



Power BI Unboxed

Section 1: Learn

What is Power BI?

Power BI is a **business intelligence (BI) tool** developed by Microsoft that helps in **data visualization, reporting, and analytics**. It allows users to **connect, transform, and visualize data** from multiple sources.

Why Use Power BI?

- **Easy to use** – Drag-and-drop interface for creating reports.
- **Real-time insights** – Helps businesses make data-driven decisions.
- **Multiple data sources** – Connects to Excel, databases, cloud services, and more.
- **AI-powered analytics** – Uses AI for better insights.

How Does Power BI Work?

Power BI follows a **3-step process**:

1. **Data Import** – Connect to Excel, databases, or online sources.
2. **Data Transformation** – Clean and prepare data using **Power Query**.
3. **Visualization & Reporting** – Create dashboards and reports using charts, graphs, and tables.

Fun Fact: How Power BI Got Its Name!

Power BI was originally a part of **Excel (PowerPivot, PowerQuery)** but evolved into a **standalone tool** to provide more advanced analytics and visualization!



Section 2: Practice

1. Connecting to Data in Power BI

- Open **Power BI Desktop**.
- Click **Get Data** → Select **Excel / SQL / Web**.
- Click **Load** to import data.

2. Creating a Simple Visualization

1. Drag "**Sales Amount**" to the **Values** field.
2. Drag "**Region**" to the **Axis** field.
3. Select **Bar Chart** from the visualization panel.

3. Applying Filters

- Use the **Filters** pane to filter data by date, region, or category.
- Apply **slicers** for interactive filtering.

4. Publishing a Report

- Click **Publish** → Select **Power BI Service**.
- Share reports with your team.

Try This Yourself:

1. Create a **line chart** to show monthly sales trends.
 2. Add a **slicer** to filter sales by product category.
-

Section 3: Know More

Frequently Asked Questions

Q1: What are the components of Power BI?



- **Power BI Desktop** – For report creation.
- **Power BI Service** – Cloud-based sharing.
- **Power BI Mobile** – View reports on mobile devices.

Q2: Can Power BI work without coding?

Yes! Most tasks can be done using **drag-and-drop**. However, **DAX** and **M Query** can be used for advanced calculations.

Q3: What file formats does Power BI support?

- Excel (**.xlsx**, **.csv**)
- SQL databases
- Cloud sources (Azure, Google Sheets)
- APIs

Q4: How is Power BI different from Excel?

Power BI offers **real-time data updates**, **better visualization**, and **cloud sharing**, whereas Excel is mostly **manual data processing**.

Q5: Can I use Power BI for free?

Yes! Power BI Desktop is **free**, but sharing reports requires a **Pro or Premium** license.

Power BI **simplifies data analysis** and makes decision-making **faster and smarter**. Keep practicing! 🚀