POWER BI DOMINATION

WORKSHOP

—

DAY 1 NOTES BY SKILL NATION

Microsoft Certified
Trainer

Microsoft Certified
Expert

Google Certified
Data Analyst

Co-Founder & CEO
Skill Nation

12,000+
Students trained in Power BI Dashboards

1,70,000+
Students trained in Data Analytical Tools Like Tableau, Excel, SQL, etc

POWER BI EXPERT
EXCEL EXPERT
POWERPOINT EXPERT
TABLEAU EXPERT
STRUCTURED QUERY EXPERT

Analyst at Google gets qualified for a promotion using the Masterclass !

Job + Promotion

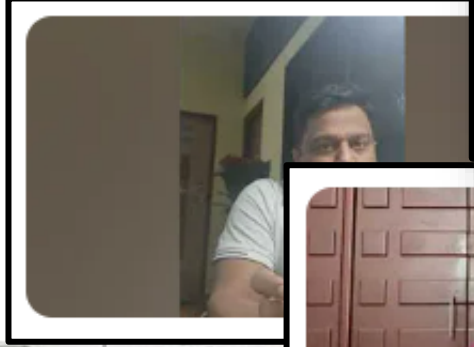Google

Masterclass B52 - Testimonial
views • 5 months ago

Masterclass B27 - Testimonial
Jatan Shah • views • 5 months ago

Masterclass B83 - Testimonial
views • 5 months ago
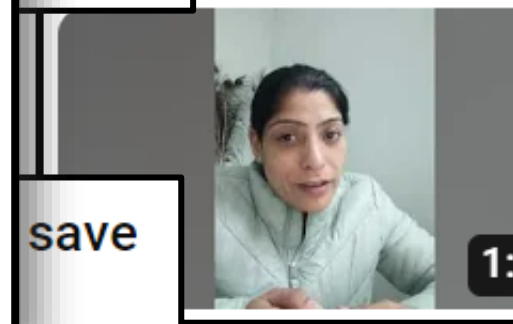
Capgemini program manager was able

Capgemini

Jatan Shah

Reviews 299 • Excellent

4.7 ⓘ

save

Engineer in Accenture got an appraisal, promotion & salary hike of 30% using the Masterclass

Salary Hike

accenture

Extract & present actionable insights for your company on Monday

As an employee of SN Corporation,
You have an important meeting this Monday.

Your promotion is 1 step away & this meeting can either get you a big raise & a bigger job title OR keep you stuck in your current role for 2 more years.

