

Introduction to reports

Microsoft Power BI

Introduction to reports

Click 2015 sales dataset

The screenshot shows the Microsoft Power BI web application interface. The top navigation bar includes the Power BI logo, a user profile icon, and the text "My Workspace > 2015 Sales". Below this is a menu bar with options like "File", "View", "Reading view", "Explore", "Text box", "Shapes", "Visual interactions", "Refresh", "Duplicate this page", "Save", and a more options menu. The left sidebar contains a navigation pane with sections: "Favorites", "Recent", "Apps", "Shared with me", "Workspaces", "My Workspace", "DASHBOARDS", "REPORTS", "WORKBOOKS", and "DATASETS". The "DATASETS" section is expanded, showing "2015 Sales" and "Financial" datasets. The "2015 Sales" dataset is highlighted with a red dashed box. The main canvas area is empty, with the text "Canvas" and "Visualizations" overlaid. The right sidebar contains two panels: "VISUALIZATIONS" and "FIELDS". The "VISUALIZATIONS" panel shows various chart and table icons. The "FIELDS" panel shows a search bar and a list of fields: "Sales", "Brand", "CountryRegion", "Month", "Sale 2013", "Sale 2014", and "Sale 2015". The "Filters" panel is also visible, showing "Page level filters", "Drillthrough filters", and "Report level filters". Four blue arrows point from the labels "Canvas", "Visualizations", "Fields", and "Filters" to their respective components in the interface.

Canvas

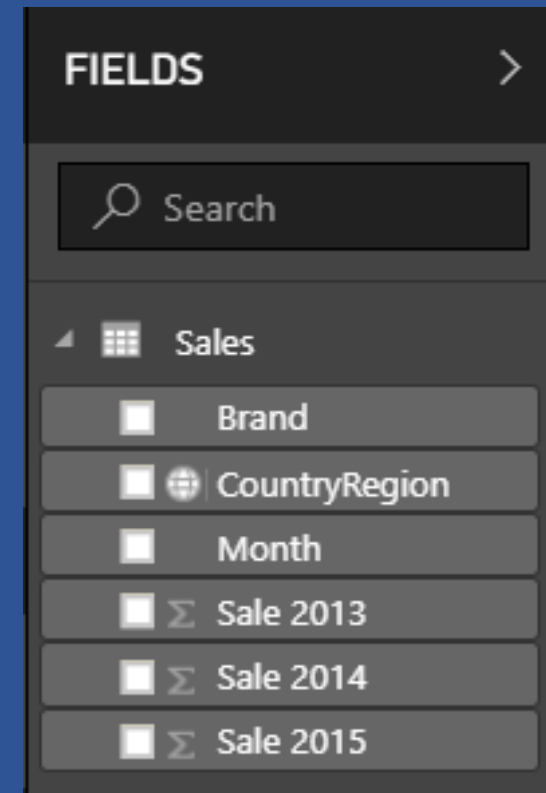
Visualizations

Fields

Filters

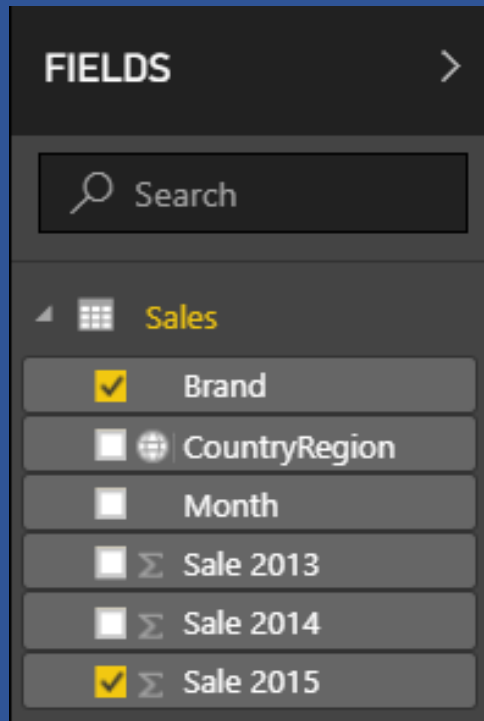
FIELDS

- Some of them have a small icon beside their names.
- This icon identifies the main usage of the field.
- For example, the fields Sale 2013, Sale 2014, and Sale 2015 each
- have a **summarization icon** (a Greek sigma), indicating that the total for each column will be displayed if used in a report.
- The CountryRegion field shows a **small globe**, indicating that this field contains geographical data, and it will be used to draw data on maps.



