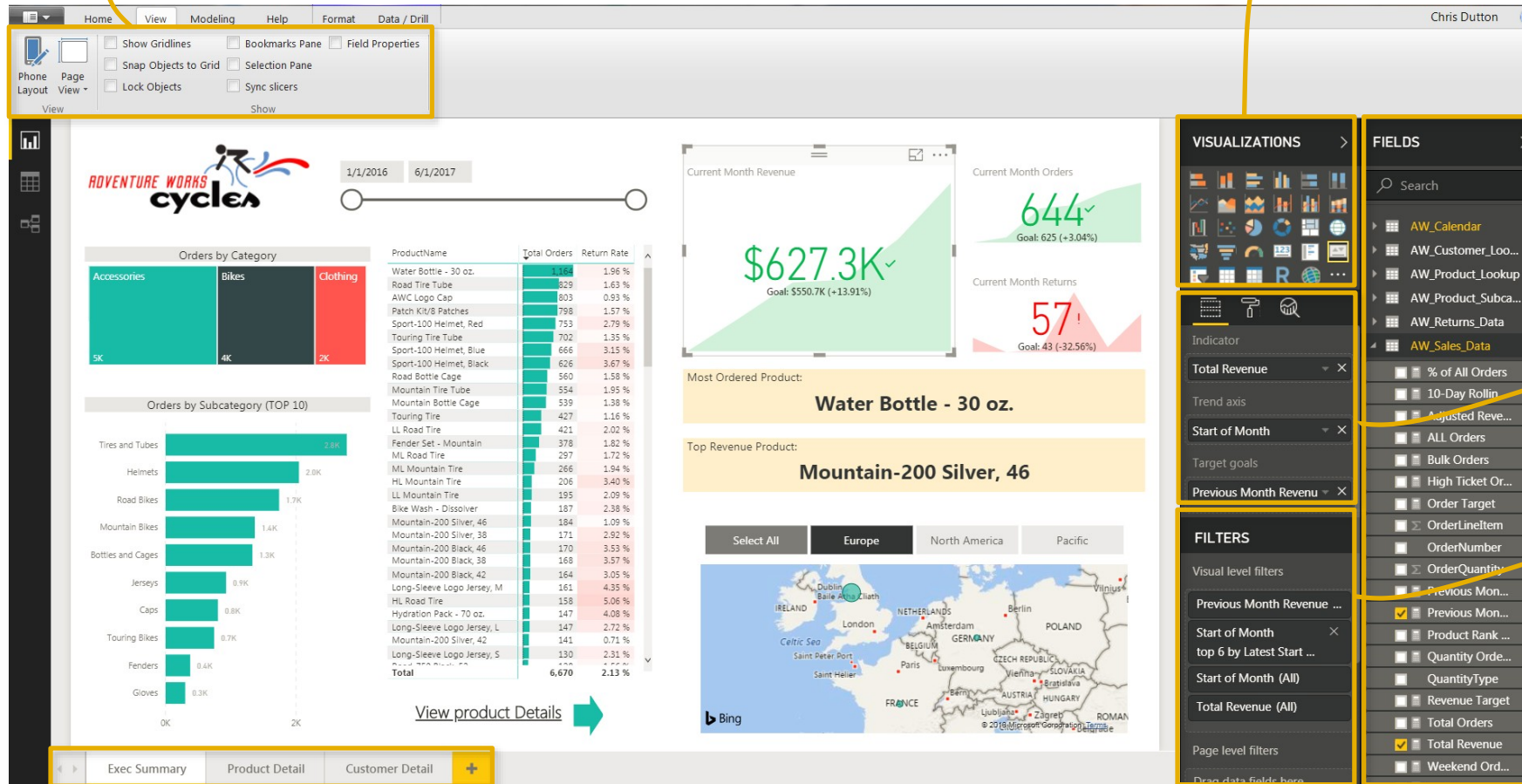


BUILDING REPORTS

THE POWER BI REPORT VIEW

“View” Options (Layout, Gridlines, Snap to Grid, Bookmarks/Selection Pane, etc)

Visualization Options (Charts, Slicers, Maps, Matrices, etc)



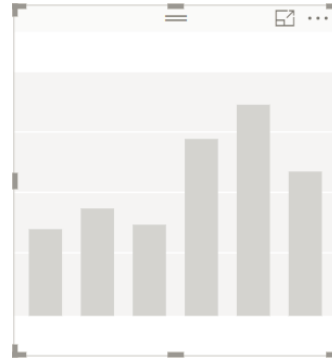
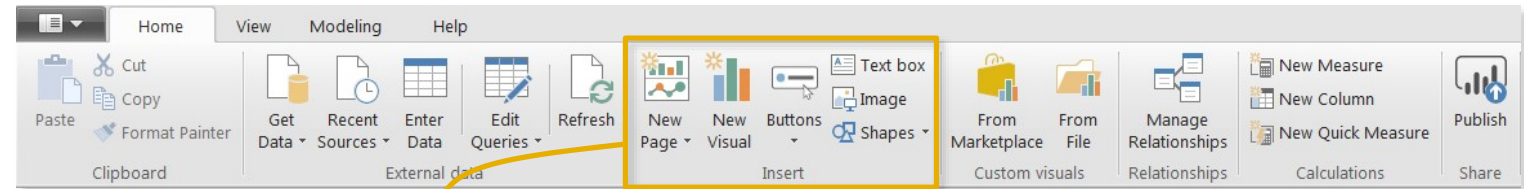
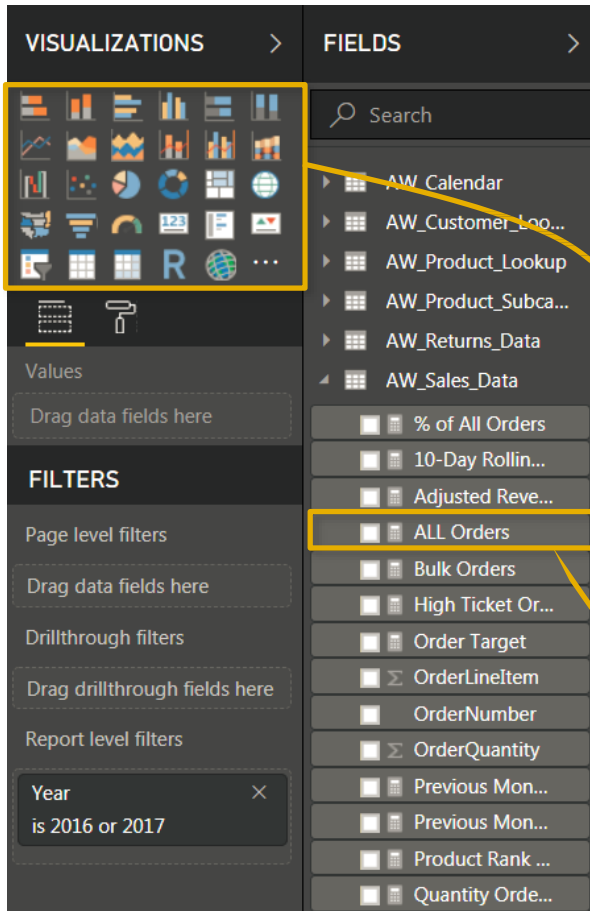
Field List (Tables, columns & measures)

Fields/Format/Analytics Pane
(Fields pane shown here)

Filters Pane (Visual-Level, Page-Level, Report-Level, and Drillthrough Filters)

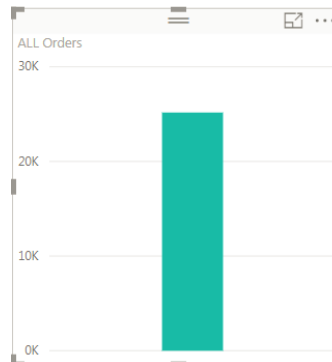
Report Pages (Similar to Excel tabs; each is a blank reporting canvas)

INSERTING OBJECTS & BASIC CHARTS



Click on a visualization type or use the “*New Visual*” option in the **Home** tab to insert a blank chart template (usually a column chart by default)

