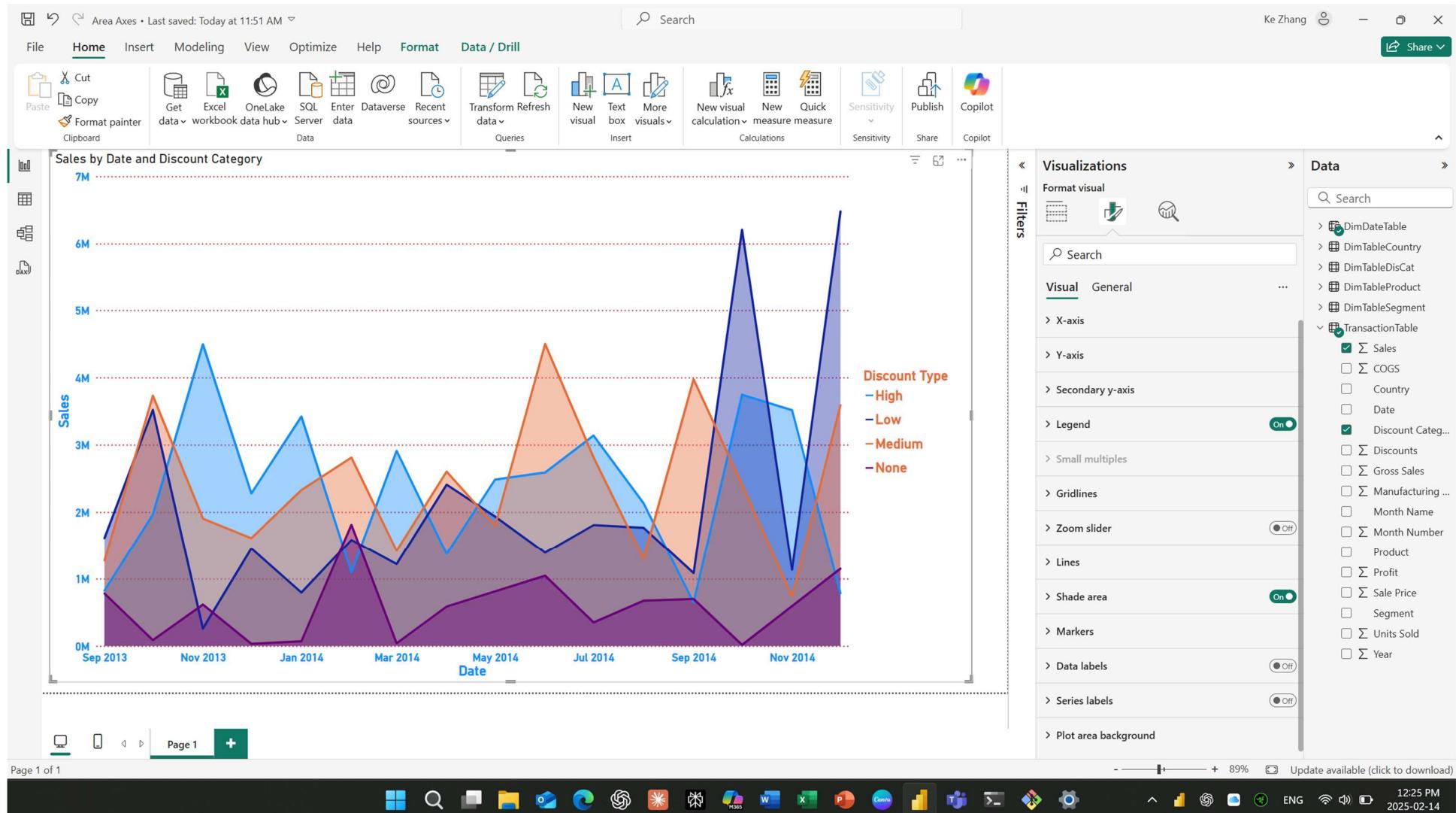
Color gradient: A horizontal color bar ranging from black to red, with a yellow/orange center.

Buttons: OK, Cancel

Right-hand pane: Data pane showing fields like Sales, COGS, Country, Date, etc., with checkboxes for each. Some fields like Sales and COGS have checkboxes checked. Buttons for Markers and Data labels are also present.

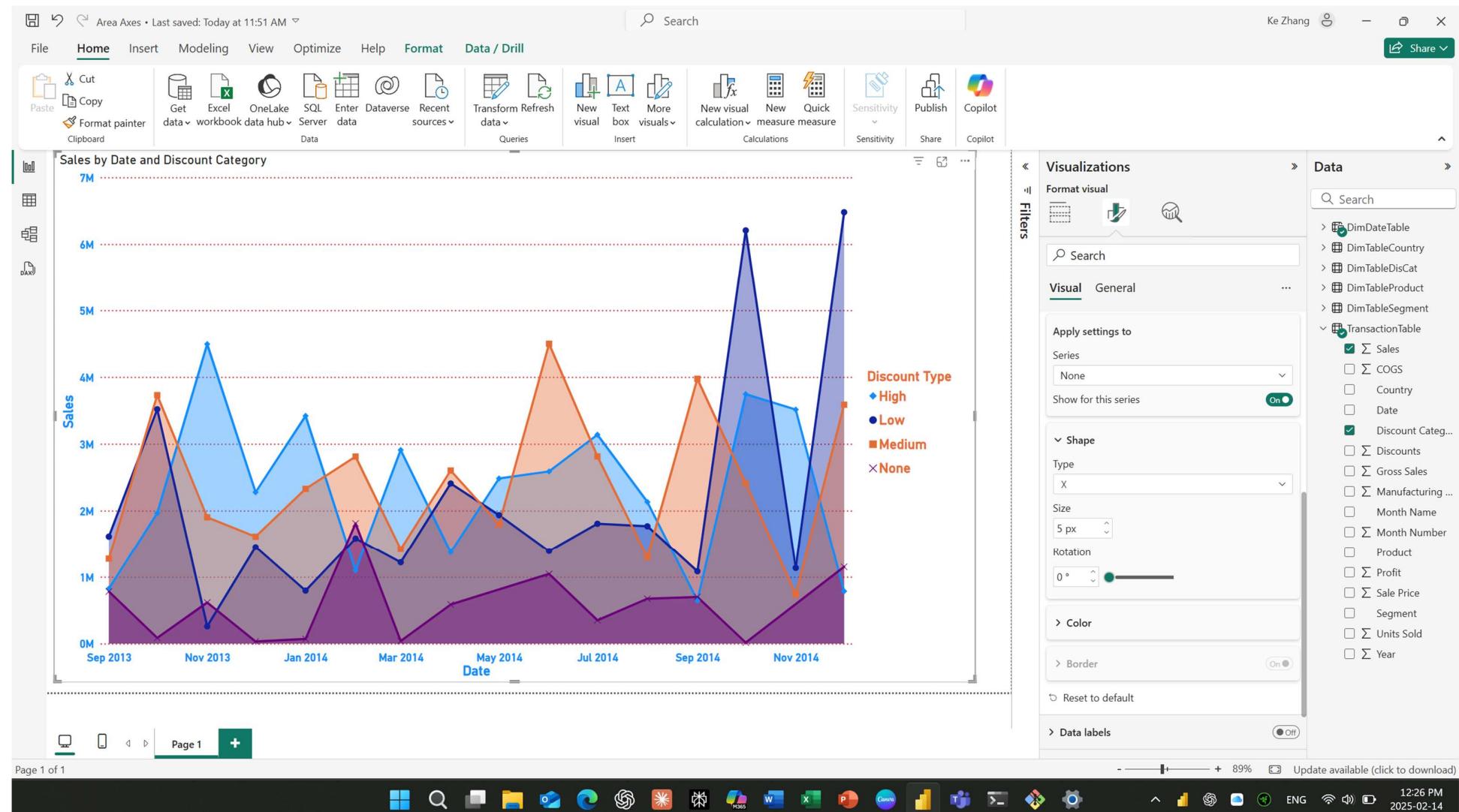
Bottom navigation: Page 1, +, and other standard Power BI navigation icons.

System tray: Shows battery level, network, volume, and system date/time (12:23 PM, 2025-02-14).

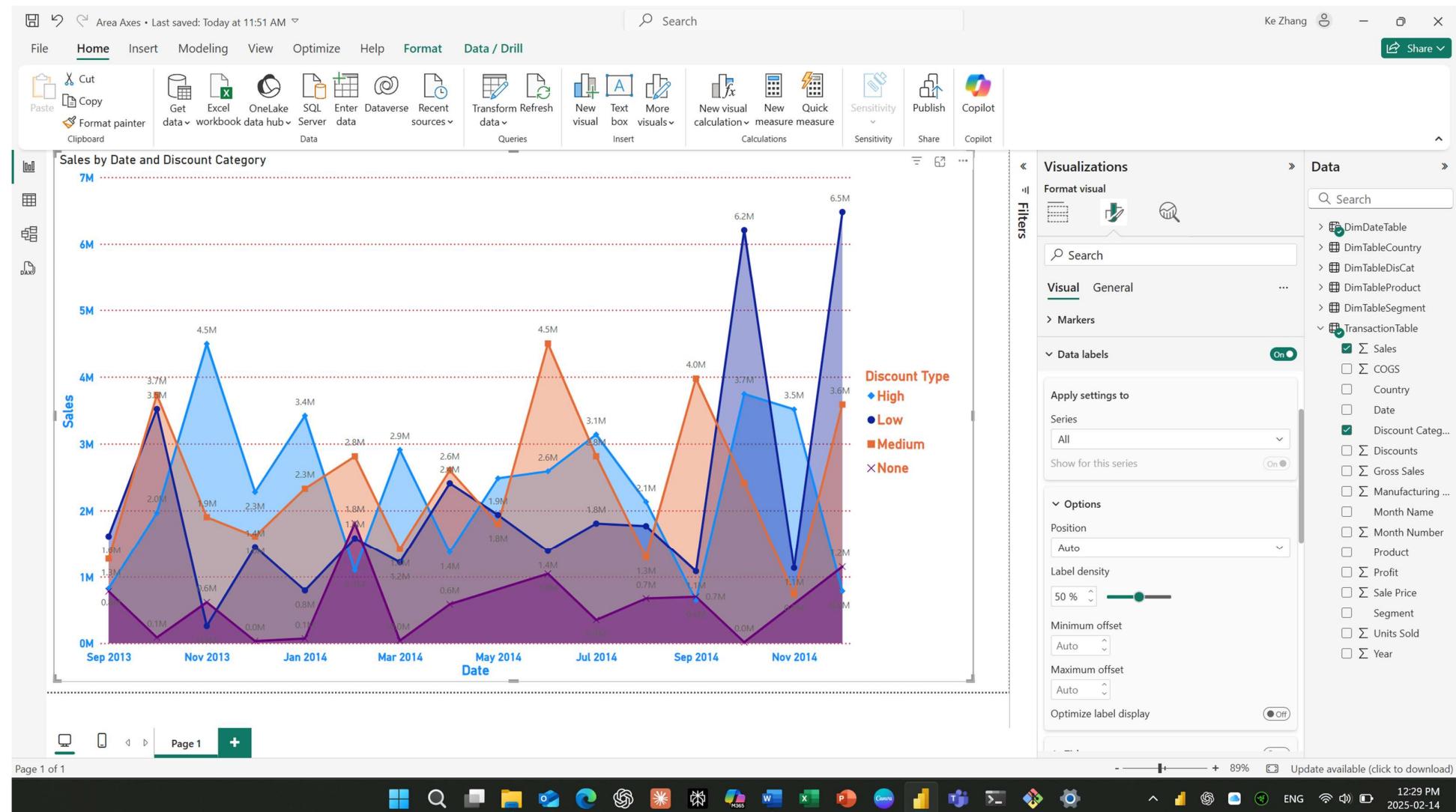


Question: Apply the following formatting options to the Area Chart. Take screen shots for each adjustment.

1: Add Data Markers



2. Add Data labels.



3. Change the Display units to (Thousands) for the Data Labels.

