**Day 2**

**Day 2: Power BI Interface & Navigation**

**1. Overview of Power BI User Interface (UI)**

**When Power BI Desktop opens, you’ll see these main UI elements:**

**a) Ribbon**

* Located at the top (like Microsoft Word/Excel)
* Contains menus: **Home**, **Insert**, **Modeling**, **View**, **Help**
* Common actions: Import data, create visuals, manage relationships

**b) Report Canvas**

* Main working area
* Where you **build reports** and **design visuals**

**c) Visualizations Pane**

* Right side of the screen
* Contains various **chart types** (bar, line, pie, map, etc.)
* Used to change visual type and format visuals

**d) Fields Pane**

* Lists all **tables and columns** from your dataset
* Drag fields to the canvas or into visuals

**e) Filters Pane**

* Apply filters to visuals, pages, or entire report
* Types: **Visual-level**, **Page-level**, **Report-level**

**2. Working with Reports and Dashboards**

**a) Report**

* Built in **Power BI Desktop**
* Consists of one or more pages
* Each page can have multiple visuals
* Saved as a .pbix file

**b) Dashboard**

* Created in **Power BI Service** (not Desktop)
* A **single-page summary** built from visuals pinned from reports
* Interactive and real-time

**Key Differences:**

|  |  |  |
| --- | --- | --- |
| **Feature** | **Report (Desktop)** | **Dashboard (Service)** |
| Pages | Multiple | Single |
| Creation Tool | Power BI Desktop | Power BI Service |
| Interactivity | High | Medium |
| Data Sources | Direct connection | Pinned visuals from reports |

**Activity Idea:** Open Power BI Desktop, show how to create a simple visual, and explain where each element appears.

**3. Connecting to Sample Data (Excel / CSV)**

**Step-by-Step Demo: Connecting to Excel/CSV file:**

**a) Open Power BI Desktop**

**b) Go to ‘Home’ tab > Click on ‘Get Data’**

* Choose **Excel** or **Text/CSV**
* Browse and select a sample file

**c) Navigator Window Appears**

* Choose the **sheet or table** you want to import
* Click **Load** to import data into Power BI

**d) Explore Fields**

* Once loaded, data appears in the **Fields pane**
* You can now start dragging fields into the canvas