You need to impress everyone by…
1. **Getting actionable insights**
2. **Answers to complicated questions**
3. **Be ready for any question you are going to be asked**
4. **Present your company's performance in a stunning dashboard**
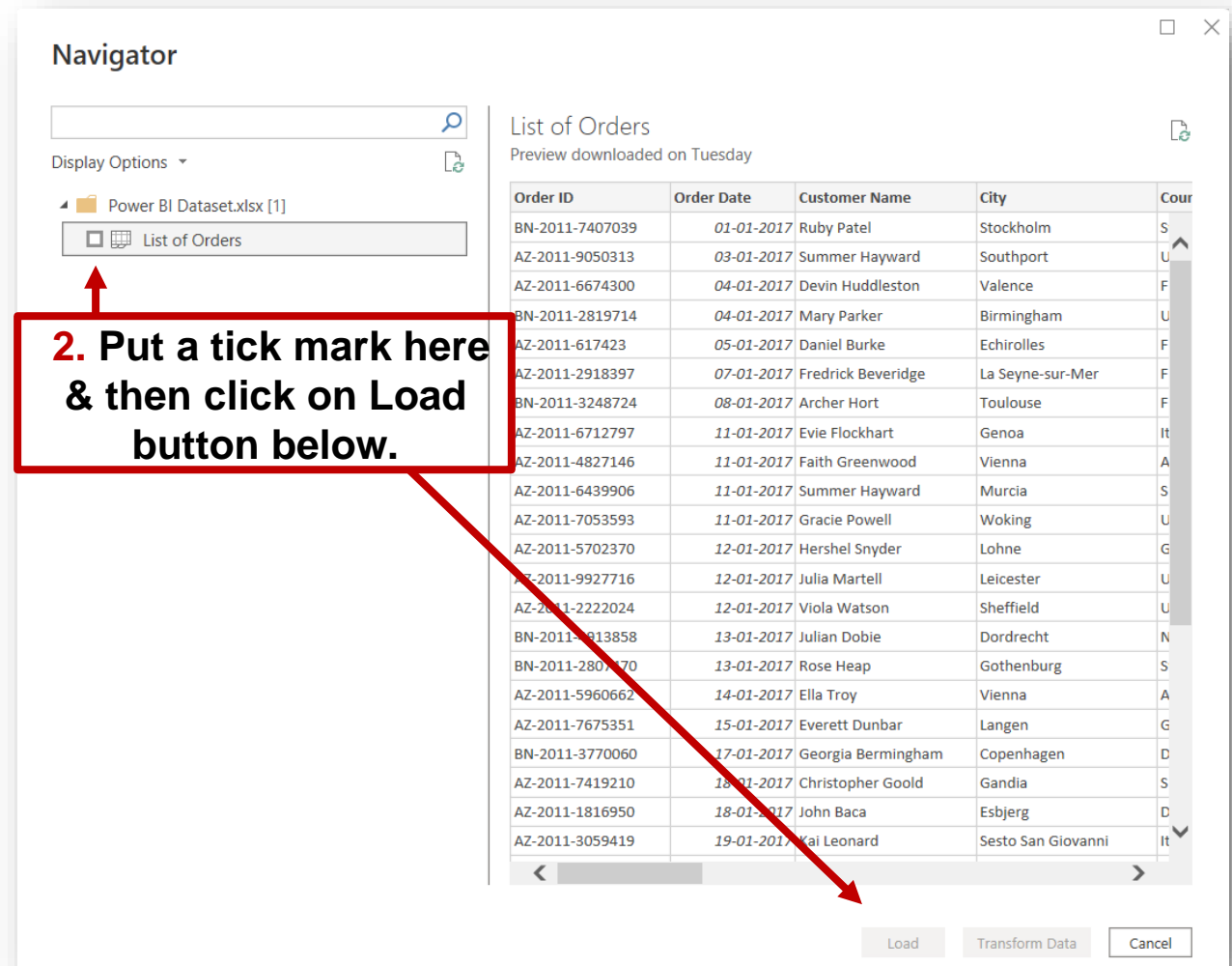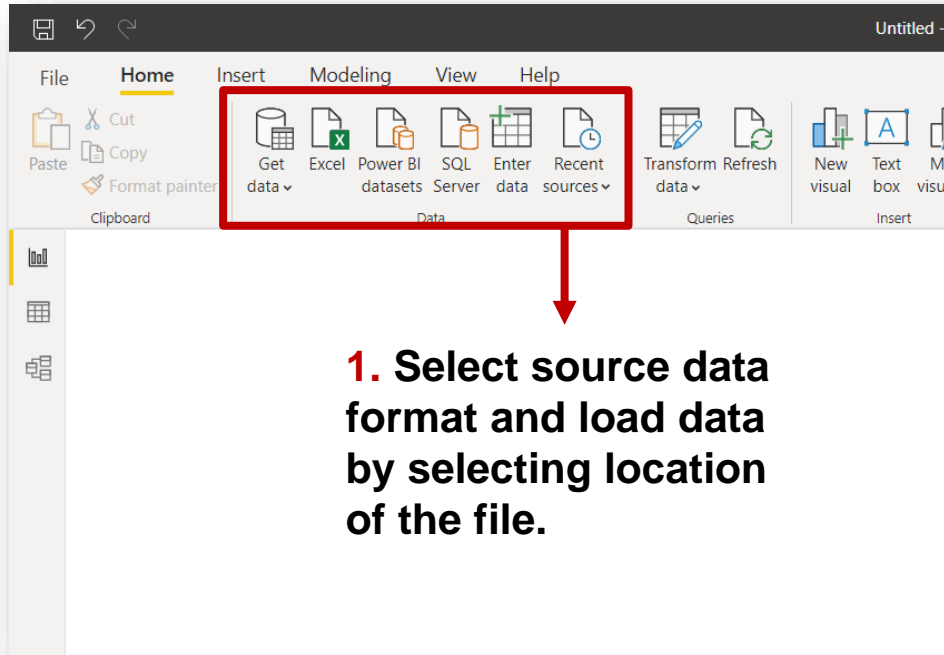
Power BI Interface - Explained

Ribbon

Field Pane

Shows all fields from your data

Filters Pane

Helps you add filters to your visual

Visuals Pane

What Page of Dashboard are you on?

Helps you add visuals to your dashboard & format it.

