
◆ Power BI Visualizations Step-by-Step (Using Your Excel Data)

Step 1: Load Data

1. Open Power BI Desktop.
 2. Click **Home** → **Get Data** → **Excel** → Select *Sky_Transport_Corp.xlsx* → **Load**.
 3. If needed, clean/transform data in **Power Query** → Click **Close & Apply**.
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Step 2: (1) - Create a Stacked bar Chart.

1. Go to **Report View** (middle icon on left panel).
 2. From **Visualizations** pane, select **stacked bar Chart**.
 3. Drag:
 - **X-Axis** – **Sum of Total Miles**.
 - **Y-Axis** – **Customer**.
 4. Resize the chart on canvas.
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Step 2: Change Color, Font, and Size

1. Select the chart → Go to **Format** (paint roller icon).
 2. **Columns (Data Colors):**
 - Enable “Show All” → assign different colors to each Product.
 3. **X-Axis & Y-Axis:**
 - Expand → Change **Font family, Color, Text Size**.
 4. **Title:**
 - Change **Font, Size, Alignment and Color**.
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Step 3: (2) - Create a Stacked Column Chart.

1. From Visualizations, select **Stacked Column Chart**.
2. Drag:
 - **X-Axis** – **DestinationState**
 - **Y-Axis** – **Count of DestinationCity**.
3. Format as above: change **colors, Axis font size, and Title**.

Step 4: (3) - Create a Clustered bar Chart

1. From Visualizations, select **Clustered Bar Chart**.
 2. Drag:
 - **X-Axis – Sum of ShippingCost**
 - **Y-Axis – OriginCity**
 3. Format as above: change **colors, Axis font size, and Title**.
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Step 5: (4) - Create a Line Chart

1. From Visualizations, select **Line Chart**.
 2. Drag:
 - **X-Axis – Shipdays**
 - **Y-Axis – Count of triptype**
 3. Format as above: change **colors, Axis font size, and Title**.
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Step 6: (5) - Create an Area Chart

1. From Visualizations, select **Area Chart**.
 2. Drag:
 - **X-Axis – DestinationState**
 - **Y-Axis – Count of OriginCity**.
 3. Format as above: change **colors, Axis font size, and Title**.
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Step 7: (6) - Create a Line and Clustered Column Chart

1. From Visualizations, select **Line and Clustered Column Chart**.
 2. Drag:
 - **X-Axis – CategoryID**
 - **Y-Axis – Sum of CheckPoints**
 3. Format as above: change **colors, Axis font size, and Title**.
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Step 8: (7) - Create a Pie Chart

1. From Visualizations, select **Pie Chart**.
2. Drag:
 - **Legend - OriginState**

- **Values – Count of OriginCity**
 - 3. Format as above: change **colors**, **Axis font size**, and **Title**.
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Step 9: (8) - Create a Donut Chart

1. From Visualizations, select **Donut Chart**.
 2. Drag:
 - **Legend - OriginCity**
 - **Values – Sum of Revenue.**
 3. Format as above: change **colors**, **Axis font size**, and **Title**.
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Step 10: (9) - Create a Funnel

1. From Visualizations, select **Funnel**.
 2. Drag:
 - **Category – DestinationState.**
 - **Values– Count of ShipperID.**
 3. Format as above: change **colors**, **Axis font size**, and **Title**.
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