

Purpose of video I is to show how to change or create:

1. Page size and color / panels for creating visuals
2. title bar
3. visuals of Q&A function

Purpose of video II is to show how to create :

4. Table
5. Card
6. Slicer
7. Clustered column chart (trend line)
8. Change Clustered column chart to some other kinds of charts

Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

Search

Visuals

Add data fields here

Drill through

Cross-report

Off

Keep all filters

On

Add drill-through fields here

Fields

Search

d555555 orders

- comments
- customerN...
- orderDate
- orderNumb...
- requiredDate
- shippedDate
- status

d555555 products

- buyPrice
- MSRP
- productCode
- productDes...
- productLine
- productNa...
- productScale
- productVen...
- Profit
- quantityInS...
- Total_expec...

payments in CSV

- checkNum...
- customerN...
- paymentDate


Date Filter...

- Year
- Quarter
- Months
- Day
- revenue

New pageNew visualMore visualsQ&AKey influencersDecomposition treePower AppsText boxButtons Shapes ImageElements

Build visuals with your data

Select or drag fields from the Fields pane onto the report canvas.



Filters

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Visualizations

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Fields

Values

Add data fields here

Drill through

Cross-report

Off

Keep all filters

On

Add drill-through fields here

Fields

Search

d555555 orders

comments

customerN...

orderDate

orderNumb...

requiredDate

shippedDate

status

d555555 products

buyPrice

MSRP

productCode

productDes...

productLine

productNa...

productScale

productVen...

Profit

quantityInS...

Total_expec...

payments in CSV

checkNum...

customerN...

paymentDate

Data Filter...

Year

Quarter

Months

Day

revenue

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New page Pages

New visual Visuals

More visuals Visuals

Q&A

Key influencers

Decomposition tree

Power Apps

Power Platform

Text box

Buttons Shapes Image

Visuals

Elements

Build visuals with your data

Select or drag fields from the Fields pane onto the report canvas.



Filters

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Filters on all pages

Add data fields here

Visualizations

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Format

Page information

Page size

Page background

Page alignment

Wallpaper

Filter pane

Filter cards

Fields

Search

d555555 orders

- ☐ comments
- ☐ customerN...
- ☐ orderDate
- ☐ orderNumb...
- ☐ requiredDate
- ☐ shippedDate
- ☐ status

d555555 products

- ☐ buyPrice
- ☐ MSRP
- ☐ productCode
- ☐ productDes...
- ☐ productLine
- ☐ productNa...
- ☐ productScale
- ☐ productVen...
- ☐ Profit
- ☐ quantityInS...
- ☐ Total_expec...

payments in CSV

- ☐ checkNum...
- ☐ customerN...

paymentDate


- ☐ Date Filter...
- ☐ Year
- ☐ Quarter
- ☐ Month
- ☐ Day
- ☐ weekend

File Home Insert Modeling View Help

New page New visual More visuals Q&A Key influencers Decomposition tree Power Apps Text box Buttons Shapes Image Elements

Build visuals with your data

Select or drag fields from the Fields pane onto the report canvas.



Filters

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Filters on all pages

Add data fields here

Visualizations

Search

Fields

Search

d555555 orders

- comments
- customerN...
- orderDate
- orderNumb...
- requiredDate
- shippedDate
- status

d555555 products

- buyPrice
- MSRP
- productCode
- productDes...
- productLine
- productNa...
- productScale
- productVen...
- Profit
- quantityInS...
- Total_expec...

payments in CSV

- checkNum...
- customerN...
- paymentDate

Date Filter...

- Year
- Quarter
- Months
- Day
- Revenue

FileHomeInsertModelingViewHelp

New page

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More visual

Q&A

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Build visuals with your data

Select or drag fields from the Fields pane onto the report canvas.

Filters

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Add data fields here

Visualizations

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Filter pane

Filter cards

Fields

Search

d555555 orders

comments

customerN...

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shippedDate

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d555555 products

buyPrice

MSRP

productCode

productDes...

productLine

productNa...

productScale

productVen...

Profit

quantityInS...

Total_expec...

payments in CSV

checkNum...

customerN...

paymentDate

Date Hier...

Year

Quarter

Month

Day

revenue

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+

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11:51

2/17/2024

File Home Insert Modeling View Help

New page

New visual

More visuals

Q&A

Key influencers

Decomposition tree

Power Apps

Text box

Buttons

Shapes

Image

Elements

Build visuals with your data

Select or drag fields from the Fields pane onto the report canvas.



Filters

Search

Filters on this page

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Filters on all pages

Add data fields here

Visualizations

Search

Page information

Page size

Type

Custom

Width

1516

Pixels

Height

1056

Pixels

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Filter pane

Filter cards

Fields

Search

d555555 orders

comments

customerN...

orderDate

orderNumb...

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shippedDate

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d555555 products

buyPrice

MSRP

productCode

productDes...

productLine

productNa...

productScale

productVen...

Profit

quantityInS...

Total_expec...

payments in CSV

checkNum...

customerN...

paymentDate

Date filter...

Year

Quarter

Month

Day

resumen

Navigation and Insert ribbon icons:

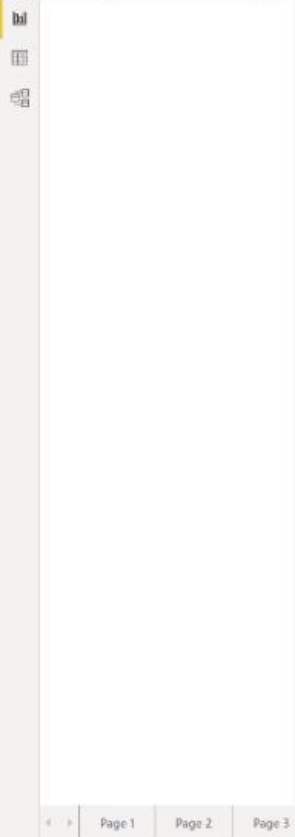
- File: New page, Pages
- Home: New visual, More visuals
- Insert: Q&A, Key influencers, Decomposition tree, Power Apps, Text box, Buttons, Shapes, Image
- Modeling: AI visuals
- View: Power Platform
- Help

Build visuals with your data
Select or drag fields from the Fields pane onto the report canvas.



