

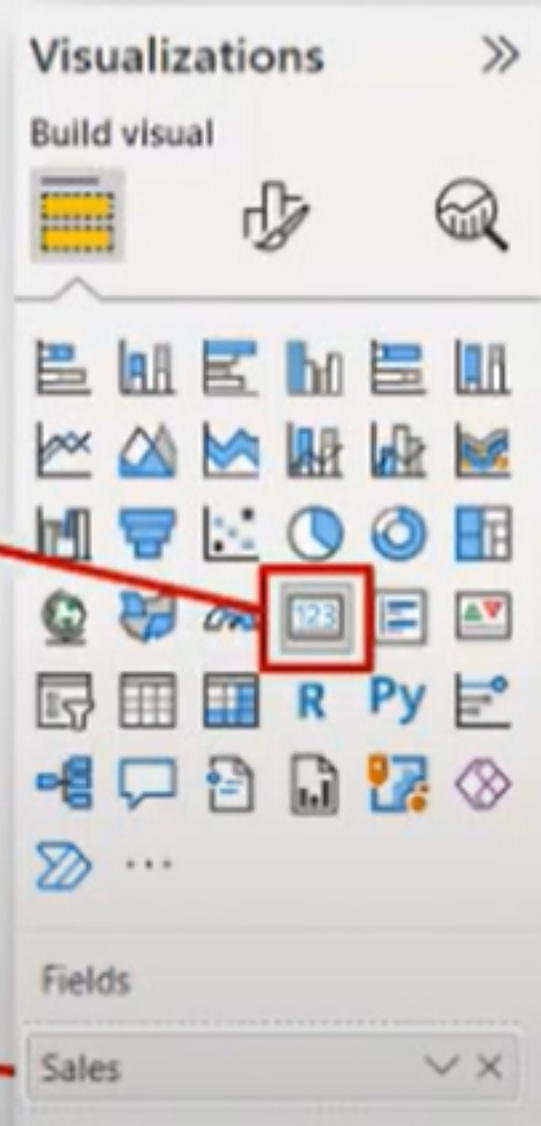
# Creating a Card

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.



*After adding Sales to card*

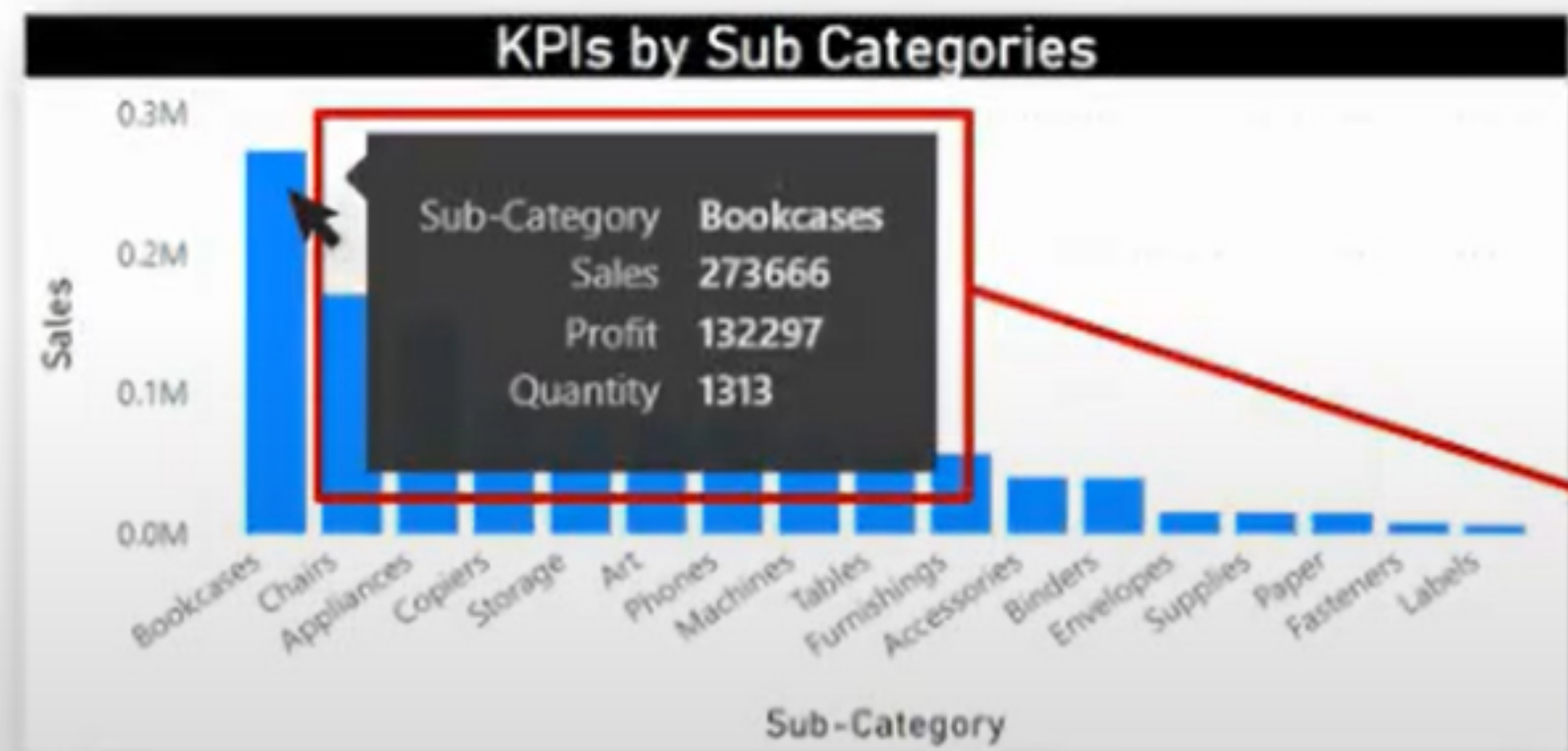
Add numerical field in fields as shown below.



