

Data Visualization Lab 7

Basics of Power Bi

Objective:

To introduce students to Power BI Desktop basics and create basic visualizations.

Requirements:

- Power BI Desktop installed on the computer
- "orders.xlsx" dataset containing the necessary data fields.

Tasks:

1. Install Power BI Desktop

Download and install Power BI Desktop from the official Microsoft website if you haven't already.

2. Launch Power BI Desktop:

Open Power BI Desktop from your applications or desktop shortcut.

3. Connect to Data:

Connect to the "orders.xlsx" dataset in Power BI Desktop.

4. Explore the data and identify the columns:

Once the data is loaded, explore it by clicking on different fields in the Fields pane.

Take note of the types of data in each column.

5. Create Basic Visualizations:

Drag and drop fields from the Fields pane onto the canvas to create basic visualizations:

- A bar chart showing sales by product category.
- A line chart showing trends in sales over time (using order date).
- A pie chart showing distribution of sales by region.

6. Create a stacked bar chart showing sales by region and product category:

Drag and drop fields from the Fields pane onto the canvas to create the required stacked bar visualization.

7. Customize the visualizations as needed:

Customize each visualization by adjusting properties such as colors, labels, and titles.

Experiment with different visual styles to find the most effective way to present your data.