Loading your data

1. **Select source data format and load data by selecting location of the file.**

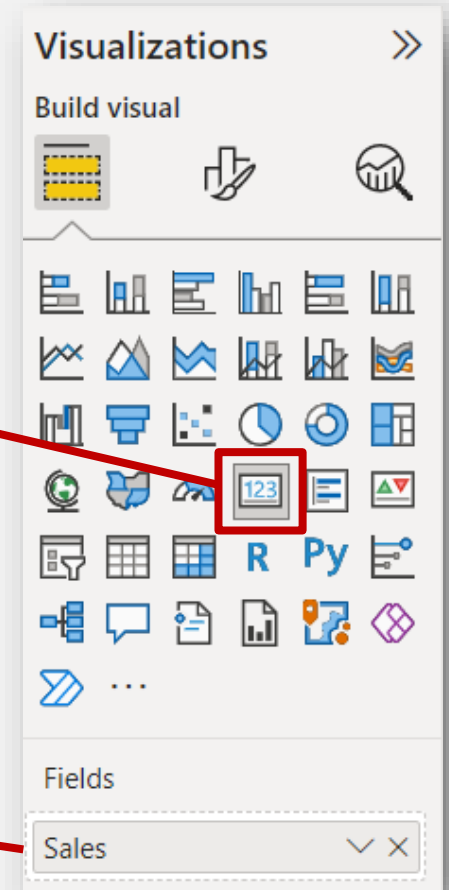2. **Put a tick mark here & then click on Load button below.**

Creating a Card

Click on the card visual to add it on your canvas. Once added, drag a numerical field you want to visualize in the fields box.

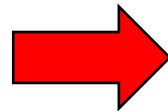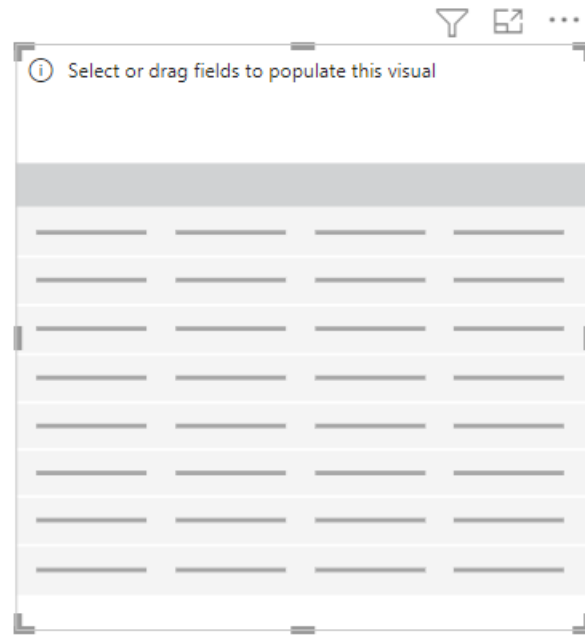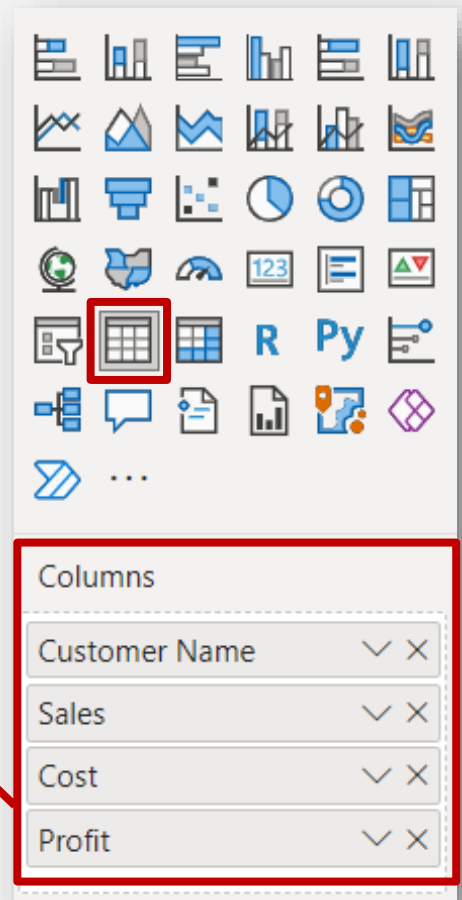Add numerical field in fields as shown below.

After adding Sales to card

Creating a Table

Click on the table visual to add it on your canvas.
Once added, drag any field you want to visualize in the columns box.

Add any field in columns as shown below.

Creating a Column Chart – X-axis & Y-axis

Add fields in X & Y Axis as shown below.

