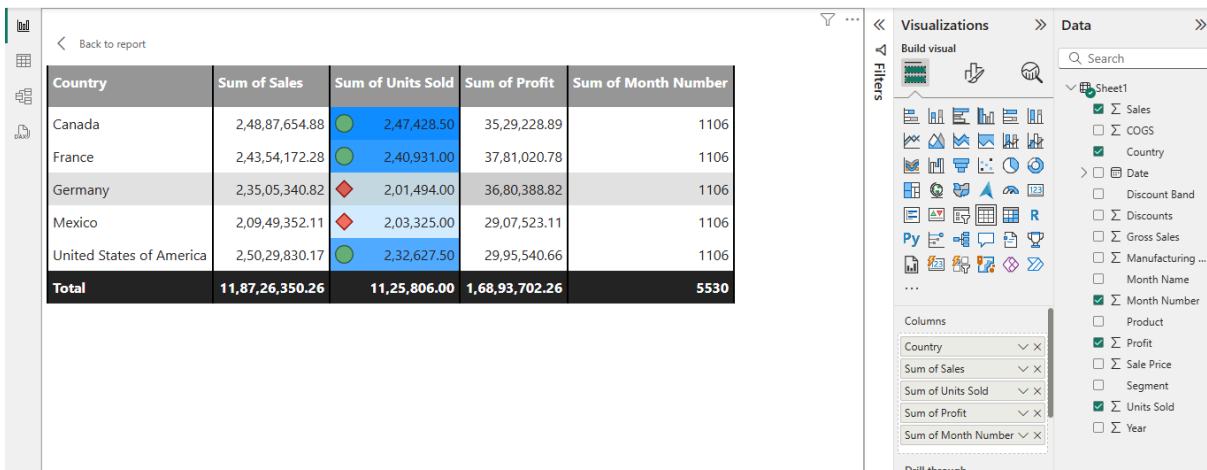## 🏬 Create a Table from Existing Data

1. If you already have a dataset loaded into Power BI:

2. Open Power BI Desktop.

3. Load your dataset: Go to Home > Get Data, choose your source (Excel, CSV, SQL, etc.), and load the data.

4. Once data is loaded, go to the Report view (the canvas area).

5. From the Visualizations pane on the right, click on the Table visual (icon with grid lines).

6. Drag and drop the desired elds/columns from the Fields pane into the Values section of the visual.

7. The table will automatically populate on the canvas.



## Power BI Table Formatting

1. Access Format Pane
- Click on the table visual.
- In the Visualizations pane, click the paint roller icon  (⚙Format).

2. Common Formatting Options ✅ Grid Adjust column width, row padding, outline, and grid color.

✅ Values Change text size, font color, background color, and alignment.

You can apply conditional formatting (based on values).

✅ Column Headers

- Change header text size, font color, and background.

- Align text (left, center, right).

✅ Total Row Enable or disable totals at the bottom.

Format total label and value colors/sizes.

3. Conditional Formatting

- Go to Values > Conditional formatting.
- Apply to Font color, Background color, Data bars, or Icons.
- Based on value, rules, or field.

4. Alternating Row Colors

- Found under Grid → Enable Alternating Rows.
- Choose first row and second row color for better readability.

5. Column Formatting

- Rename column headers.
- Use Data type formatting (date, currency, %, etc.) in Model view or Field properties.

6. Responsive Design

- Resize visual.
- Columns may collapse or adjust automatically for smaller visuals.

**Aggregation**

- Click on the Table or Visual.
- In the Fields pane, find the field (e.g., Sales or Quantity).
- Click the drop-down arrow beside the eld name (in the Values area of the visual).
- Choose an aggregation type:
- Sum (default for numbers)
- Average
- Count / Count (Distinct)
- Min / Max
- Standard deviation, Variance, etc. (for numeric elds)

**Visualizations**

**Build visual**

**Columns**

Country                    ∨

Sum of Sales               ∨

Sum of Units Sold    ∨  ✕

Sum of Profit          ∨  ✕

Sum of Month Number  ∨  ✕

Drill through

Remove field

Rename for this visual

Move                                    ›

Add a sparkline

Conditional formatting       ›

Remove conditional formatting

Don't summarize

✓  Sum

Average

Minimum

Maximum

Count (Distinct)

Count

Standard deviation

Variance

Median

Show value as                     ›

New quick measure

☐  Segment

☑  Σ  Units Sold

☐  Σ  Year