Microsoft Power BI

- Click Brand
- Click Sale 2015



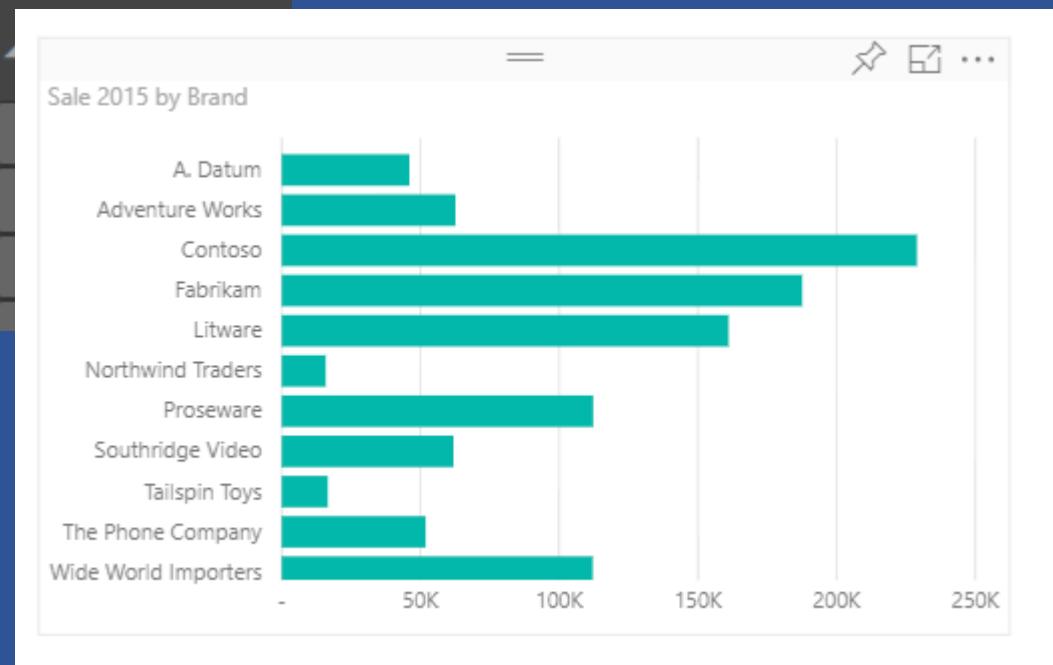
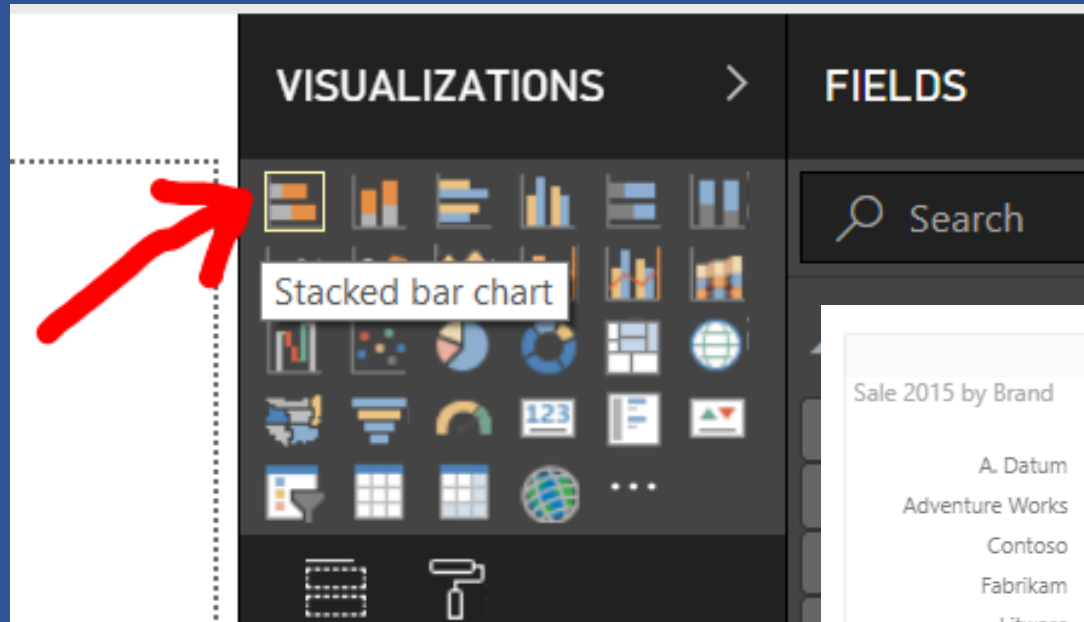
The screenshot shows the report view in Microsoft Power BI, displaying a table visualization of sales data by brand for 2015. The table has two columns: 'Brand' and 'Sale 2015'. The data is as follows:

Brand	Sale 2015
A. Datum	46,051.30
Adventure Works	62,641.73
Contoso	228,978.33
Fabrikam	187,597.45
Litware	161,097.75
Northwind Traders	15,901.55
Proseware	112,310.71
Southridge Video	61,924.16
Tailspin Toys	16,653.67
The Phone Company	51,919.00
Wide World Importers	112,151.40
Total	1,057,227.05

Table is default visualization

Microsoft Power BI

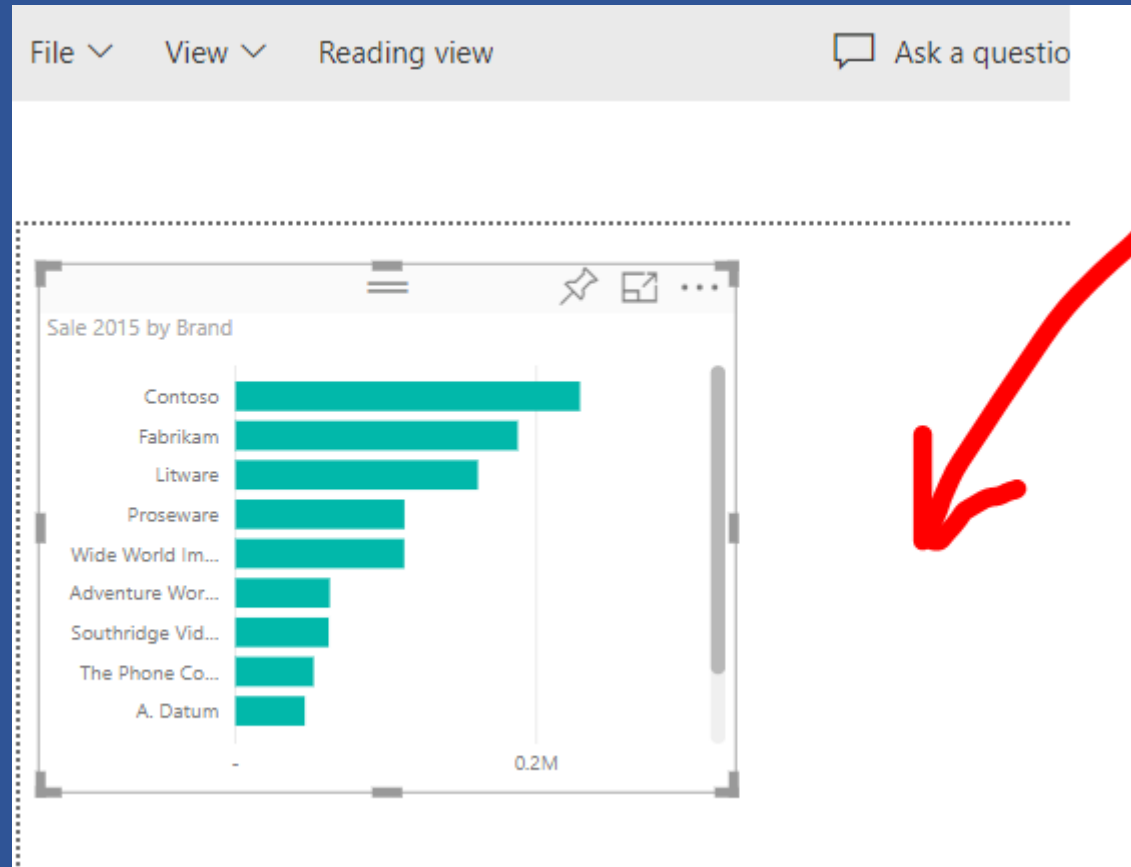
Click Stacked bar chart



Microsoft Power BI

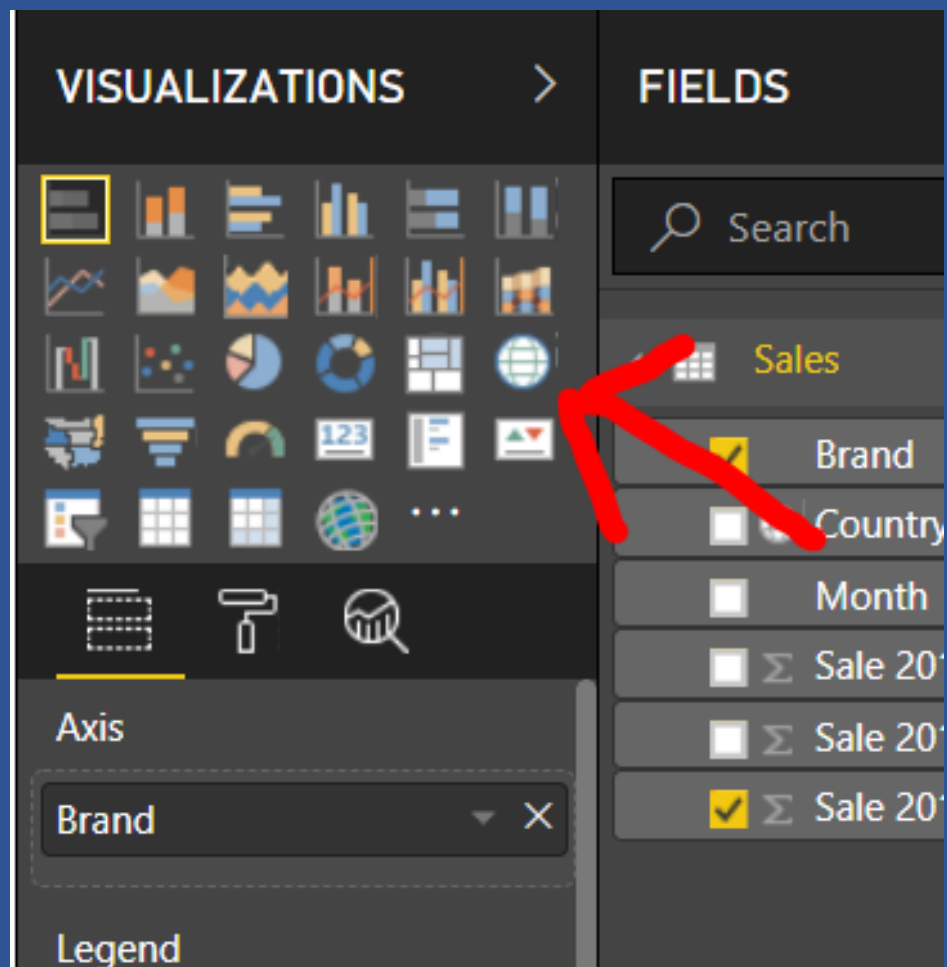
Creating Map

Click empty space