Sales is your Y-axis

Adding numerical metric as Y-axis helps the user understand the extent of it by the column height.
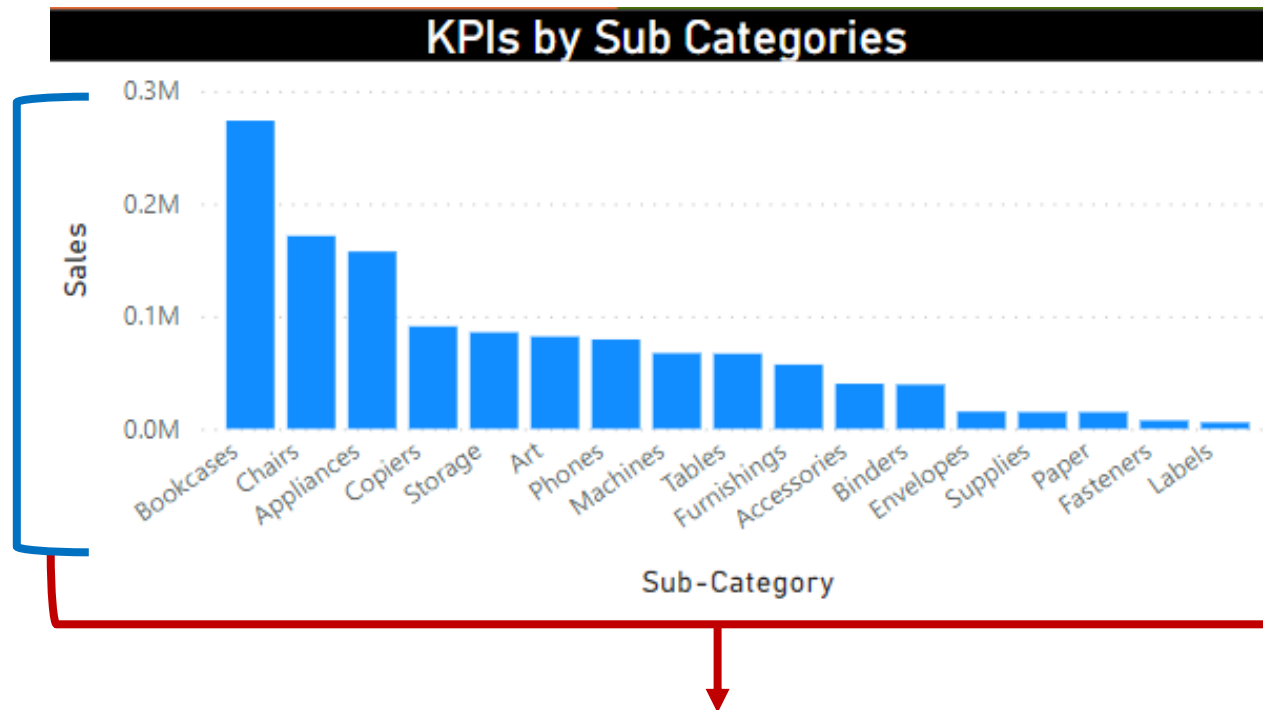
Sub-Category is your X-axis

Add the text based field that you want to see in the X-axis. As we are using a column chart, numerical metrics like sales, profit etc will become Y-axis as we want the column HEIGHT to show the extent of that metric.

Creating a Column Chart – Legend

Legend further divides your visual into different colors by adding a second level of breakdown.

Adding Region to legend breaks all our subcategories from 1 column for each subcategory to 3 columns for each sub-category, all having different colors.

For ex – 1 Column of bookcases becomes 3 columns of Bookcases from Central, Bookcases from North & Bookcases from South.
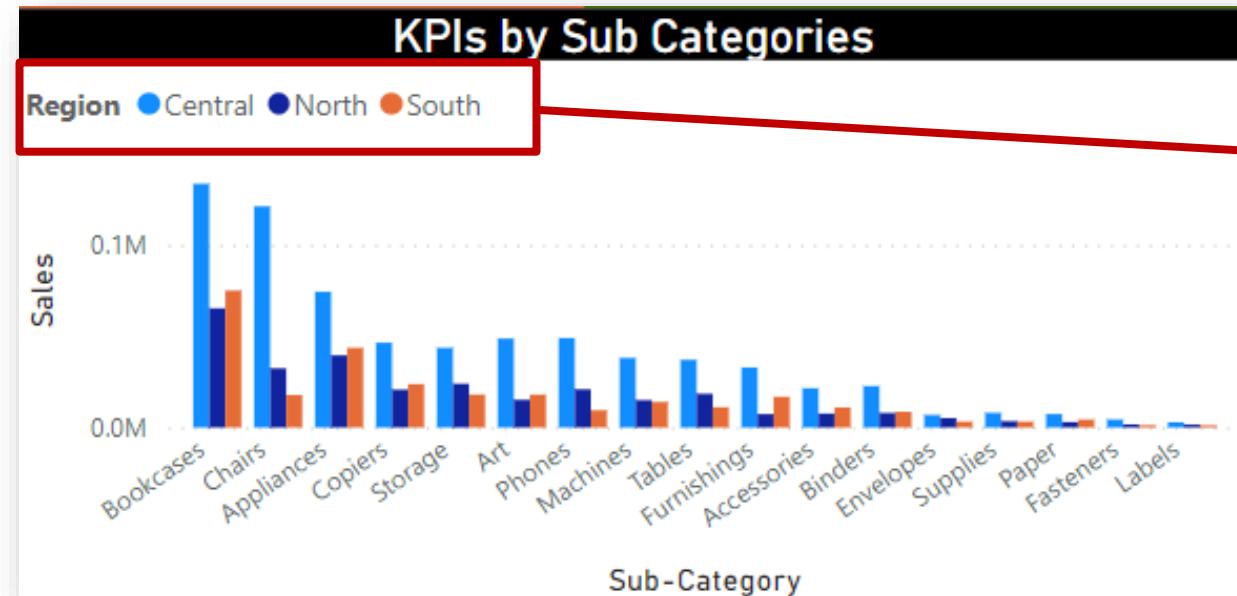
Add fields in Legend as shown below.

