

Power BI Beginner Tutorial

Power BI Desktop

Power BI Desktop is a free application you can install on your local computer that lets you connect to, transform, and visualize your data. With Power BI Desktop, you can develop rich data visualizations and share them with others in your organization.

Power BI Interface

When you open Power BI Desktop, you'll see several panes and areas that you'll use to build your reports:

1. **Ribbon:** Contains buttons and commands for various tasks.
2. **Report View:** Where you create and arrange visuals.
3. **Data View:** Where you see your data in tabular form.
4. **Model View:** Where you manage relationships between tables.
5. **Fields Pane:** Shows the tables and fields in your data model.
6. **Visualizations Pane:** Contains visual types and formatting options.
7. **Filters Pane:** Allows you to filter data in your report.

Importing Data to Power BI

To import data:

1. Click on the "Home" tab.
2. Select "Get Data".
3. Choose the data source type (e.g., Excel, SQL Server, Web, etc.).
4. Follow the prompts to load your data.

Example: Importing data from an Excel file.

1. Click "Get Data" > "Excel".
2. Navigate to your file and select it.
3. Select the table or range to import.
4. Click "Load".

Visuals in Power BI

Visuals are the heart of Power BI reports. They help you present your data in a meaningful way.

Transform Data

To transform data:

1. Click on "Transform Data" in the Home tab to open Power Query Editor.
2. Use the various options to clean and shape your data, such as:
 - Remove columns
 - Filter rows
 - Change data types
 - Merge or append queries

Example: Removing duplicate rows.

1. In Power Query Editor, select a column.
2. Click "Remove Rows" > "Remove Duplicates".

Canvas Background Setting

You can customize the canvas background to enhance the visual appeal of your reports.

1. Go to the "Format" pane.
2. Select "Canvas background".
3. Choose the background color or image.
4. Adjust transparency if needed.

Card & Formatting

Cards display a single value, such as a KPI.

1. Drag a numeric field to the canvas.
2. Select the Card visual.
3. Format the card using the "Format" pane (e.g., data label, category label, background, etc.).

Column Charts & Formatting

Column charts are useful for comparing values across categories.

1. Drag a field to the canvas and select the Column chart visual.
2. Drag fields to the "Axis" and "Values" wells.
3. Use the "Format" pane to customize the appearance (e.g., data colors, axis labels, title, etc.).

Pie Chart & Formatting

Pie charts show the proportion of categories as slices.

1. Drag a field to the canvas and select the Pie chart visual.
2. Drag fields to the "Legend" and "Values" wells.
3. Format the pie chart using the "Format" pane (e.g., slice colors, data labels, title, etc.).

Slicer & Formatting

Slicers are used to filter data in your reports.

1. Drag a field to the canvas and select the Slicer visual.
2. Format the slicer using the "Format" pane (e.g., orientation, selection controls, title, etc.).

Bookmark & Reset

Bookmarks capture the current state of a report page.

1. Navigate to the "View" tab.
2. Select "Bookmarks".
3. Click "Add" to create a new bookmark.
4. You can use bookmarks to create navigation buttons or reset filters.

Page Navigation in Power BI

You can create navigation between different report pages.

1. Create buttons or shapes for navigation.
2. Use the "Action" feature in the "Format" pane to link to other pages or bookmarks.

Insert Text & Icon

You can add text boxes and icons to your reports.

1. Go to the "Insert" tab.
2. Select "Text box" or "Image".
3. Add your text or image to the canvas.
4. Format them using the "Format" pane.

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