# 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.**

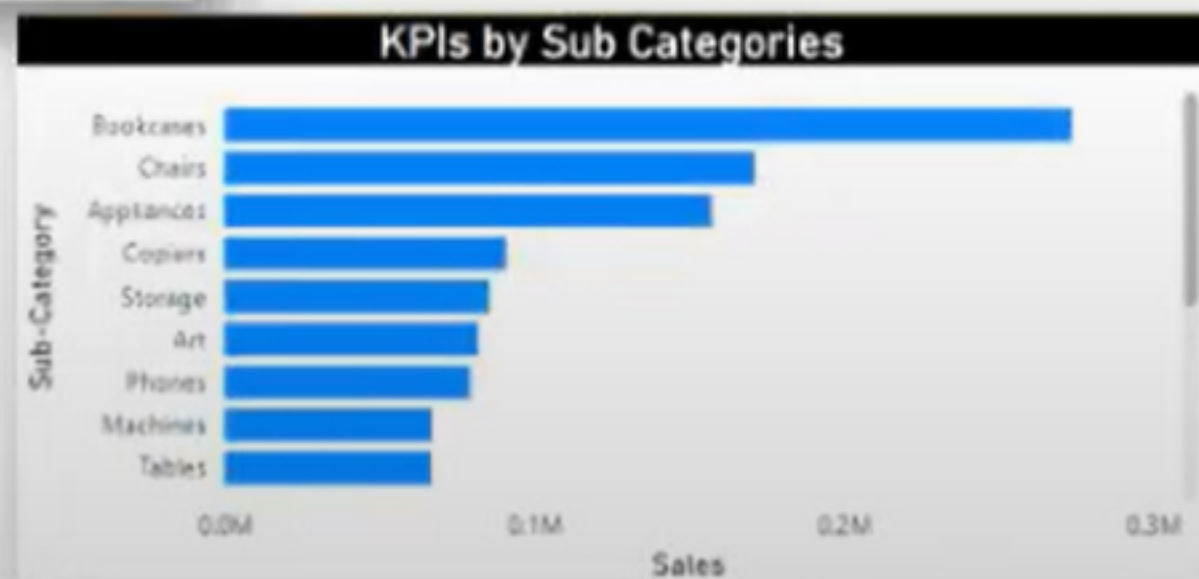
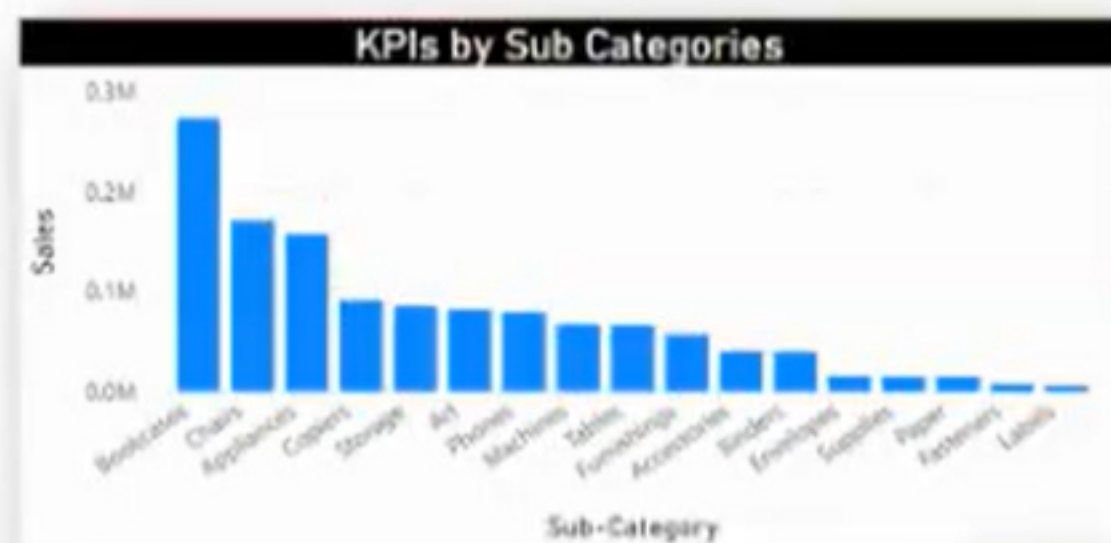
The configuration pane shows the following settings:

- X-axis: Sub-Category
- Y-axis: Sales
- Legend: Add data fields here
- Small multiples: Add data fields here
- Tooltips: Profit**

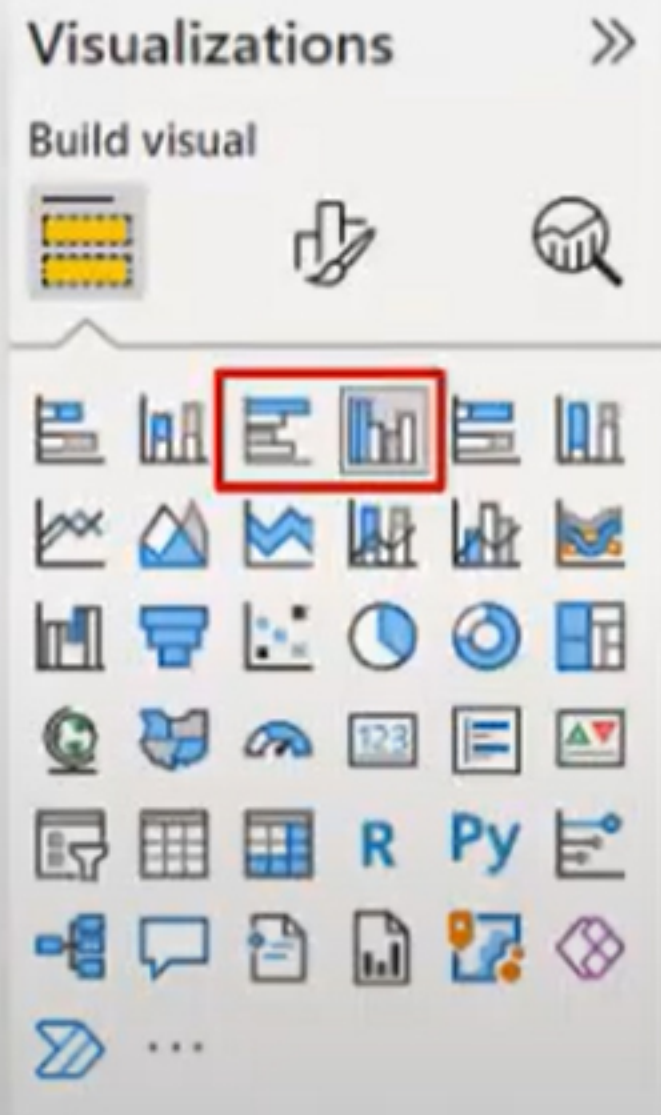


# Creating a Bar Chart from a Column Chart

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.



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

X-axis	
Order Date	✓ ✕
Year	✕
Quarter	✕
Y-axis	
Count of Order ID	✓ ✕
Secondary y-axis	
Add data fields here	
Legend	
Add data fields here	



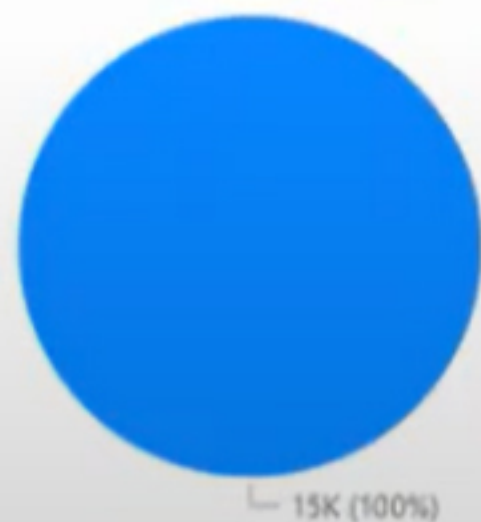
# Creating a Pie Chart

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.