Filters, Visualizations, and Fields panes:

- Filters:** Search, Filters on this page, Add data fields here, Filters on all pages, Add data fields here.
- Visualizations:** Search, Page information, Page size (Type: 16:9, Width: 1280, Height: 720), Page background (Color, Theme colors, Recent colors, Custom color, Revert to default).
- Fields:** Search, d555555 orders (comments, customerN..., orderDate, orderNumb..., requiredDate, shippedDate, status), d555555 products (buyPrice, MSRP, productCode, productDes..., productLine, productNa..., productScale, productVen..., Profit, quantityInS..., Total_expec...), payments in CSV (checkNum..., customerN..., paymentDate, Date Filter..., Year, Quarter, Month, Day, revenue).



Build visuals with your data
Select or drag fields from the Fields pane onto the report canvas.



Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

Search

Page information

Page size

Type: 16:9

Width: 1200

Height: 720

Page background

Color: [Color Picker]

Transparency: 0%

+ Add image

Revert to default

Page alignment

Fields

Search

d555555 orders

- comments
- customerN...
- orderDate
- orderNumb...
- requiredDate
- shippedDate
- status

d555555 products

- buyPrice
- MSRP
- productCode
- productDes...
- productLine
- productNa...
- productScale
- productVen...
- Profit
- quantityInS...
- Total_expec...

payments in CSV

- checkNum...
- customerN...

paymentDate

Date Filter...

- Year
- Quarter
- Month
- Day

customer


FileHomeInsertModelingViewHelp

New pageNew visualMore visualsQ&AKey InfluencersDecomposition treePower AppsText boxButtonsShapesImage

RectangleOvalLineTriangleArrow

Build visuals with your data

Select or drag fields from the Fields pane onto the report canvas.



Filters

Search

Filters on this pageAdd data fields here

Filters on all pagesAdd data fields here

Visualizations

Search

Page information

Page size

Type16:9

Width1200

Height720

Page background

Color

Transparency0%

+ Add image

Revert to default

Page alignment

Fields

Search

d555555 orders

comments

customerN...

orderDate

orderNumb...

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status

d555555 products

buyPrice

MSRP

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productScale

productVen...

Profit

quantityInS...

Total_expec...

payments in CSV

checkNum...

customerN...

paymentDate

Date Filter...

Year

Quarter

Months

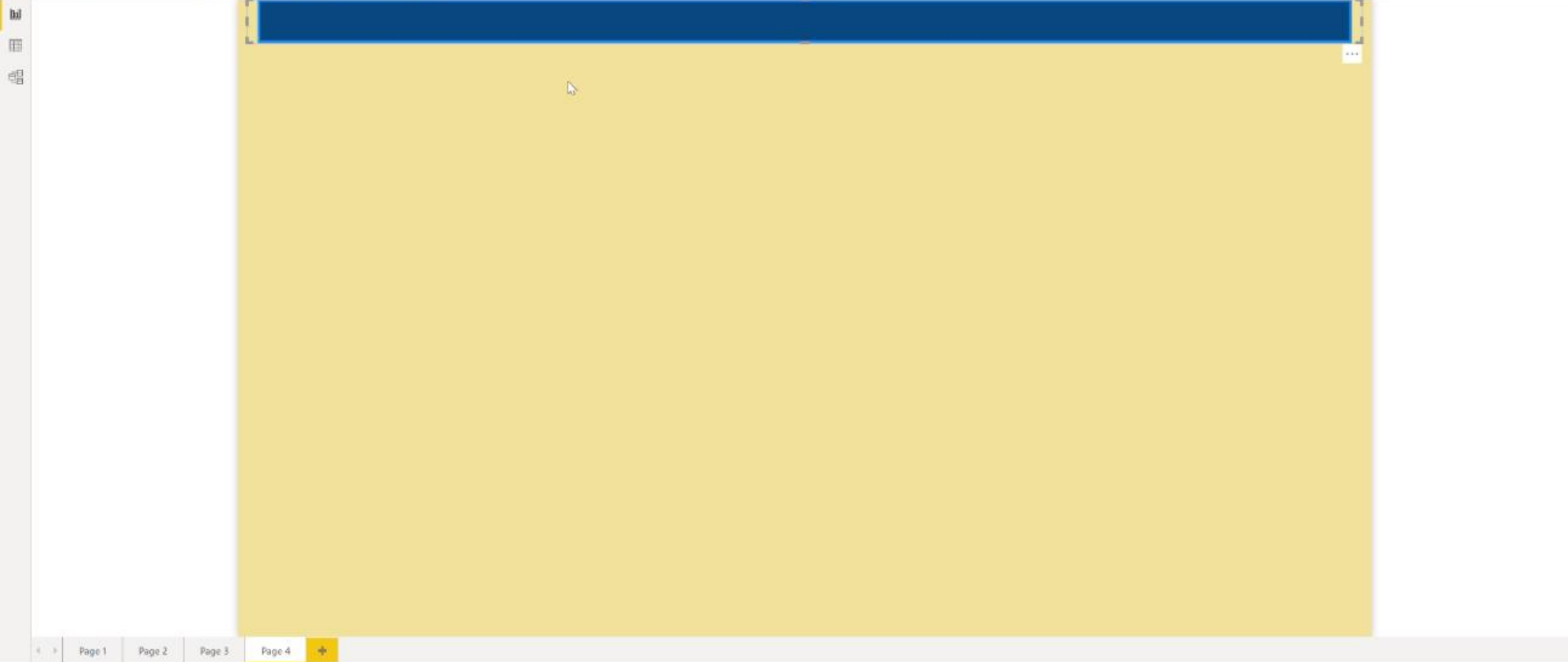
Day

revenue

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11:54 22/12/2020



Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Format shape

Search

General

Line

Fill

On

Fill color

Transparency

0 %

Revert to default

Rotation

Title

Off

Background

Off

Lock aspect

Off

Border

Off

Shadow

Off

Action

Off

Visual hierarchy

Off

Fields

Search

d555555 orders

- comments
- customerName
- orderDate
- orderNumber
- requiredDate
- shippedDate
- status

d555555 products

- buyPrice
- MSRP
- productCode
- productDescription
- productLine
- productNumber
- productScale
- productVendor
- Profit
- quantityInStock
- TotalExpected

payments in CSV

- checkNumber
- customerName
- paymentDate

Date Hierarchy

- Year
- Quarter
- Month
- Day
- Revenue

FileHomeInsertModelingViewHelpFormatData / Drill

New pageNew visualMore visualsQ&AKey influencersDecomposition treePower AppsText boxButtons Shapes Image

Add a text box to your report.