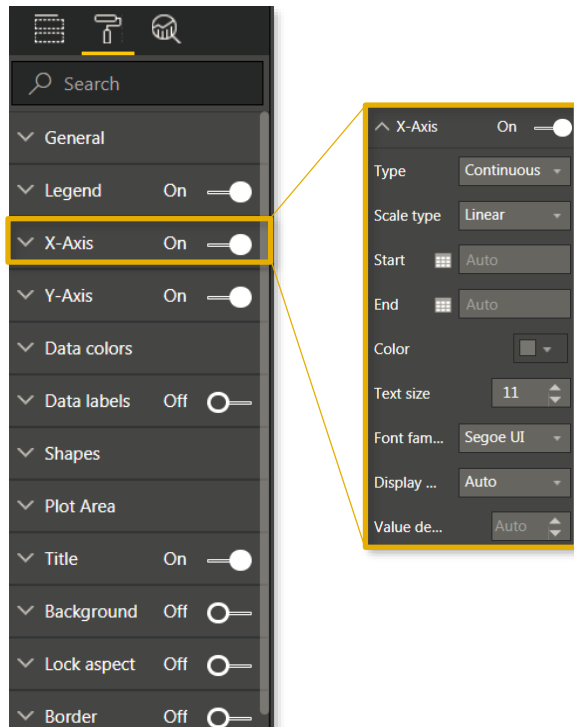
Note: You can also add **New Pages**, **Buttons**, **Text Boxes**, **Images** and **Shapes** from this menu



Drag fields or measures directly into the report canvas to automatically generate a new visual

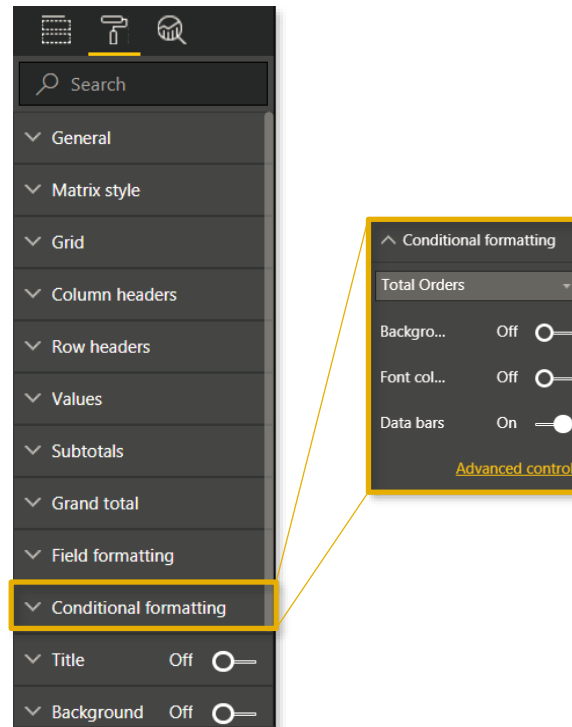
FORMATTING OPTIONS

Example: Line & Column Chart

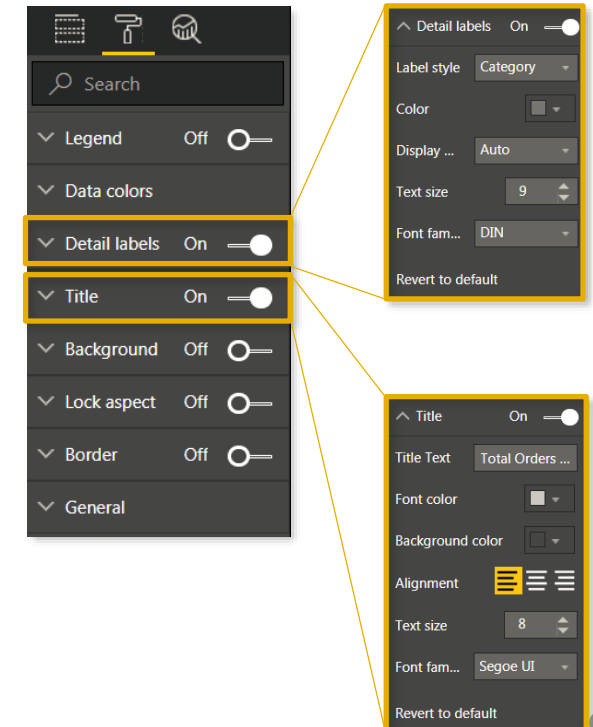
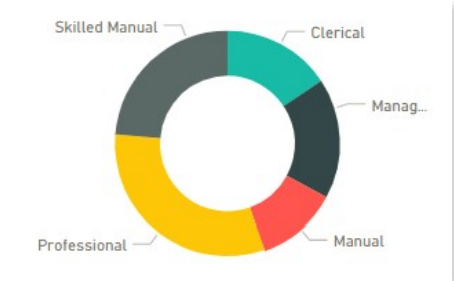