Creating a Column Chart – Tooltips

Any metric (numerical field) that you add in Tooltips will be visible to you when you hover over different elements of the visual.

For ex – After adding Profit to tooltips, whenever user hovers over ANY column of the column chart, they will see profit of that subcategory along with the Sales amount as well. Profit amount will only be visible as a value in the hover box and not as an additional column in the chart.
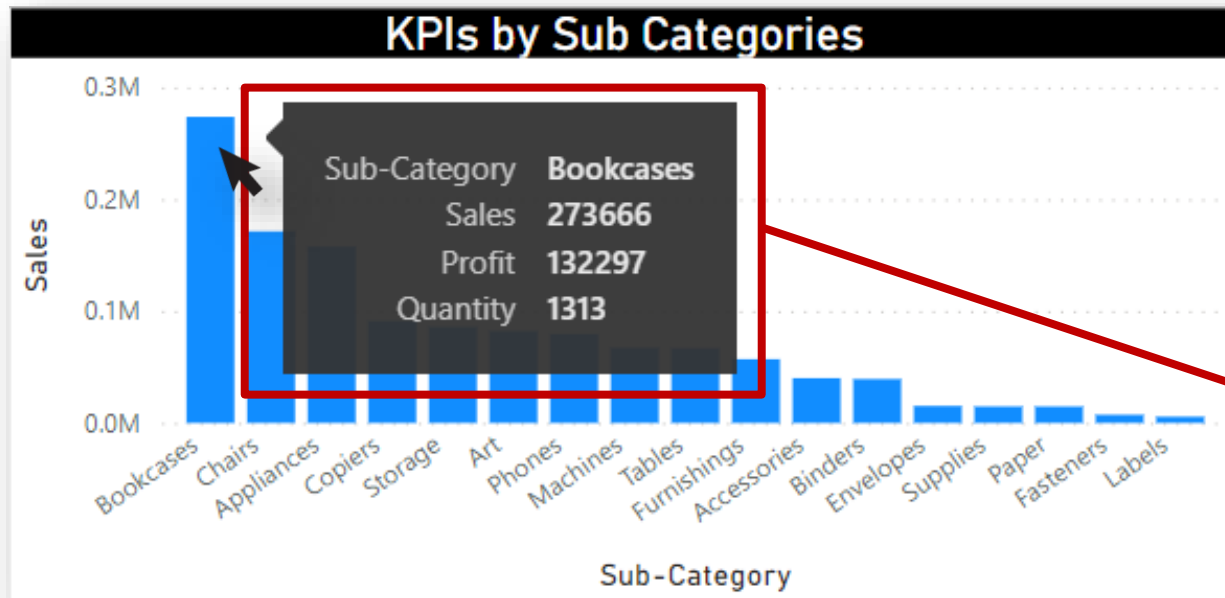
Add fields in Tooltips as shown below.