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Filters

Filters on this pageAdd data fields here

Filters on all pagesAdd data fields here

Format shape

GeneralLineFillFill colorTransparencyRevert to defaultRotationTitleBackgroundLock aspectBorderShadowActionVisual hierarchy

Fields

d555555 orders

commentscustomerN...orderDateorderNumb...requiredDateshippedDatestatus

d555555 products

buyPriceMSRPproductCodeproductDes...productLineproductNa...productScaleproductVen...ProfitquantityInS...Total_expec...

payments in CSV

checkNum...customerN...paymentDate

Date Hier...

YearQuarterMonthsDayrevenue

11:55 22/12/2020

New page

New visual

More visuals

Q&A

Key influencers

Decomposition tree

Power Apps

Text box

Buttons

Shapes

Image

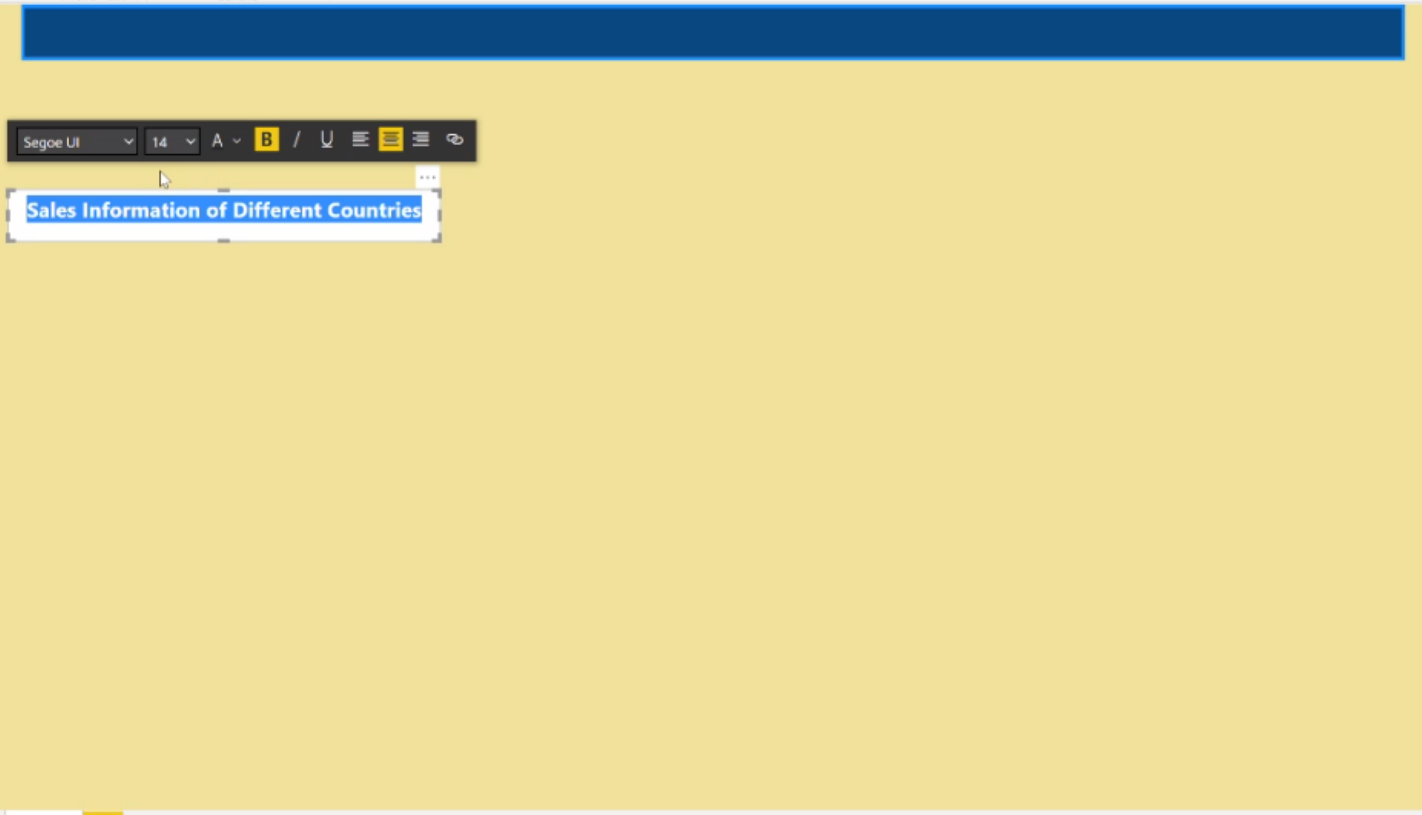
Visuals

Elements

Visuals

Fields

Visualizations



Filters

Visualizations

Fields

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

General

Title

Background

Lock aspect

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Shadow

Visual header

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orderNumb...

requiredDate

shippedDate

status

d555555 products

buyPrice

MSRP

productCode

productDes...

productLine

productNa...

productScale

productVen...

Profit

quantityInS...

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customerN...

paymentDate

Date Filter...

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New visual Visuals

More visuals Visuals

Q&A

Key influencers

Decomposition tree

Power Apps

Power Platform

Text box

Buttons Shapes Image

Elements



Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

Search

Values

Add data fields here

Drill through

Cross-report

Off

Keep all filters

On

Add drill-through fields here

Fields

Search

- d555555 orders
 - comments
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 - orderDate
 - orderNumb...
 - requiredDate
 - shippedDate
 - status
- d555555 products
 - buyPrice
 - MSRP
 - productCode
 - productDes...
 - productLine
 - productNa...
 - productScale
 - productVen...
 - Profit
 - quantityInS...
 - Total_expec...
- payments in CSV
 - checkNum...
 - customerN...
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 - revenue

New page

New visual

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G&A

Key influencers

Decomposition tree

Power Apps

Text box

Balloons

Shapes

Image

Diagram

Power Platform

Elements

Ask questions about your data in natural language to create new visuals.



Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

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Visualizations

Values

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Drill through

Cross-report

Off

Keep all filters

On

Add drill-through fields here

Fields

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comments

customerN...

orderDate

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d555555 products

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productCode

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Profit

quantityInS...

Total_expec...

payments in CSV

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paymentDate

Date Hier...

