

1. Import Retail_Sales_Data.xlsx into Power BI

- Open Power BI Desktop.
 - Click **Home > Get Data > Excel**.
 - Select the Retail_Sales_Data.xlsx file and load the required tables/sheets.
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2. Create a table visual showing Region and Sales

- Go to the **Report** view.
 - Click **Table** visual from the Visualizations pane.
 - Drag **Region** and **Sales** fields to the values.
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3. Add a slicer for Product

- Click on the **Slicer** visual.
 - Drag the **Product** field into the slicer.
 - This will allow filtering visuals by selected product(s).
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4. Format the dashboard theme to "Dark Mode"

- Go to **View > Themes**.
 - Select **Dark** or **Customize Current Theme** and choose a dark background.
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5. What is the purpose of the "Data/Model" view in Power BI?

- **Data View:** Allows you to see and inspect your loaded data in tabular format.
 - **Model View:** Lets you manage relationships between tables and define calculated columns, measures, and hierarchies.
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6. Build a dashboard with:

a) Bar chart of Sales by Region

- Choose **Bar chart**, add **Region** to Axis, **Sales** to Values.

b) Line chart of Sales over Date

- Choose **Line chart**, add **Date** to Axis, **Sales** to Values.

c) Card showing Total Profit

- Select **Card** visual, drag **Profit** field (it will show the total).
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7. Add a drill-through filter from Region to a detailed sales page

- Create a **new page**.
 - Add visuals showing detailed data (e.g., Product, Quantity, Profit).
 - Drag **Region** into the **Drill-through** filter area on that page.
 - Go back to the main page, right-click on a Region → **Drill through**.
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8. Use conditional formatting to highlight high-profit regions

- Click the **table/bar chart** with Region and Profit.
 - Go to **Format > Data colors** or **Conditional formatting**.
 - Use rules like: if Profit > X, color = green.
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9. Publish the dashboard to Power BI Service

- Click **Home > Publish**.
 - Sign in to Power BI account.
 - Choose a workspace and publish.
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10. Share the report with a colleague (simulate steps)

- Go to **Power BI Service (app.powerbi.com)**.
 - Open your report > Click **Share**.
 - Enter colleague's email and give access (View or Edit).
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11. Add a custom "Sales Growth %" measure without DAX (use Quick Measures)

- Right-click the table in **Fields pane > New Quick Measure**.
- Choose **Calculation**: Year-over-year change.
- Base value: **Sales**, Date: **Date field**.
- It creates a percentage growth automatically.

12. Optimize the dataset for faster refresh (e.g., remove unused columns)

- In **Power Query Editor**:
 - Remove unnecessary columns.
 - Filter out unwanted rows.
 - Disable load for tables not used in visuals.
- Go to **File > Options and Settings > Options > Data Load** and optimize settings.

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

- Select the slicer.
- Click **Format > Edit Interactions**.
- Make sure each visual is set to filter by the slicer (look for filter icon, not "none").
- Also check relationships in the **Model** view.

14. Embed the dashboard into a PowerPoint presentation

- In **Power BI Service**, open the report.
- Click **File > Embed Report > PowerPoint (Preview)**.
- Download .pptx with live report link embedded, or use **Insert > Power BI** add-in in PowerPoint.

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

- Go to **Power BI Service > Workspace > Dataset settings**.
- Under **Scheduled refresh**, enable refresh.
- Set frequency (daily, hourly), and configure data source credentials.