Power BI - lesson 7

1. Import Retail_Sales_Data.xlsx into Power Bi.

Answer: Open Power bi, Home, Get Data, Excel, Select retail_Sales_Data.xlsx, Load

2. Create a table visual showing Region and Sales.

Answer: In Report View, Insert Table visual, Drag Region and Sales into the table.

3. Add a slicer for Product.

Answer: Add a slicer visual, drag Product field into it.

4. Format the dashboard theme to 'Dark Mode'.

Answer: Go to View tab, Choose Dark theme from avaiable themes.

5. What is the purpose of the "Data/Model" view in Power BI?

Answer: It shows table relationships and structure. You see it to manage data connections and model logic.

6. Build a dashboard with:

- **A bar chart of Sales by Region**

- Insert *Bar Chart* → Axis: **Region**, Values: **Sales**

    - **A line chart of Sales over Date**

- Insert *Line Chart* → Axis: **Date**, Values: **Sales**

    - **A card showing total Profit**

- Insert *Card visual* → Drag **Profit** field into it (auto sums).

7. Add a drill-through filter drom region to a detailed sales page.
   - Create new page. drag Region to Drill-through field pane.
   - Add visuals like table or bar chart.
   - On main page: right-click Region, Drill-through, go to detail page

8. Use conditional formatting to highlight high-profit regions.
   - Click on table visual, select Profit column, Conditional Formatting, Choose Background color based on values.

9. Publish the dashboard to Power Bi Service.
   - Click File, Publish, Power BI, Choose Workspace, Sign in and confirm.

10. Share the report with a colleague (simulate steps)
    - Go to Power BI Service, Open report, Click Share. enter email, send.

11. Add a custom "Sales Growth %" measure without DAX (use Quick Measures)
    - Right-click table, New Quick Measure, Choose Growth over time.
    - Base value: Sales, Time: Date, OK.

12. **Optimize the dataset for faster refresh (e.g., remove unused columns).**
    - Home → *Transform Data* → Power Query Editor opens.
    - Right-click unused columns → *Remove*.
    - Close & Apply.

13. Troubleshoot: Slicers not affecting all visuals—how to fix?

- Select slicer → Go to *Format* tab → *Edit Interactions*.

- Check each visual → Make sure the slicer has the "filter" icon active.

14. Embed the dashboard into a PowerPoint presentation.

- In Power BI Service → File → *Embed Report* → *PowerPoint*.

- Copy link or open in PowerPoint with Power BI add-in.

15. Set up a scheduled refresh for the dataset in Power BI Service.

- Go to Power BI Service → *Settings* → *Datasets*.

- Select dataset → Enable *Scheduled Refresh* → Set time and frequency → Save.