

## LESSON HANDOUT

# Building visualisations and dashboards in PowerBI

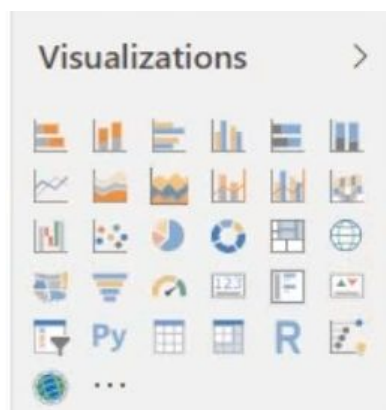
## Why

Dashboards in PowerBI are a great way of dynamically exploring data for insights. Optimising your visualisations in the platform is well worth it as it can make the difference between comprehension and non-comprehension for the end-user.

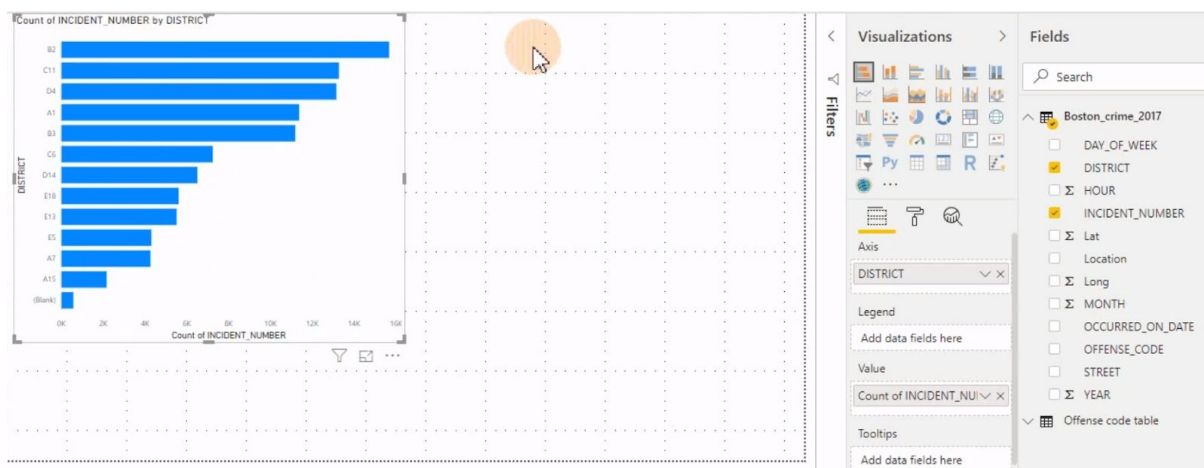
## Building visualisations

There are three main methods of building visualisations in PowerBI as detailed below.

- **Method 1** - start with the visualisation.
  - Step 1. Select the visualisation for the right-hand panel. The visualisation pane will adapt depending on the visualisations you have selected.



- Step 2. Select the visualisation and drag the appropriate field into the pane to produce your visualisation. In the below example, dragging INCIDENT NUMBER to Value and DISTRICT to Axis has created a count of incidents by district.



- **Method 2** - start with the fields.
  - Step 1. Tick or drag the fields which you want in order to form your visualisation. PowerBI will then form these fields into a table.
  - Step 2. Select the table, and then click on the visualisation that you wish to build.
- **Method 3** - ask a question.
  - Step 1. Click the 'Ask A Question' button in the top menu. This is found on the ribbon > Home tab > Insert > Ask A Question.



- Step 2. Type in a description of the visualisation that you want to build and PowerBI will suggest visualisations to you. Try to use field names in your description, for example - incident count by district.

## Building dashboards

Dashboards are a collection of relevant visualisations than can be filtered together, or based on one another that allows the user a level of interaction. The following features help to build useful levels of interaction in PowerBI:

- **Drill downs.** Drill-downs give us a more in-depth look at one particular point of data. It uncovers what is underneath that datapoint.
  - **How:** By placing multiple fields in your axis, this will display a series of arrows on the top right of your visualisation. These are your buttons to drill down. Alternatively, you may double click on a data point within the graph.



- **Slicers.** Slicers create an easy way for us to filter all or some of the visualisations on our dashboard.
  - **How:** Slicers can be accessed within the visualisation pane:

