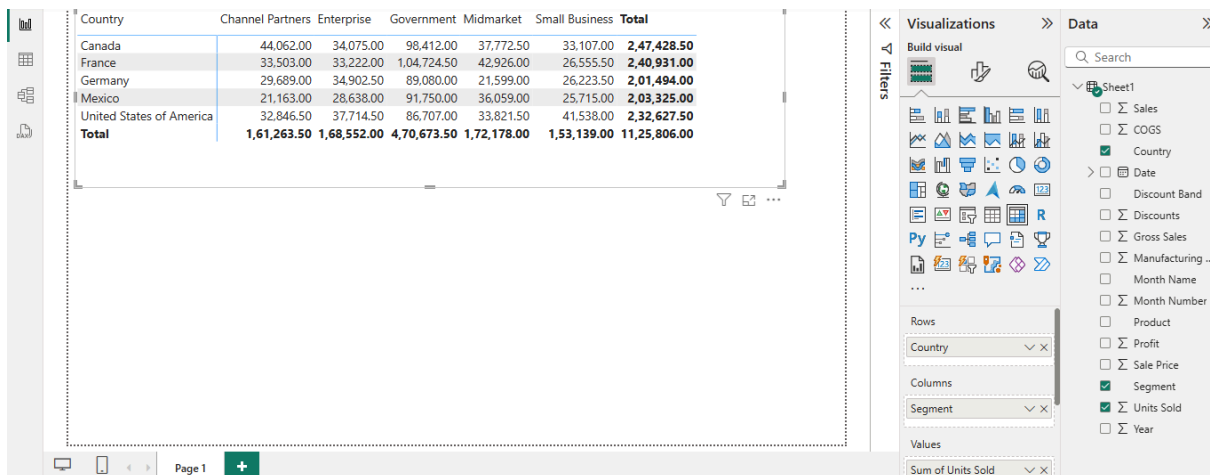


Matrix

1. Load your dataset into Power BI.
2. Go to the Report view.
3. In the Visualizations pane, click the Matrix visual (it looks like a grid with row and column headers).
4. Drag fields from the Fields pane into:
5. Rows: for grouping rows (e.g., Category, Product) .
6. Columns: for grouping across columns (e.g., Year, Month)
7. Values: for numerical data (e.g., Sales, Quantity)



The screenshot shows the Power BI interface. On the left, a table is displayed with the following data:

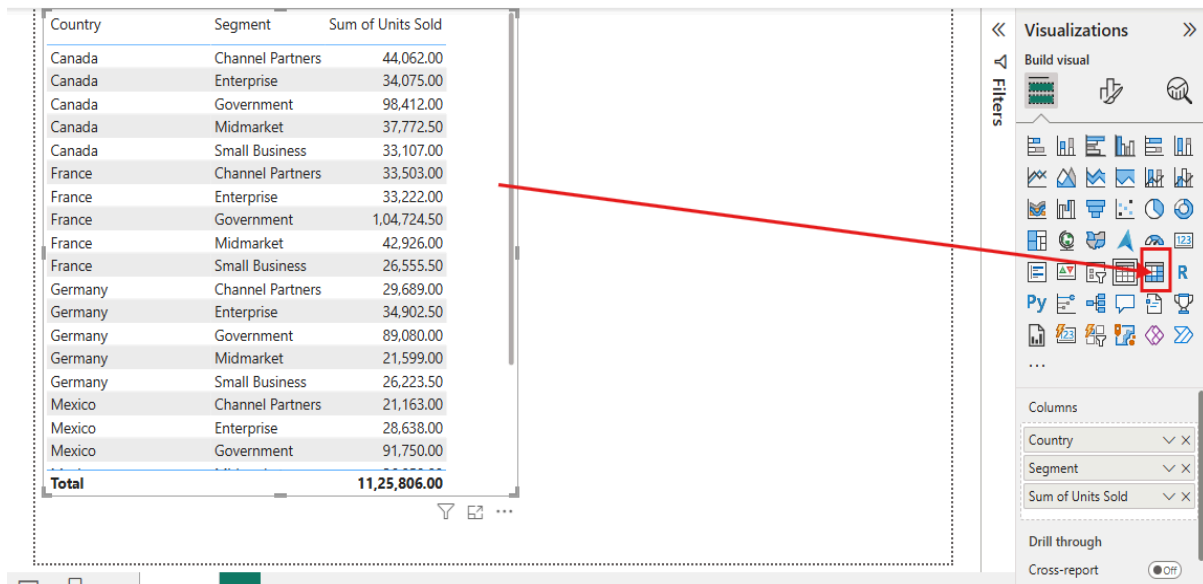
Country	Channel Partners	Enterprise	Government	Midmarket	Small Business	Total
Canada	44,062.00	34,075.00	98,412.00	37,772.50	33,107.00	2,47,428.50
France	33,503.00	33,222.00	1,04,724.50	42,926.00	26,555.50	2,40,931.00
Germany	29,689.00	34,902.50	89,080.00	21,599.00	26,223.50	2,01,494.00
Mexico	21,163.00	28,638.00	91,750.00	36,059.00	25,715.00	2,03,325.00
United States of America	32,846.50	37,714.50	86,707.00	33,821.50	41,538.00	2,32,627.50
Total	1,61,263.50	1,68,552.00	4,70,673.50	1,72,178.00	1,53,139.00	11,25,806.00