Example: Matrix

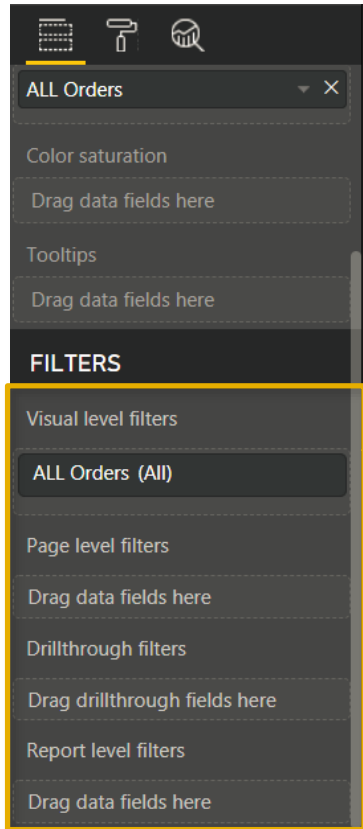
ProductName	Total Orders	Return Rate
Water Bottle - 30 oz.	1,164	1.96 %
Road Tire Tube	829	1.63 %
AWC Logo Cap	803	0.93 %
Patch Kit/8 Patches	798	1.57 %
Sport-100 Helmet, Red	753	2.79 %
Touring Tire Tube	702	1.35 %
Sport-100 Helmet, Blue	666	3.15 %
Sport-100 Helmet, Black	626	3.67 %
Road Bottle Cage	560	1.58 %
Mountain Tire Tube	554	1.95 %
Mountain Bottle Cage	539	1.38 %



Example: Donut Chart



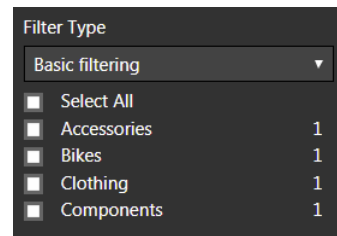
FILTERING OPTIONS



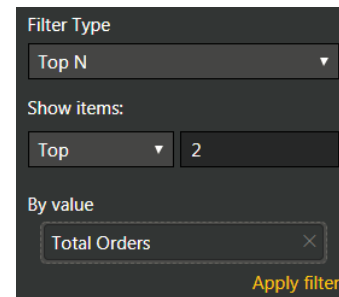
There are **four (x4)** primary filter types in Power BI reports:

1. **Visual Level:** Applies only to the *specific visual* in which it is defined
2. **Page Level:** Applies to *all visuals on the specific page* in which it is defined
3. **Report Level:** Applies to *all visuals* across *all pages* of the report
4. **Drillthrough:** Applies to *specific pages*, and *dynamically changes* based on user paths

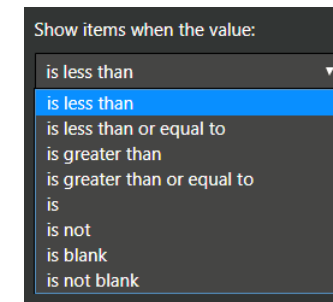
Filter settings include Basic, Advanced, and Top N options



