Global – Store Dashboard Creation Documentation

* **Overview:**

This document provides a detailed guide on creating a Power BI dashboard to display key metrics such as Total Sales Revenue, Sales by Product Category, Top Selling Products, Sales Trend Over Time, and Monthly Sales Comparison. It includes data preparation, data modeling, creating measures, building visualizations, implementing interactive features, and optimizing performance.

* **Step 1: Loaded Data into Power BI**

**1.1 Imported Data**

* + 1. Opened Power BI Desktop.
    2. Clicked on the "Home" tab and select "Get Data".
    3. Chose the data source (Global – Store.xlsx ) and clicked "Connect".
    4. Loaded the data into Power BI.
  1. **Transformed Data**

In the Power Query Editor, cleaned and transformed data.

* + Removed unnecessary columns.
  + Changed data types.
  + Handled missing values.

Click "Close & Apply" to apply the transformations and load the data

* **Step 2: Data Modeling**

**2.1 Created Relationships**

* + - * Go to the "Model" view.
      * Create relationships between tables, such as linking Sales to Products by ProductID.
  1. **Created Calculated Column for Revenue**
* Go to the "Modeling" tab.
* Click "New Column".
* Enter this DAX formula: Revenue = [Quantity] \* [Cost]
* **Step 3: Created Measures**  Go to the "Modeling" tab.
  + Click "New Measure".
  + Enter the following DAX formula: TotalSalesRevenue = SUM('Global-Superstore csv'[Revenue])
* Similarly create- SalesbyCategory, TopSellingProducts, SalesTrend and MonthlySales by using this formula: MonthlySales = CALCULATE(SUM('Global-Superstore csv'[Revenue]),

                          ALLEXCEPT('Global-Superstore csv', 'Global-Superstore csv'[Order Date].[Month]))

* **Step 4: Created Visualizations**
  1. **Total Sales Revenue**

Use a Card visual.

Drag and drop the TotalSalesRevenue measure into the card.

* 1. **Sales by Product Category**

Use a Donut Chart.

Add Category to the Axis.

Add SalesByCategory to the Values.

* 1. **Top Selling Products**

Use a Stacked bar chart visual.

Add Product and TopSellingProducts to the table.

* 1. **Sales Trend Over Time**

Use a Area Chart.

Add Date to the Axis.

Add SalesTrend to the Values.

* 1. **Monthly Sales Comparison**

Use a Clustered Column Chart.

Add Date (specifically the month part) to the Axis.

Add MonthlySales to the Values.

* 1. **Sum of Quantity Visual Card**

Used a Card visual.

Drag and drop the Quantity measure into the card.

**4.7Sum of Average Order Value(AOV)**

Created a column named AOV where used the formula – Sales/Quantity

* **Step 5: Implemented Interactive Features**
  1. **Add Slicers**

Use the Slicer visual and Add fields Order Date and City to the slicer.

* 1. **Enable Highlighting**

Power BI automatically enables highlighting.

Click on any datapoint in visual to highlight related data in other visual.

* **Step 6: Testing and Monitoring**

**6.1 Performance Analyzer**

Used the Performance Analyzer tool to identify performance bottlenecks.

Went to the "View" tab and selected "Performance Analyzer".

Started recording and interact with report to see detailed performance metrics.

**6.2 Measure Performance**

Measured the performance of report and made adjustments as needed.