POWERBI

Program 01

Introduction to powerbi - Get started with powerbi-sign up for power Bi - Overview: power Bi data sources - connect to Excel data data that can be refreshed - create a report with visualizations.

1. INTRODUCTION TO POWERBI — powerbi is a powerful business analytics tool developed by Microsoft that enables users to visualize and analyze data effectively, helping the organisations make data-driven decisions.

POWER BI DESKTOP: There is a free application for windows that allows users to create reports and data visualisations. It includes tools for data modelling, transforming data using power Query, creating relationships and designing interactive reports.

2. STARTED WITH POWERBI — Go to the official power BI desktop download page (https://powerbi.microsoft.com/en-us/desktop/). Download powerBi by clicking on the button indicating "Download free". Once the downloads is complete, follow on the on-screen instructions provided by installation wizard to install powerbi desktop on the computer. After successful installation you can launch now.

3. SIGN UP FOR POWERBI : Go to powerBi website (powerbi.micro soft.com). Sign up for a powerBi account using your work or personal email.

4. OVERVIEW, POWER BI DATA SOURCES: powerbi supports various data sources, including but not limited to :
   a) Saas Solution - connect to cloud based services like microsoft dynamics 365, salforce ek..
   b) Local files - upload files from your computer such as csv etc.
   c) Databases - Connect to databases like SQL, MySQL etc.
   d) web sources - Extract data from web pages or API's.

5. Connect to a Saas Solution : Open powerbi desktop or sign up service online.
   · click on "Get data" from the Home tab.
   · Choose the type of saas solution you want to connect
   · Follow the prompts to sign in & connect to your saas solution. you'll likely need to provide your credentials or permissions to access the data.

6. Upload a csv local file
   · Click on "Get Data" from the Home tab
   · Select "Text/csv" from the available data sources.
   · Browse to locate & select the csv file from PC.
   · Power Bi will import the data from csv file.

7. Connect to Excel that can be refreshed.
   · click on "Get Data" From the Home tab
   · choose 'Excel' as the data source.

- Browse the selected Excel file
- PowerBi will import data from Excel file.
- To refresh the data, go "Home" -> "Queries" -> "Refresh".

2. Create a Report with Visualisation
- Select the appropriate type of Visualisation (eg. bar, pie, line) from visualisation pane on right side.
- Drag and drop fields from your datasets onto the report canvas to create visualisation such as chart, graph, table etc.
- Customize the visualization by format, sort and adding additional elements like slicer, text boxes etc. -
- Repeat the process to create multiple visualisation for various insights
- Save your report.

Program 02

Using Visualizations - create a new report - Create and arrange visualizations. Format a Visualization - use text, map and gauge visualizations and save a report - use a Slicer to filter visualizations - sort, copy and paste Visualisation's.

1. Create a New Report
 . Open Microsoft PowerBI Desktop
 . click on "File" > New"
 . import your data into powerBI by connecting to a data source

2. Create and Arrange Visualization's.
 . Select the appropriate type of visualization from Visualization pane on the right-hand side.
 . Drag and drop fields from your dataset onto the visual to create different visualizations like bar charts, line graphs etc.
 . Arrange the visualizations by clicking and dragging them to desired locations on the canvas.

3. Format a Visualization
 . Click on a Visualization to select it
 . Use the 'format' or 'Visualizations' pane to modify the appearance, colors, labels and other settings of the selected Visualization

4. Use text, map and gauge Visualizations and save a report.
 . Include a text Visualization by selecting "Card" from the "Visualizations" pane and drag & drop fields from your

dataset onto the visual.

- Add a map visualization using the map visual from the Visualization pane and dragging a geographical field onto the visual.
- Include a gauge Visualization by selecting "Gauge" from the "Visualizations" pane and configuring it with appropriate data.
- Click on "File" > "Save" the report in your desired location and format.

6. Use a Slicer to filter Visualizations.
- Select "Slicer (new)" from the Visualization pane and drag a field you want to use as a filter into the Slicer visual.
- Use the Slicer to interactively filter the other Visualizations on the report by selecting specific values.

7. Sort, copy and paste Visualization's.
- To sort Visualizations, select a Visualization and use the sort options available in the "Format" or "Visualizations" pane.
- To copy and paste Visualisations, Select the Visualisations, right-click and choose "Copy". Then, right-click on the canvas and select "Paste".

Program 03

Modify and print a Report - Rename and delete report pages - Add a filter to a page or report set visualization interactions - Send a report to PowerPoint.

1. Open an existing power BI report (example.pbix) in power BI desktop application. Add a new visual or edit an existing Visual or add a new page to the existing report.

2. To print the report, click publish in home tab, Enter the email address which you already sign up in with Power BI workspace → click continue → Select the destination workspace [already created Workspace] → click Select. The published report will appear in your Power BI Workspace → click Edit.

3. Click File → Print, In the print dialog box, select the printer, set margin and then Select print.

4. Right-click the page → click Rename → Type the name which you want.

5. Right-click the page → choose Delete → click Delete.

6. To add filter to a page, drag and drop a field (State) into the Filters on this page, From filter type → choose Basic Filtering → Select any you want

[Select any state]

7. To send a report to PowerPoint, click → Export to powerpoint → Export with current values → click Export, the report will be exported as powerpoint.

Program 04

Create a Dashboard - Create and manage dashboards - pin a report tile to a dashboard - Pin a live report page to a dashboard - pin a tile from another dashboard - Pin an Excel element to a dashboard - Add a tile to a dashboard.

1. Adding a tile to your dash board by selecting edit option and give a name to your dash board page

• Select the textbox and then select next the enter the title and subtitle and click Apply.

2. Pin a live report page to a dashboard - Pin a tile from another dashboard.

• Select the options in the dashboard as below.
• Select the pin tile the below option will be enabled Select the option to be pinned by giving options existing or a new dashboard.
• By selection another dashboard you can pin the tile live dashboard as follows.
You can view the dashboard from your workspaces. Both the dashboard are pinned to your workspace.