

# 1. Access Google Data Studio

a. Open Looker Studio in your web browser:

- Open your preferred web browser (Google Chrome, Firefox, Safari, etc.).
- In the address bar, type "lookerstudio.google.com" and press Enter.

b. Sign in with your Google account:

- If you are not already signed in, click on the "Sign In" button.
- Enter your Google account credentials (email and password) and click "Sign In."

# 2. Create a New Report:

a. Click on the "+" button to create a new report:

- Once signed in, you'll be on the main dashboard. Look for the "+" button (usually located in the left sidebar) and click on it.

b. Choose a blank report or start with a template:

- You'll be prompted to choose between starting with a blank report or using a template.
- If you prefer a clean slate, select "Blank Report."

# 3. Connect Data Sources

a. Click on "Add Data" to connect your data sources:

- Inside the report editor, you'll see the toolbar at the top. Click on "Add Data" in the toolbar.

b. Select the appropriate data source:

- A panel will appear on the right side of the screen. Here, you can choose your data source. Here, I am using "File Upload" option
- Select "Click to Upload files" option
- Here, I am using the file "Vehicle.csv" from my computer.
- After uploading the file successfully, Click the "Add" button.
- Select "Add to Report" option in the coming dialogue box

By following these steps, you'll have successfully accessed Google Data Studio, created a new report, and connected your chosen data source. This sets the foundation for building your report and visualising your data using the powerful features of Google Looker Studio.

# 4. Adding a Background Image

Access the Report:

- Open your report in Google Looker Studio.

Enter Edit Mode:

- Click on the "Edit" button to enter edit mode.

Select the Report Canvas:

- Click on an empty area of the report canvas to ensure nothing is selected.

Configure Background:

- In the top Main menu option, look for the "Insert" option.
- Select "Image" option

- Select “Upload from computer” and select the image
- Then adjust the image

Adjust Settings:

- In the image Properties, Under setup option, uncheck the option “Preserve Aspect Ratio
- And adjust the image to your report canvas.

## 5.Chart Section

Column Chart for Vehicles and Prices:

- Click on the “Insert” menu
- Select Column chart
- Drag and draw on to the canvas.
- Under the chart Setup,
- In the Dimension, select the “Total Price of Vehicle”
- In the Metric, select the metric “Total Price”

Bar Chart for Total Sales and Profit by Region:

- Click on the “Insert” menu
- Select Bar chart
- Drag and draw on to the canvas.
- Under the chart Setup,
- In the Dimension, select the “Sales by Region”
- In the Metric, select the metric “Total Price” and “Total Profit”
- In the sort option, select “Total sales” as Descending

Apply Themes:

- Utilise themes to maintain a consistent look across your controls and charts.
- I am focusing on the blue colour near to the background wallpaper.

## 6.Control Section

Sales by Bus Type, Dealer, Model, and Cylinder:

- Click on the option “Add a control”
- Select the option “Drop down-list”
- Drag and draw onto the canvas.
- Then the control options appear, Select the metric under the Control field option
- Manufacturer as Checkboxes:
- Click on the option “Add a control”
- Select the option “Check box”
- Drag and draw on to the canvas.

- Then the control options appear, Select the metric under the Control field option

## 7. Styling Charts

Access Chart Settings:

- Click on a chart style option to access its settings.

Customise Colours:

- Select the chart color as blue under “color by” option

Modify Gridlines:

- Under the grid option, select grid color as transparent

Under Bar chart:

- Check the “Show data labels” option

## 8. Test and Preview

View Button:

- Click on the "View" button, typically located in the top-right corner of the Google Looker Studio interface.

Interactive Testing:

- Interact with the controls you've set up (dropdowns, checkboxes, etc.) to verify that they dynamically filter the charts based on your selections.

Review Chart Responses:

- Observe how the charts respond to changes in the controls, ensuring that the data updates accordingly.

## 9. Save and Share

Save Your Report:

- After confirming that your report looks and functions as expected, click on the "Save" button, typically located in the top-left corner.

Provide a Meaningful Name:

- Give your report a meaningful and descriptive name to easily identify it later.

Save Changes:

- Confirm that all changes are saved. Google Looker Studio often auto-saves your work, but it's good practice to check.

Share Button:

- To share your report with others, click on the "Share" button, typically located near the top-right corner of the interface.

Adjust Sharing Settings:

- Set up sharing settings, such as whether viewers can only view or also edit the report.

Share Link or Email:

- Depending on your sharing settings, you can either generate a shareable link or directly invite people via email.

Collaborative Editing (Optional):

- If collaboration is needed, consider enabling collaborative editing to allow multiple users to work on the report simultaneously.

Confirm Accessibility:

- Double-check that the people you've shared the report with have the necessary permissions to access and view it.