Year

Quarter

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resman

File Home Insert Modeling View Help Format Data / Drill

New page New visual More visuals Q&A Key influencers Decomposition tree Power Apps Text box Buttons Shapes Image

Sales Information of Different Countries

Ask a question about your data

Try one of these to get started

maximum column

total order number

average credit limit

number of product lines

compare quantity in stock and total expected profit

total revenue over time

Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

Search

General

Question field

Suggestio... On

Title Off

Backgrou... On

Lock aspe... Off

Border Off

Shadow Off

Visual he... On

Fields

Search

d555555 orders

- comments
- customerN...
- orderDate
- orderNumb...
- requiredDate
- shippedDate
- status

d555555 products

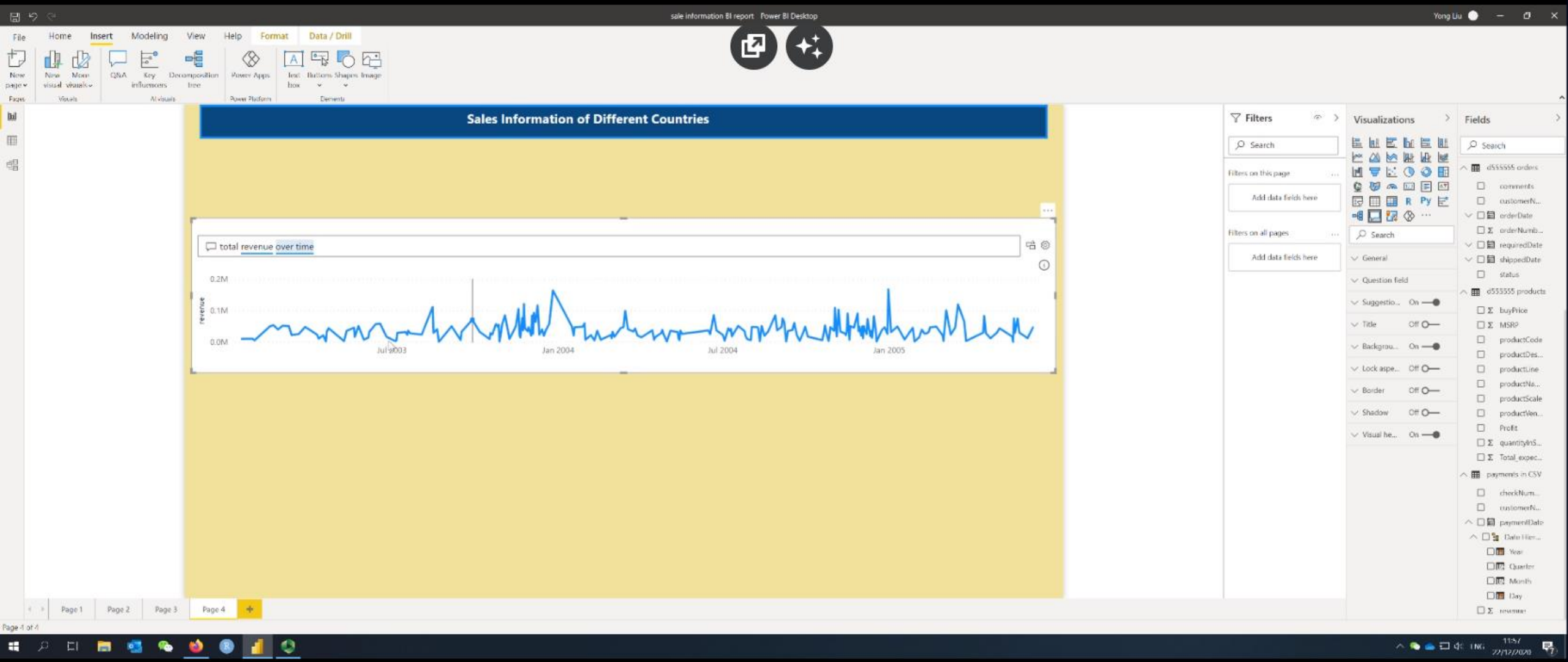
- buyPrice
- MSRP
- productCode
- productDes...
- productLine
- productNa...
- productScale
- productVen...
- Profit
- quantityInS...
- Total_expec...

payments in CSV

- checkNum...
- customerN...
- paymentDate

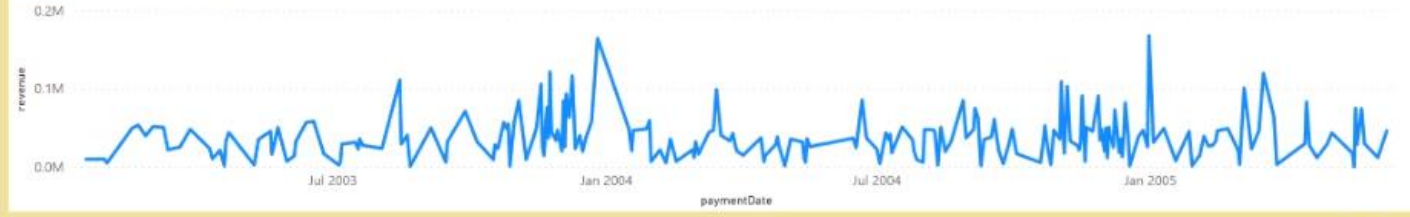
Date Filter...

- Year
- Quarter
- Month
- Day
- revenue

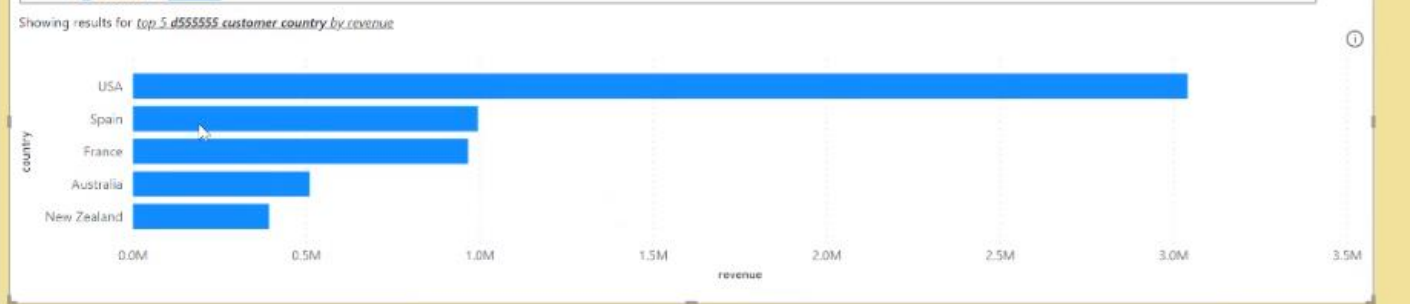


Sales Information of Different Countries

revenue by paymentDate



top 5 country by revenue



Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

Search

General

Question field

Suggestio... On

Title Off

Backgrou... On

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Border Off

Shadow Off

Visual he... On

Fields

Search

d555555 orders

- comments
- customerN...
- orderDate
- orderNumb...
- requiredDate
- shippedDate
- status

d555555 products

- buyPrice
- MSRP
- productCode
- productDes...
- productLine
- productNa...
- productScale
- productVen...
- Profit
- quantityInS...
- Total_expec...

payments in CSV

- checkNum...
- customerN...

paymentDate

- Date Filter...
- Year
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- Months
- Day
- revenue

sale information BI report Power BI Desktop

Yong Liu

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New pageNew visualMore visuals

Q&AKey influencersDecomposition tree

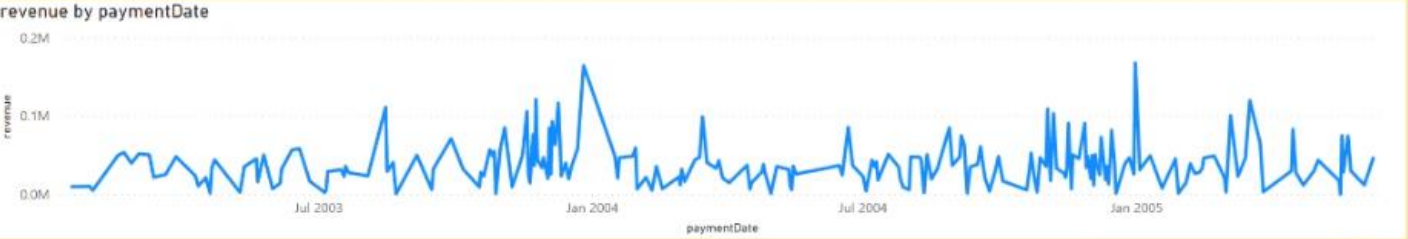
Power AppsPower Platform

Text boxButtons Shapes Image

Charts

Sales Information of Different Countries

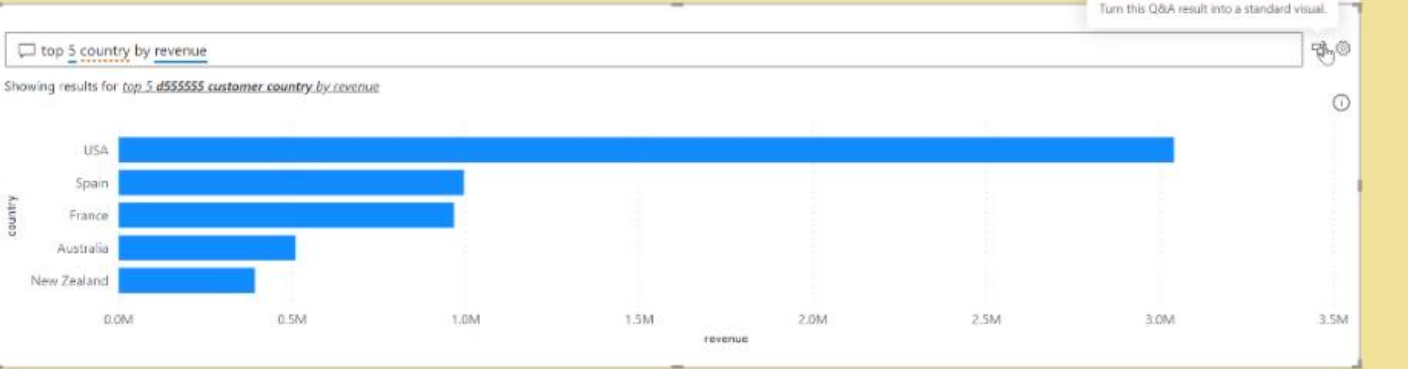
revenue by paymentDate



paymentDate

top 5 country by revenue

Showing results for top 5 d555555 customer.country by revenue



country	revenue
USA	~3.1M
Spain	~1.0M
France	~1.0M
Australia	~0.5M
New Zealand	~0.4M

