

Name : UDHAYARAJAN . J.

Sub : Major Elective I ( Power BI ).

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Pogno : 2202561

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Q1) Explain the key elements that contribute to making a report visually appealing provide examples of how these elements improve user experience.

visually appealing reports are achieved by incorporating several key design elements that not only improve the aesthetic quality, but also enhance user comprehension and reduce cognitive load.

key elements and improve to user experience :  
clean layout and spacing:

Elements :

visually appealing reports utilize a clean layout and balanced spacing.

improvement :

proper spacing and consistent alignment, avoid clutter and create structure making the report easier to navigate and reducing confusion for the user.

Example :

using consistent margins, heading and spacing in every section makes the Report easier to scan.

visual Hierarchy :

Elements :

visual hierarchy uses techniques such as

Size, colors contrast and placement to guide the viewer's eyes.

Improvement:

It ensures that titles, charts, and summaries are viewed in the correct order.

examples:

placing key performance indicators at the top with larger fonts ensure immediate attention.

proper color schemes and themes:

elements:

Using proper color schemes and appropriate theme colors attract attention and create emotional impact.

improvement:

appropriate color combinations distinguish categories, emphasize trends and prevent confusion.

example:

contrasting colors can be used to highlight key trends, further more warm colors might be used to highlight issues while cool colors can indicate positively.

Readable fonts:

elements:

Reports <sup>must</sup> employ readable and professional fonts.

improvements:

Using too many font <sup>styles</sup> ~~sets~~ can distract users. Readability ensure that users can quickly process the text.

Consistency:

elements:



consistency, involves maintaining uniformity in colors, font sizes, visual styles and overall layout.

improvement:

consistency involves maintaining uniformity, crucial as it helps users <sup>navigate</sup> ~~negative~~ the reports easily.

example:

Using the same color for sales metrics across all visuals prevents user confusion. consistency improves usability and enhances the professional presentation quality of the report.

- ②. Explain the significance of slices and filters in interactive reporting. How do they enhance user decision-making?

significance and enhancement:

slices and filters are fundamental tools in interactive reporting because they allow users to refine the data view by selecting specific categories such as data, product, or region.

Data refinement and focus:

<sup>Filters</sup>  
~~File~~ play an important role in shaping meaningful reports by narrowing down data to only what matters. They help users focus on relevant subsets of data, ensuring that visuals and dashboards are focussed, clear and actionable.

personalized Analysis:

slices and filters enable personalized analysis. users can filter based on defined.

criteria to display only the data they need.

Interactivity and efficiency:

These tools enhance the interactivity of the report and improve reporting efficiency. When a user interacts with a Slicer, all linked visuals update dynamically to display the relevant data.

Enhancing Decision Making:

They enable faster data-driven decision making.

Example:

(Slicer):

User who want easy access to commonly used filtered reports use slicers to get the current status after filtering data. For example selecting a manager on a Slicer instantly shows the total sales handled by that specific manager across various brands and over time.

(filter):

Filtering sales by region helps users identify specific performance patterns in that area. Power BI offers different filter types that manage data visibility effectively: visual level, page-level to all visual on a specific page and report level.