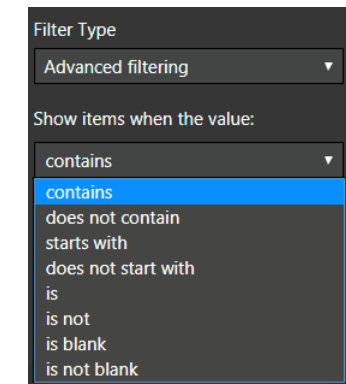
Basic Options



Top N Options

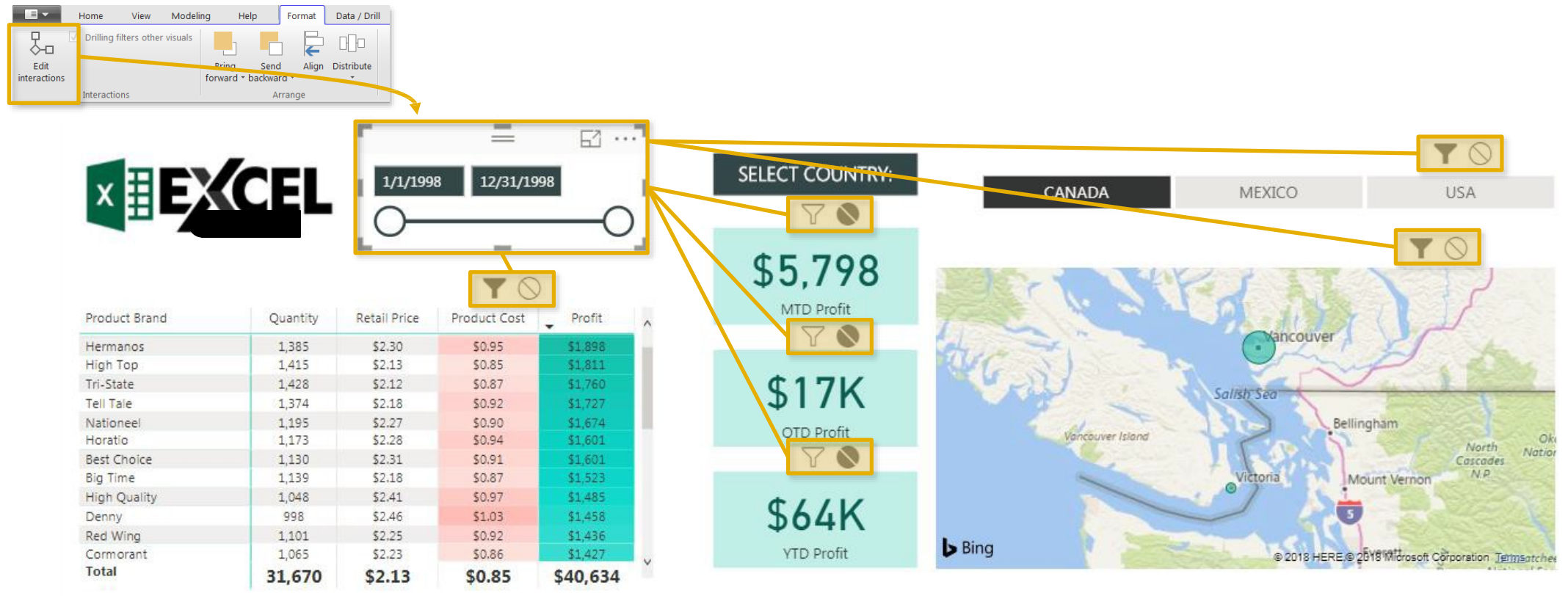


Advanced (Values)







Advanced (Text)