country

revenue

Filters

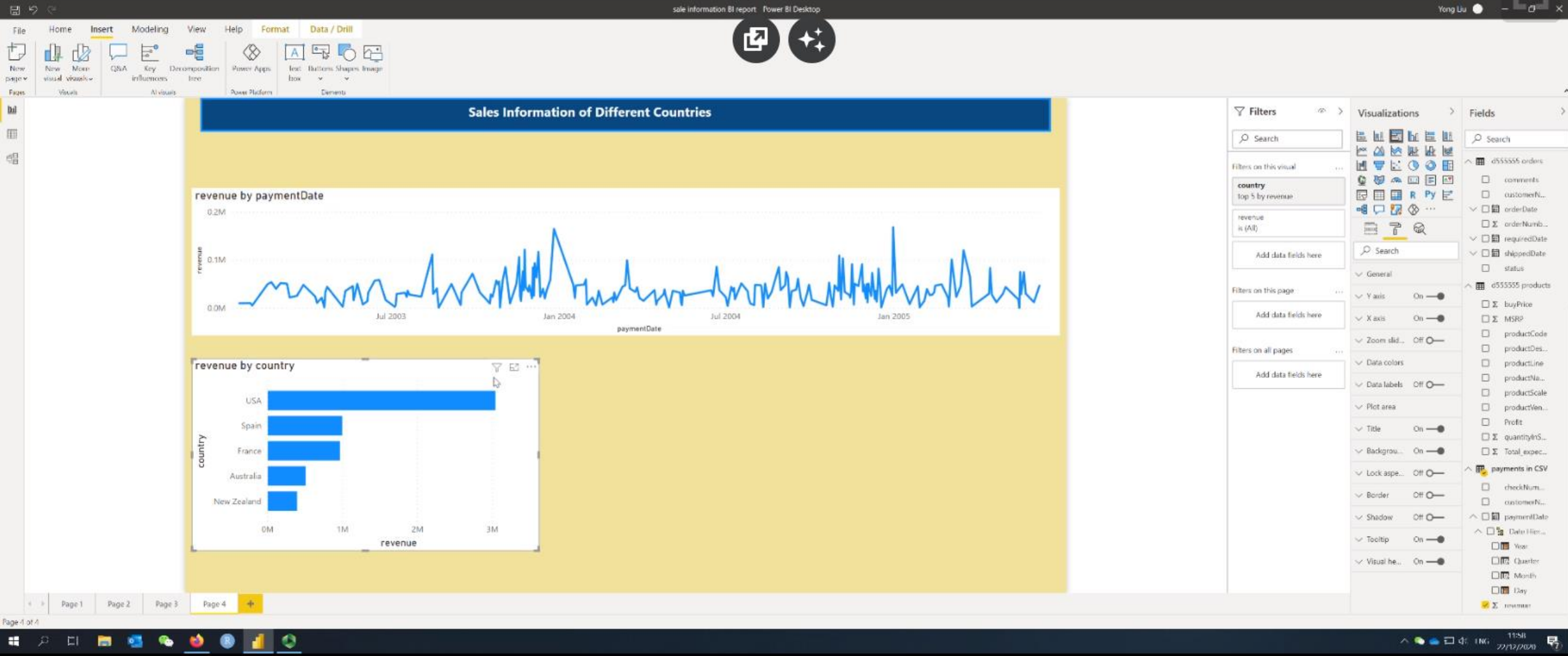
Visualizations

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sale information BI report - Power BI Desktop

Yong Liu

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Power Apps

Text box

Buttons, Shapes, Image

Charts

Sales Information of Different Countries

revenue by paymentDate



revenue by country



top 3 product line in stock



Filters

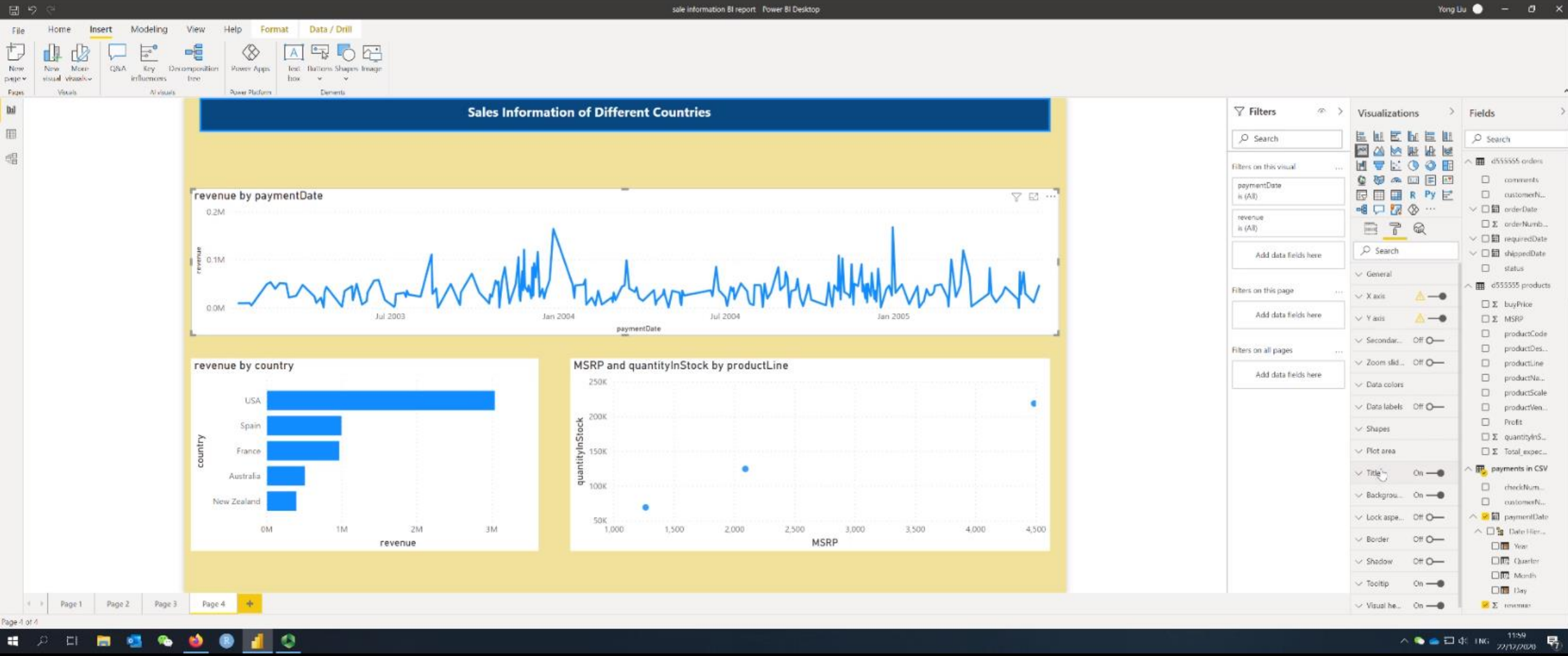
Visualizations

Fields

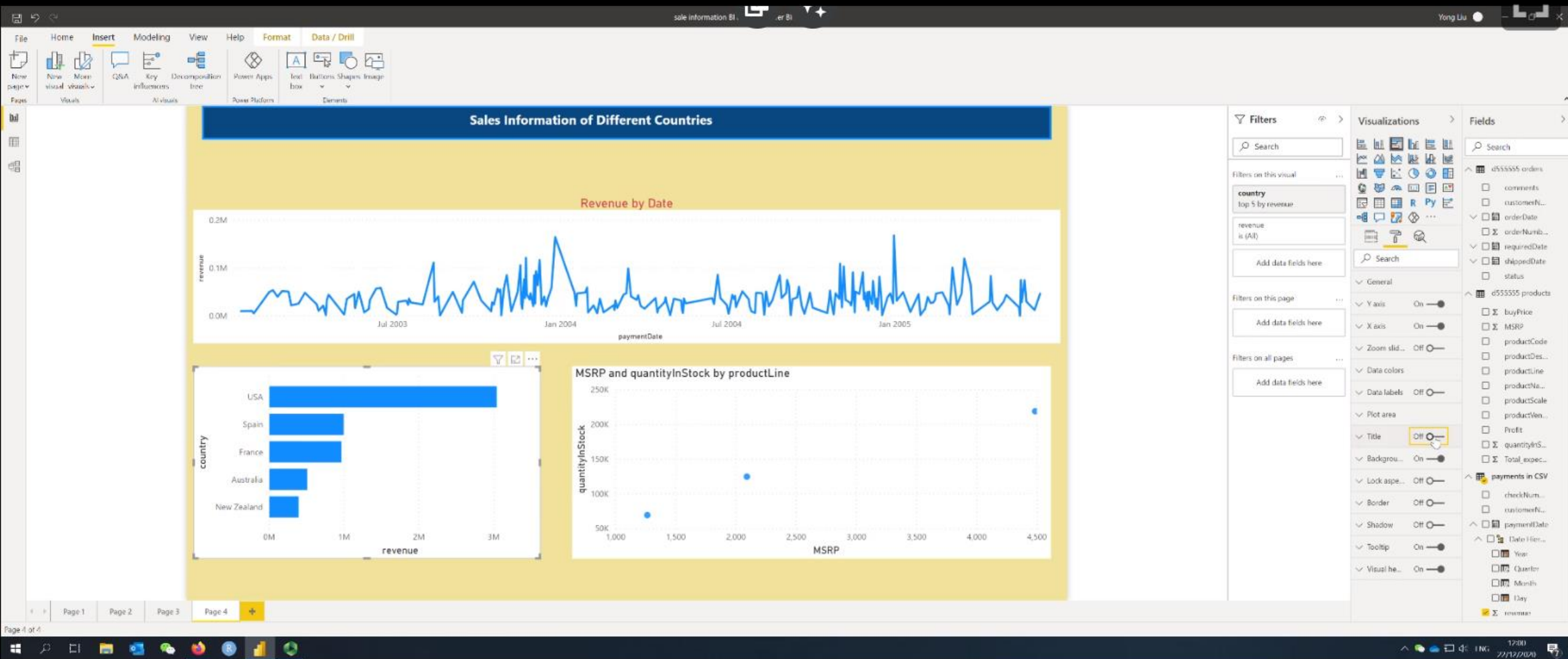
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sale information BI report - Power BI Desktop

Yong Liu

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Q&AKey influencersDecomposition tree

Power AppsTest boxButtons, Shapes, Image

Power Platform

Sales Information of Different Countries

Revenue by Date

country
top 5 by revenue

revenue is (All)

Add data fields here

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

country

USA3.0M

Spain1.0M

France1.0M

Australia0.5M

New Zealand0.4M

revenue

MSRP and quantityInStock by productLine

quantityInStock

MSRP

Visualizations

Fields

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Filters

Search

Filters on this visual

country top 5 by revenue

revenue is (All)

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Filters on all pages

Add data fields here

Visualizations

Search

General

Y axis On

X axis On

Zoom slid... Off

Data colors

Data labels On

Plot area

Title Off

Background On

Lock aspe... Off

Border Off

Shadow Off

Tooltip On

Visual he... On

Fields

Search

d555555 orders

comments

customerN...

orderDate

orderNumb...

requiredDate

shippedDate

status

d555555 products

buyPrice

MSRP

productCode

productDes...

productLine

productNa...

productScale

productVen...

Profit

quantityInS...

Total_expec...

payments in CSV

checkNum...

customerN...

paymentDate

Date Hier...

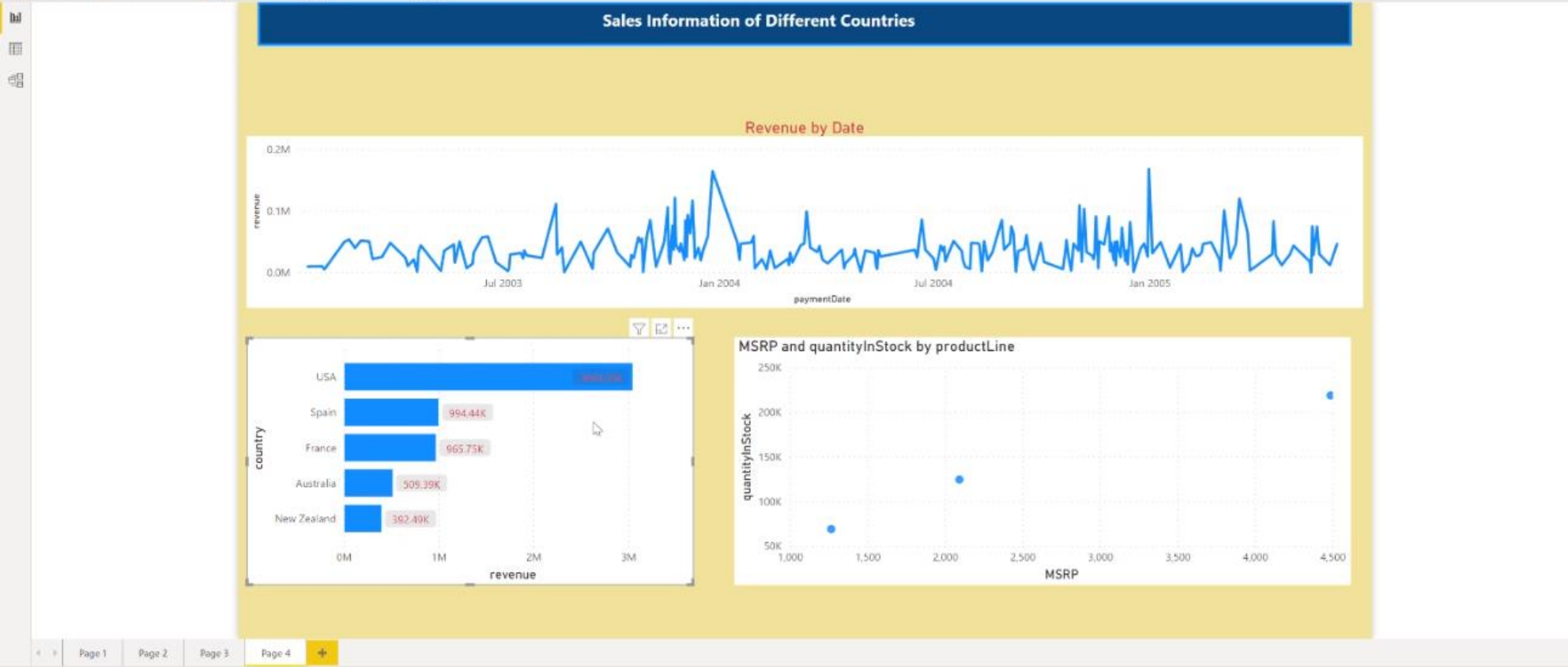
Year

Quarter

Month

Day

member



Filters

Search

Filters on this visual

- country: top 5 by revenue
- revenue: is (All)

Add data fields here

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

Search

Visualizations

Value decimal places: Auto

Position: Auto

Overflow text: Off

Text size: 9 pt

Font family: Segoe UI

Show background: On

Background color: [Color Picker]

