**Task 4: Dashboard Design**

**Objective: Design an interactive dashboard for business stakeholders.**

1. **Downloaded Superstore.csv file from Kaggle.**
2. **Install and Open Power BI.**
3. **Load Your CSV Data**

* Click **"Home" → "Get Data" → "Text/CSV" →** Select file.
* Click **“Load”** to import the data

1. **Clean and Transform the Data**

* Click **“Transform Data”** to open Power Query Editor
* Check for empty columns or rows, Wrong data types.
* Click **“Close & Apply”** to save your changes

1. **Explore Your Data Structure**
2. **Create Measures**

* Example DAX: Total Sales = SUM('Superstore'[Sales])

1. **Start Building Visuals**

* Click on **“Report” view** (white canvas icon)
* Drag fields to the canvas:
  + For **time trends** → Line chart
  + For **categories** (e.g., product, region) → Bar/column chart
  + For **proportions** → Pie chart or tree map
  + For **total values** → Card or gauge

1. **Add Context and Clarity**

* Add clear **titles**, **Data Labels**, **slicers**.

1. **Create a Summary / Storyboard Page**

* Add a final page called “Summary” or “Key Insights”

1. **Save and Share**