

Excel

Work Book

- 2

#

# Loading Employee Data set in Power B.I.

#

[ excel practise blank :- 2 ]

Open Power BI



Home: Ribbon



Get Data



click here



Excel



Connect



select

your

excel workbook



open



A navigator screen opens up





Navigator screen asks:

what do you want out of  
this file, bcz the file has two

things :-

(i) spreadsheet

(ii) Table



enable ☒ Table



Load




After loading, we'll get Table  
called Table 1 in field Panel  
and all its column will be  
listed

## View of Power BI

- \* Ribbon on the top
- \* Visual / Canvas area centre
- \* Right :
  - filters
  - Visual Panel
  - Field
- \* Left :
  - Visual
  - Data view → data
  - Model view → Relationship
  - Box view for each table

# NO. of People By Department #

Insert a column chart   
from visual Panel

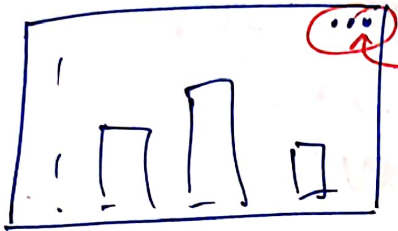


Add : Department on Axis

Add : Name on values

\* Note :- Here the sorting order by default is based on size of columns or bars.

Note :-



click here

↓  
sort Ascending  
sort Descending  
sort By -

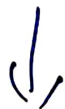
# Gender Distribution by Pie Chart #

Insert a Pie Chart



Add : Gender to Legend

Add : Name to Values



You'll get some blank  
also ↓

To remove/replace blanks



Go to Data view (left corner)



Under Gender Column

: there are some missing values



Home Ribbon : Edit Queries



Power Query Editor screen



Select Gender Column



Right click : Replace Values



Value to find : null

Replace with : other



Save



Click: Close & Apply



↓  
it will automatically be  
updates in our visuals.

Adding slicer

seeing our visuals with a specific  
manager

Insert slicer

↓  
Add : Manager to values

\* Staff detail with manager \*

Insert : Table

↓  
Add : Name  
Age  
Rating  
Salary

select this table

(To remove  
total  
columns)

↓  
Visual Panel

↓  
Format

↓  
Total : off

Conditional Formatting to Rating

select the table in visuals

↓  
values : Rating ▼ ↖ click here

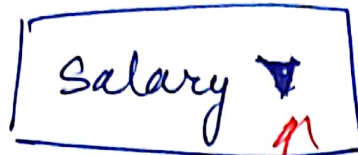
↓  
Conditional format.

↓  
Background

↓  
Apply colour



Again :-



click here



conditional formatting



Data bars



OK