Transparency: 90 %

Fields

Search

- d555555 orders
 - comments
 - customerN...
 - orderDate
 - orderNumb...
 - requiredDate
 - shippedDate
 - status
- d555555 products
 - buyPrice
 - MSRP
 - productCode
 - productDes...
 - productLine
 - productScale
 - productVen...
 - Profit
 - quantityInS...
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- payments in CSV
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 - Date Filter
 - Year
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 - revenue

sale information BI report - Power BI Desktop

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New visual

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Q&A

Key influencers

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Power Apps

Test box

Buttons, Shapes, Image


Elements

Sales Information of Different Countries

Revenue by Date



country



country	revenue
USA	2,800,000
Spain	994,44K
France	965,75K
Australia	509,39K
New Zealand	392,49K

MSRP and quantityInStock by productLine



MSRP	quantityInStock
1,200	60K
2,100	120K
4,500	220K
4,800	210K

Filters

Visualizations

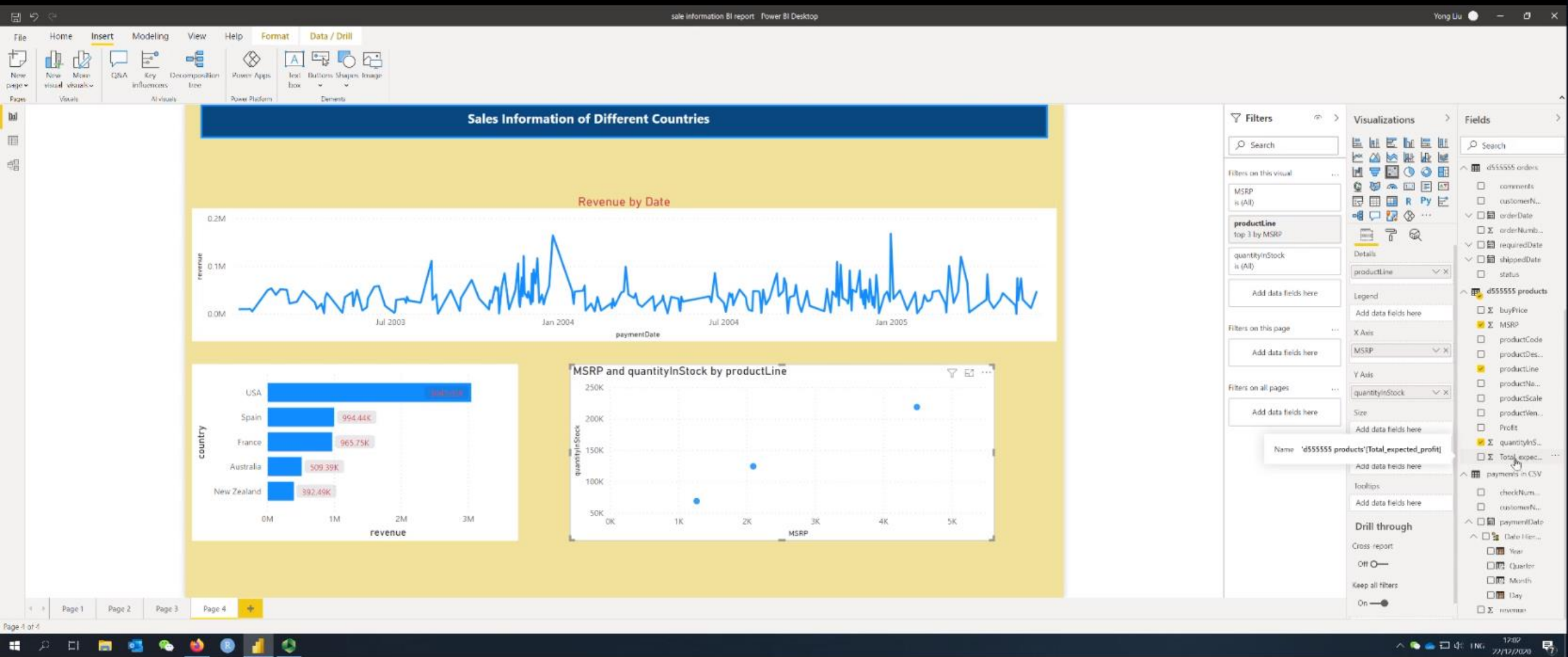
Fields

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Visuals

Q&A

Key influencers

Decomposition tree

Power Apps

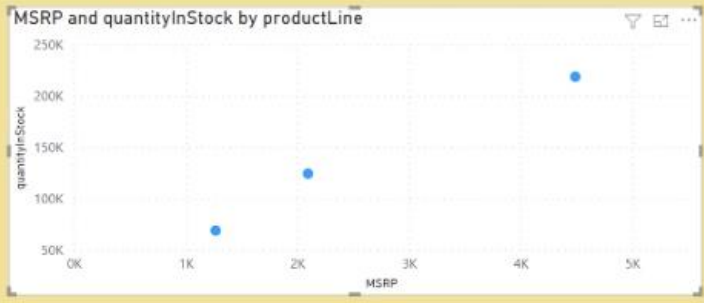
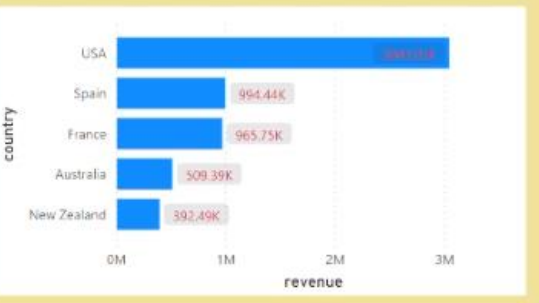
Text box

Buttons Shapes Images

Power Platform

Elements

Sales Information of Different Countries



Filters

Search

Filters on this visual

MSRP is (All)

productLine top 3 by MSRP

quantityInStock is (All)

Add data fields here

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

Search

Details

productLine

Legend

Add data fields here

X Axis

MSRP

Y Axis

quantityInStock

Size

Play Axis

Add data fields here

Tooltips

Add data fields here

Drill through

Cross report

Off

Keep all filters

On

Fields

Search

d555555 orders

comments

customerN...

orderDate

orderNumb...

requiredDate

shippedDate

status

d555555 products

buyPrice

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productDes...

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productVen...

Profit

quantityInS...

Total_exp...

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