Creating a Bar Chart from a Column Chart

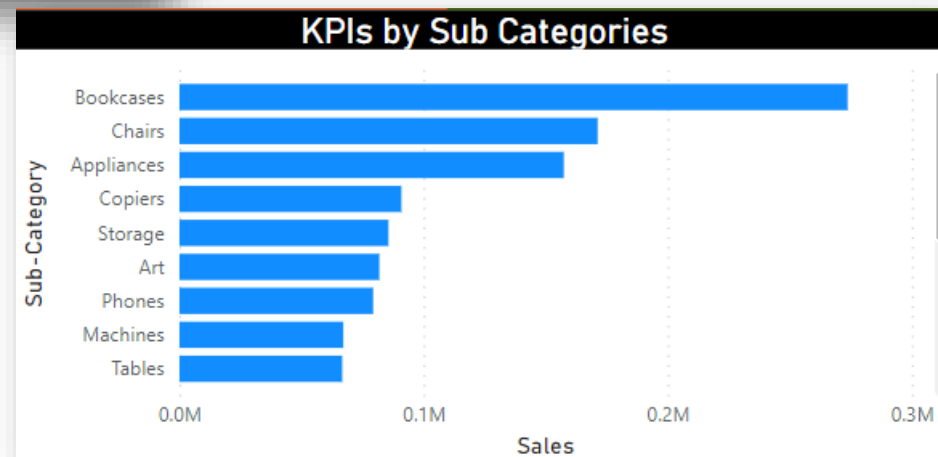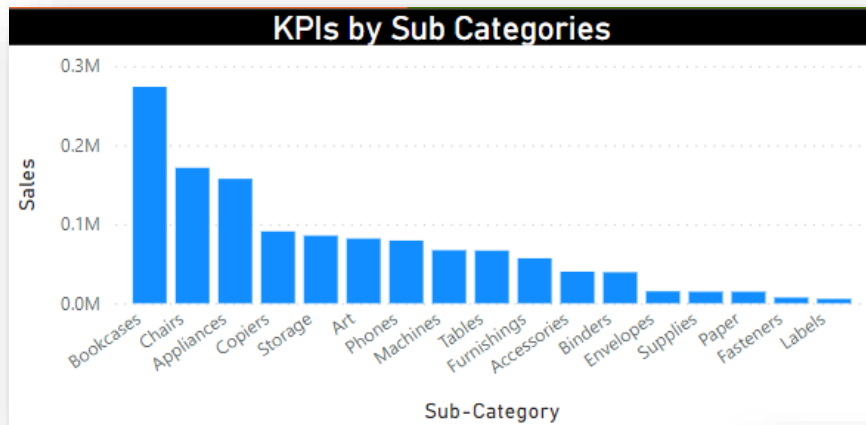To create a Bar Chart, all you have to do is create a Column Chart & then click on Bar Chart icon in Visualization Pane to convert it to a Bar Chart.

Switch from right icon to left icon.
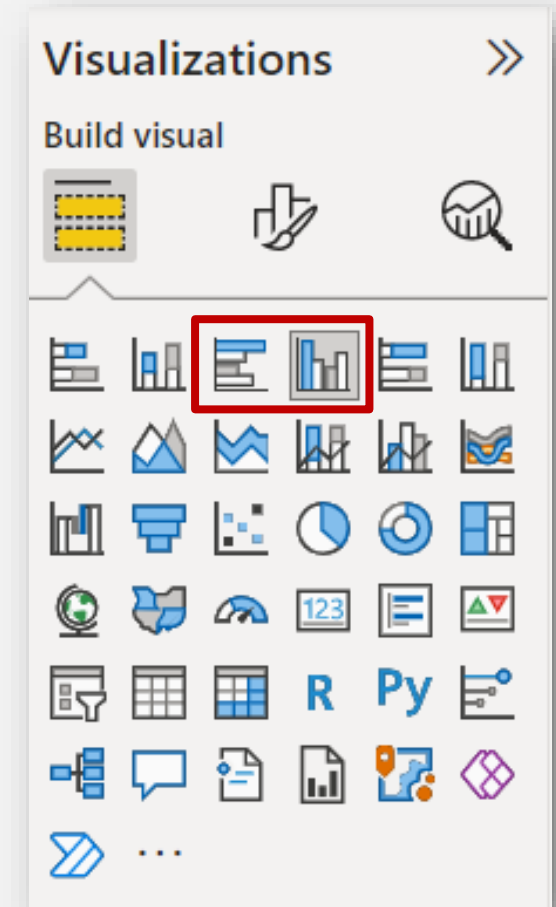
Creating a Line Chart

To create a Line Chart, all you have to do is add your date field in X-axis & the numerical field you want to see the trend of in Y-axis.