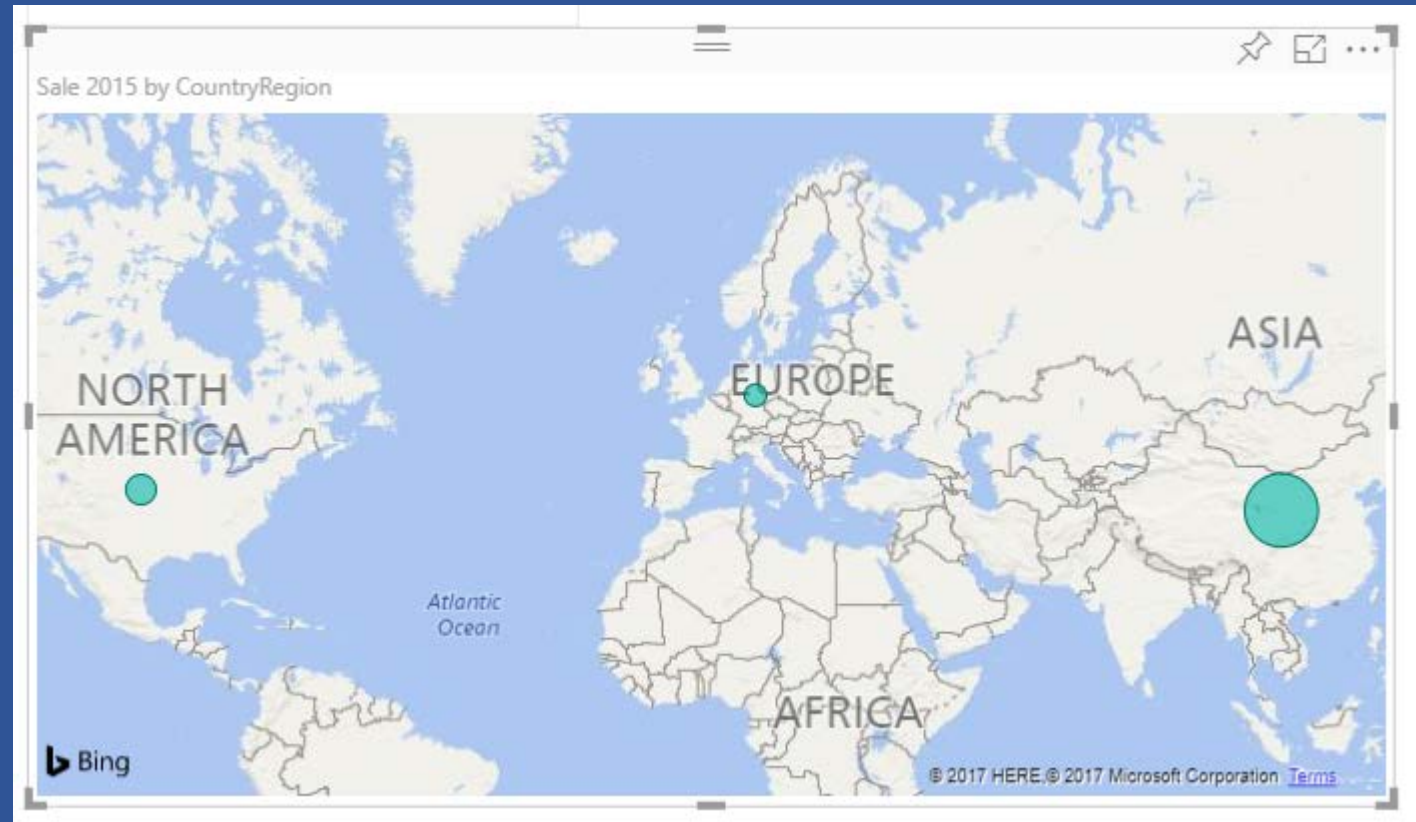
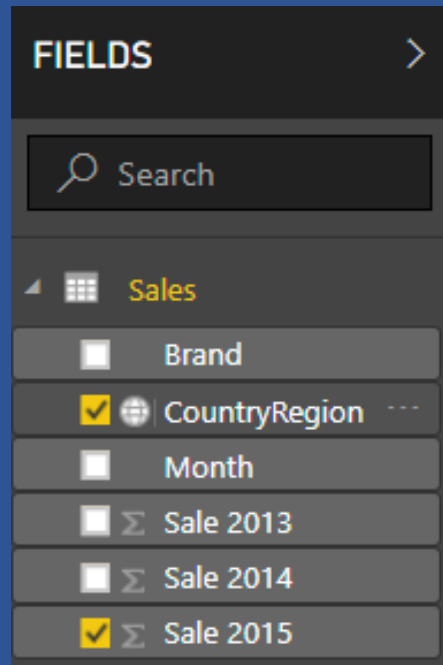
Microsoft Power BI

Click Map Icon



Microsoft Power BI

Click Field CountryRegion AND Sales 2015



Microsoft Power BI

Exercise

- Remove data and repeat all steps
- Create report with pie chart