On the right, the Visualizations pane shows the Matrix visual selected. The Fields pane on the far right shows the following fields:

- Country (checked)
- Date (unchecked)
- Discount Band (unchecked)
- Discounts (unchecked)
- Gross Sales (unchecked)
- Manufacturing (unchecked)
- Month Name (unchecked)
- Month Number (unchecked)
- Product (unchecked)
- Profit (unchecked)
- Sale Price (unchecked)
- Segment (checked)
- Units Sold (checked)
- Year (unchecked)

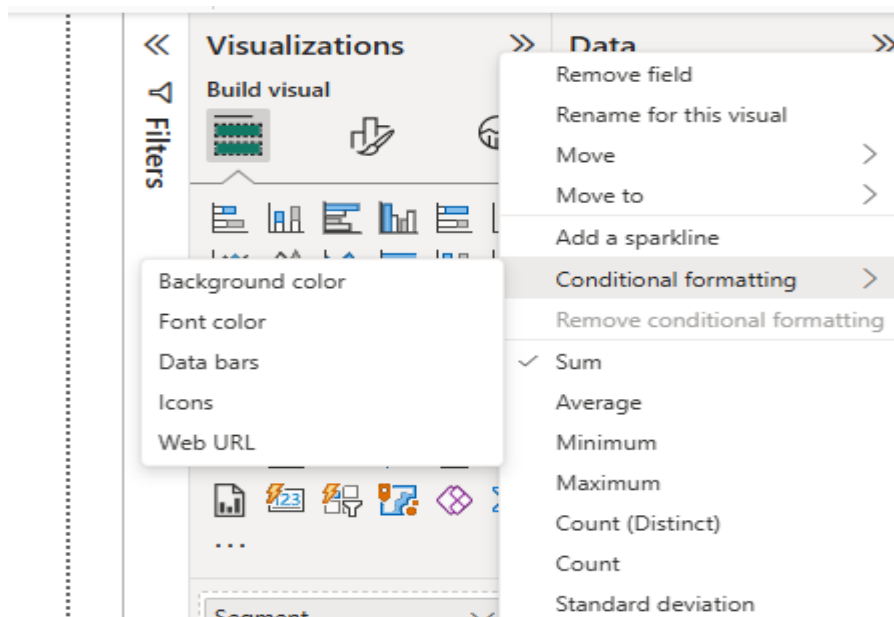
Converting table to matrix

1. Select the table
2. Change the view in Visualizations pane



Conditional Formatting in Matrix

1. Select the Matrix visual on your report.
2. In the Values section of the Fields pane (under Visualizations), click the drop-down arrow beside the measure or eld (e.g., Sales).
3. Choose Conditional formatting → Select from:
 - Background color
 - Font color
 - Data bars
 - Icons



Hierarchies, Subtotal, Grand Total

A hierarchy allows you to drill down from higher-level categories to more detailed levels (e.g., Country → Segment → Year).

The screenshot shows a data table with columns: Country, Sum of Units Sold, and Sum of Profit. The table is organized into a hierarchy with subtotals for each country. The 'United States of America' row is highlighted. To the right, the Power BI interface is visible, showing the 'Visualizations' pane with a bar chart selected and the 'Data' pane with a list of fields including Sales, COGS, Country, Date, Discount Band, Discounts, Gross Sales, Manufacturing, Month Name, Month Number, Product, Profit, Sale Price, Segment, and Units Sold.

Country	Sum of Units Sold	Sum of Profit
Canada	2,47,428.50	35,29,228.89
Channel Partners	44,062.00	3,58,978.14
2013	10,489.00	83,054.76
2014	33,573.00	2,75,923.38
Enterprise	34,075.00	-1,21,508.75
Government	98,412.00	22,58,471.52
Midmarket	37,772.50	1,32,488.98
Small Business	33,107.00	9,00,799.00
France	2,40,931.00	37,81,020.78
Germany	2,01,494.00	36,80,388.82
Mexico	2,03,325.00	29,07,523.11
United States of America	2,32,627.50	29,95,540.66
Total	11,25,806.00	1,68,93,702.26

Sub Totals, Totals

Subtotals show summarized values for each group/level (e.g., total sales for each category).