By doing the above you will get one line showing trend of the numerical field over your date range. If you want to break it into multiple lines based on another field, such as Shipping Mode, add it to the legend as shown below.
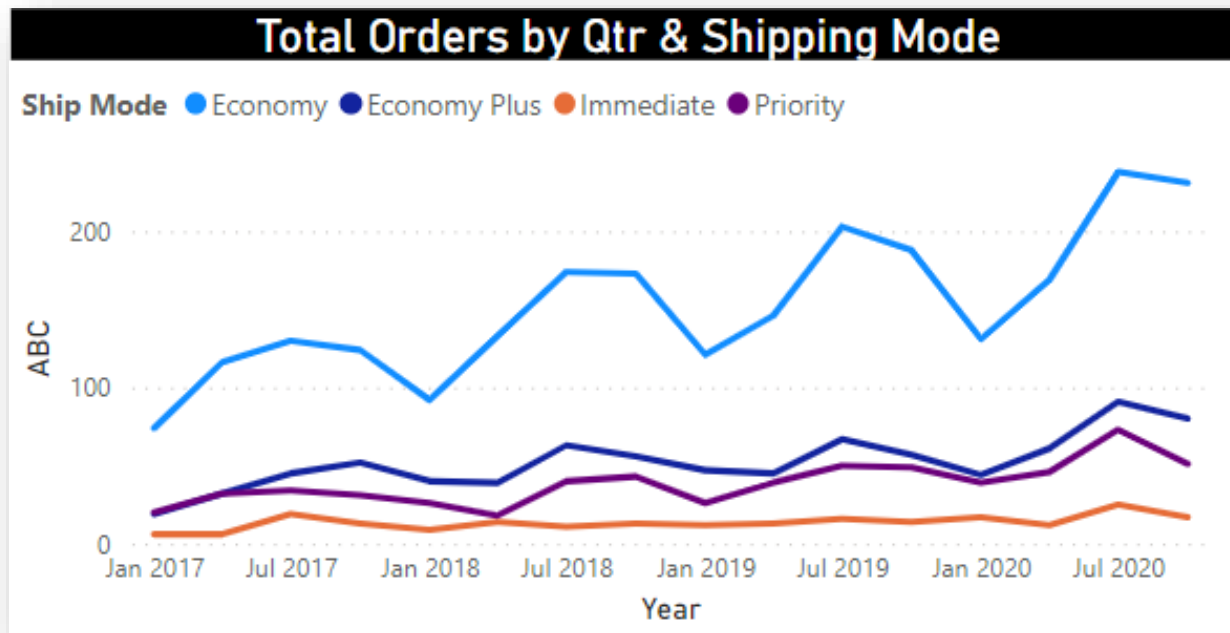
Once completed, this is how your inputs will look like.

Creating a Pie Chart

To create a Pie Chart, add your numerical field in values & the field by which you want to see a breakdown of your values in legend.

By doing the above you will get one line showing trend of the numerical field over your date range. If you want to break it into multiple lines based on another field, such as Shipping Mode, add it to the legend as shown below.

Once completed, this is how your inputs will look like.

Step 1: Added Qty as Values	→	Step 2: Added Region as Legend

Quantity Sold by Region
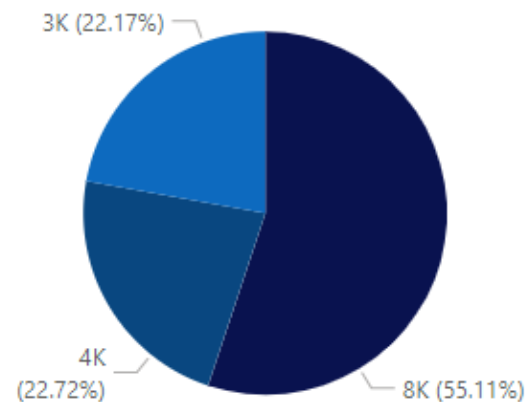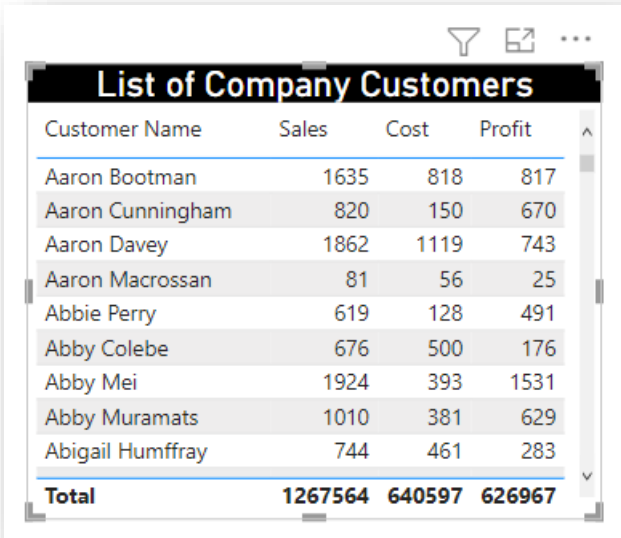
15K (100%)

Quantity Sold by Region

3K (22.17%)

4K (22.72%)

8K (55.11%)