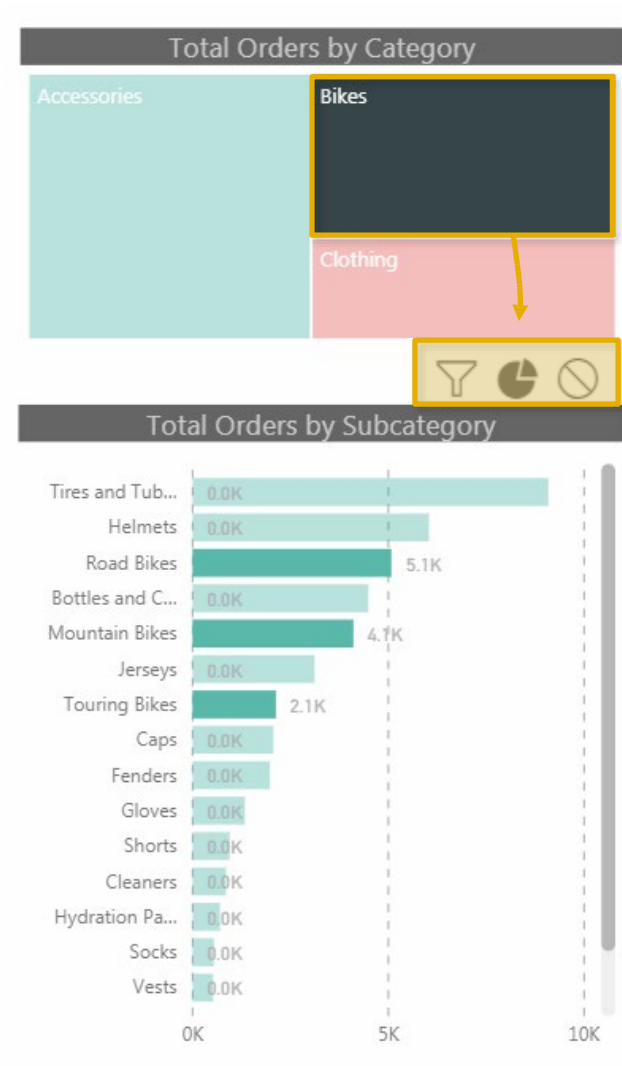
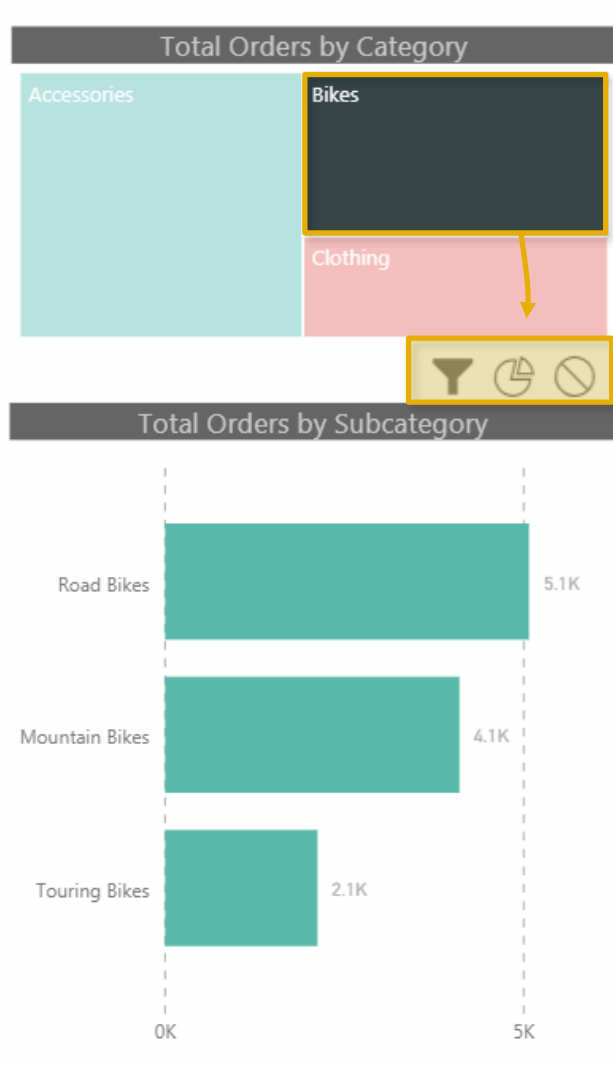
EDITING REPORT INTERACTIONS



Report interactions allow you to determine how filters applied to *one* visual impact the *others*

- For example, by selecting the Timeline visual and enabling “*Edit interactions*” from the **Format** tab, we can manually determine which visuals should “*react*” when the date range changes
- In this case the **Product matrix**, **Country slicer** and **Map** will filter in response to timeline changes ( ), but the **MTD**, **QTD**, and **YTD Profit** cards *will not* ( )

EDITING REPORT INTERACTIONS (CONT.)



For certain types of visuals, a third option allows you to “**highlight**” sub-segments of the data, rather than simply filtering vs. not filtering

- When the interaction mode is set to “**filter**”, selecting the “**Bikes**” category in the treemap produces a filtered list of subcategories in the chart below
- When the interaction mode is set to “**highlight**”, selecting the “**Bikes**” category in the treemap highlights the relevant subsegment of data in the chart below