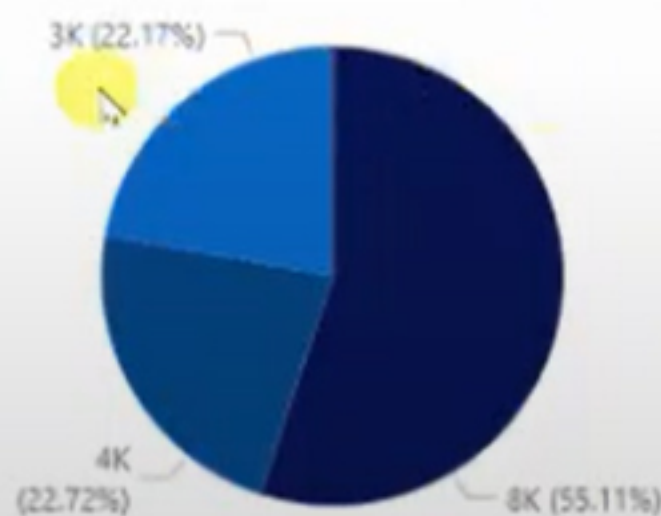
Step 1: Added Qty as Values

Quantity Sold by Region



Step 2: Added Region as Legend

Quantity Sold by Region



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

A screenshot of the chart configuration interface. It shows three sections: 'Legend' with a dropdown menu set to 'Region', 'Values' with a dropdown menu set to 'Quantity', and 'Details' with a text input field containing 'Add data fields here'. Below the 'Details' section is another text input field also containing 'Add data fields here'.

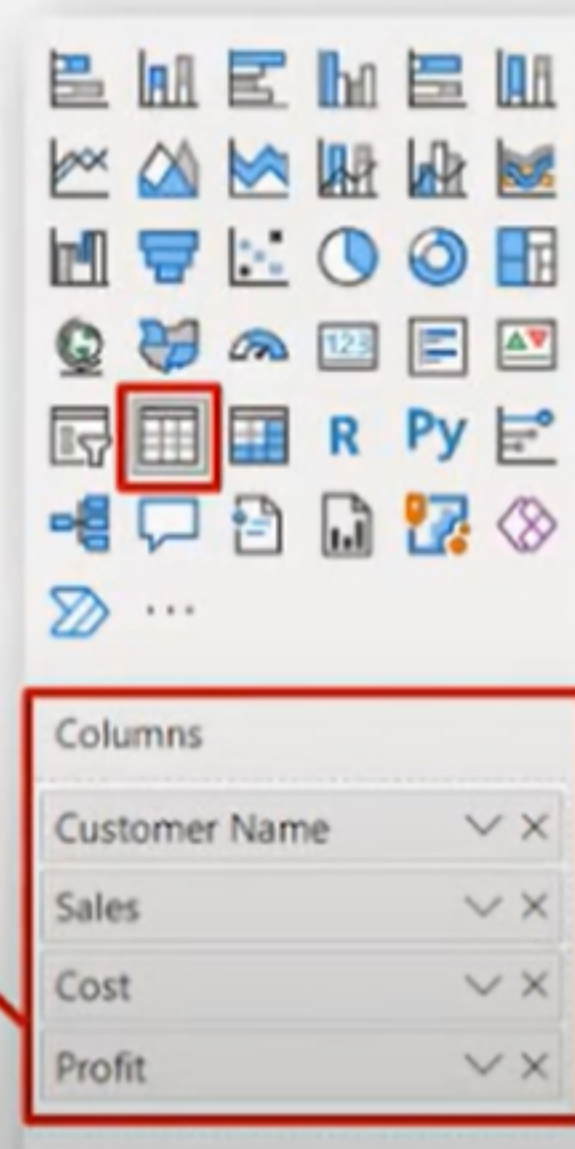
# Creating a Table

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



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
Ada Dalton	773	565	208
Adam Bentley	3458	1807	1651
Adam Gibbs	815	625	190
Adam Harte	2540	1216	1324
Adam Peacock	589	492	97
<b>Total</b>	<b>1267564</b>	<b>640597</b>	<b>626967</b>

Add any field in  
columns as  
shown below.

A screenshot of the Power BI interface. On the left is a 'Visuals' gallery with various chart and table icons. The 'Table' icon is highlighted with a red box. A red arrow points from this icon to the 'Columns' pane on the right. The 'Columns' pane is also highlighted with a red box and contains a list of fields: 'Customer Name', 'Sales', 'Cost', and 'Profit'. Each field has a dropdown arrow and a close button (X) to its right.

Columns	
Customer Name	▼ ×
Sales	▼ ×
Cost	▼ ×
Profit	▼ ×