Legend

Region   ∨ ✕

Values

Quantity   ∨ ✕

Details

Add data fields here

Tooltips

Add data fields here

FAQ: How to add / change title of a visual

1. **Select the visual by clicking on it.**

List of Company Customers

Customer Name	Sales	Cost	Profit
Aaron Bootman	1635	818	817
Aaron Cunningham	820	150	670
Aaron Davey	1862	1119	743
Aaron Macrossan	81	56	25
Abbie Perry	619	128	491
Abby Colebe	676	500	176
Abby Mei	1924	393	1531
Abby Muramats	1010	381	629
Abigail Humffray	744	461	283
Total	**1267564**	**640597**	**626967**
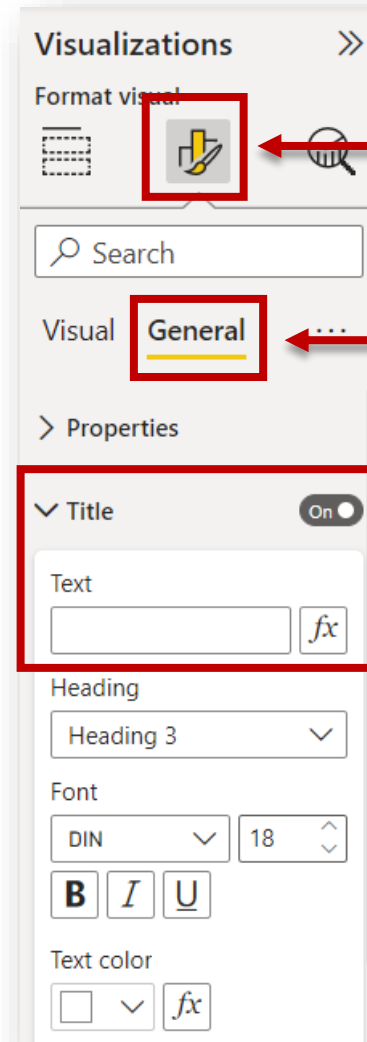
Visualizations »

Format visual

🔍 Search

Visual **General** ....

2. **Click on the Format Visual icon under the Visualizations Pane.**

3. **Click on the General Tab**

> Properties

∨ Title   On ⬤

Text

[   ] *fx*

4. **Enable title & add your title under "Text"**

Heading

[Heading 3   ∨]

Font

[DIN   ∨] [18 ↕]

B *I* U̲

Text color

[☐ ∨] *fx*

Tip: **You can further format title by adding background, changing font style, etc by using the options below "text".**

FAQ: How to change background of a scorecard (or any other visual)

1. Select the visual by clicking on it.
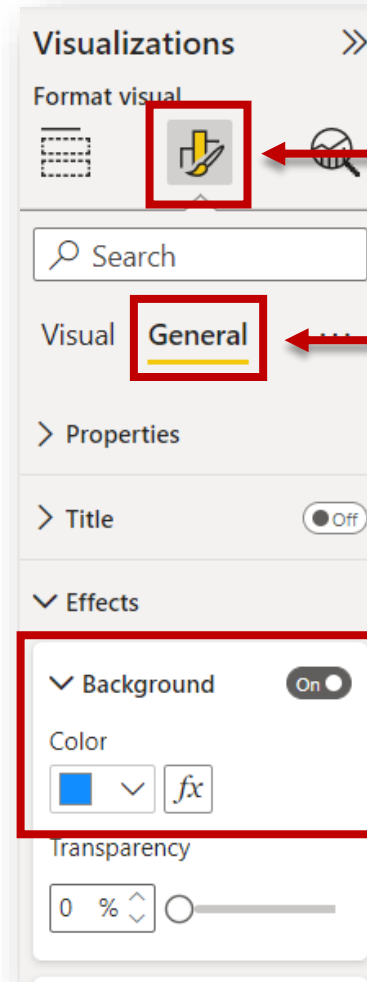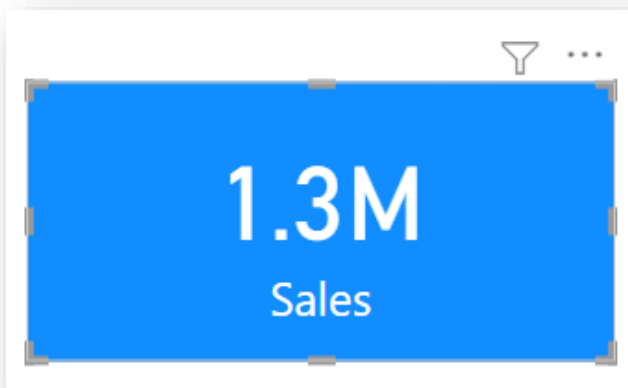
2. Click on the Format Visual icon under the Visualizations Pane.

3. Click on the General Tab

4. Go to "Background" under the Effects Section & Change the color by clicking on color icon.