i.   **Introduction**

Power Bi is an online service that can search data, transform data, visualize data, and share developed reports and dashboards with other users in the same or different departments/organizations, and even with the public. And when we upload the dataset to power Bi, we can call this function by clicking a button, which can automatically generate many reports based on data analysis without any human intervention. What's more, the visualization of graphic information can greatly help to explain the complex data imported from excel. Visual stimulation has a strong impact on individuals and is helpful to the decision-making process.

Power Bi accepts Excel spreadsheets as input and is easy to use and can be used as a platform for research data analysis. At the same time, we can also download the data visualization reports, which are in the .pbix format made by others and use the power Bi service or Power Bi Desktop to visualize them. So, here we will show you step by step how to visualize the downloaded Power Bi report.

ii.   **Set up your Power BI.**

There are two ways to set up Power Bi, Power Bi Service and Power Bi Desktop.

➢   Power Bi Service

First is to use the Power Bi Service, which requires no installation, and simply go to the Power Bi homepage and sign in to use the services, but a Microsoft subscribed account is needed for the Power Bi Service. So, figure 1 is the homepage of Power Bi and if you have a Microsoft subscribed account, just sign in and your Power Bi is ready.
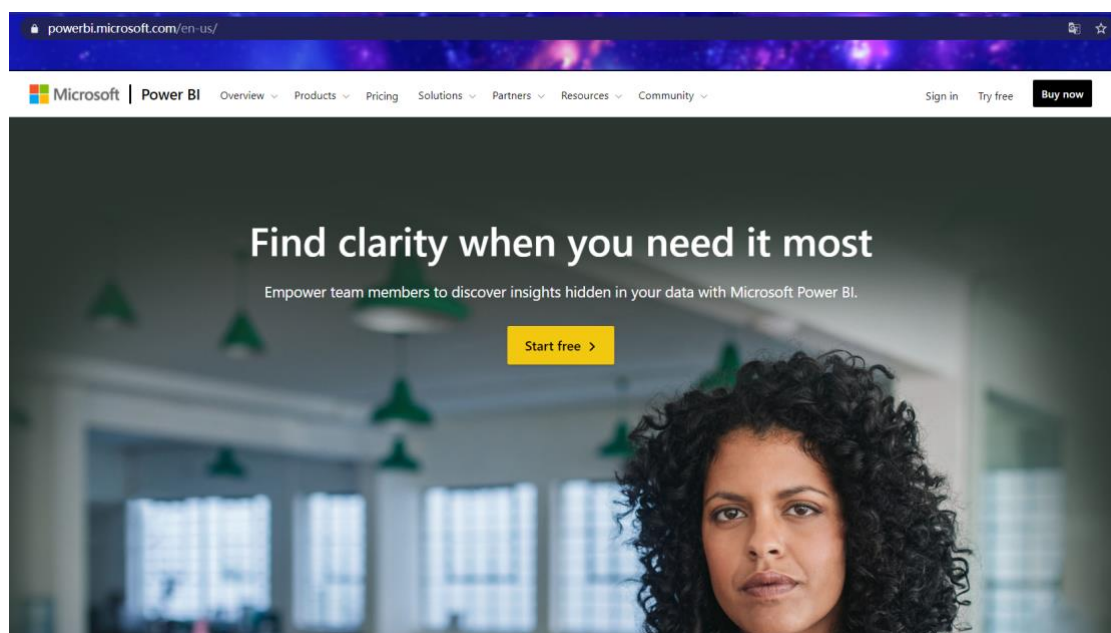

Figure 1: Power Bi Homepage

➢   Power Bi Desktop

The other way to build your Power Bi is to install Power Bi Desktop. So, figure 2 is the webpage you can the download Power Bi Desktop. After the installation, your Power Bi is ready.
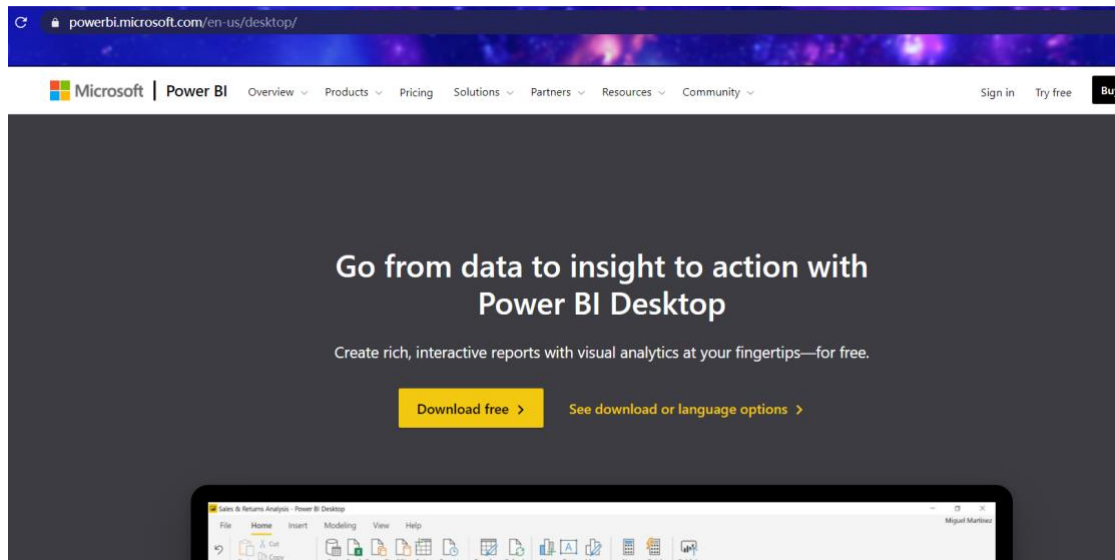
Figure 2: Power Bi Desktop

iii.   **Load the report file**

Since the Power Bi and the downloaded report is ready, now we will show you how to import the report.

➢   Power Bi Service

After signing into the Power Bi Service, the homepage is shown as figure 3. Then click the get data in the bottom left and load the report file by the file get button from figure 4.
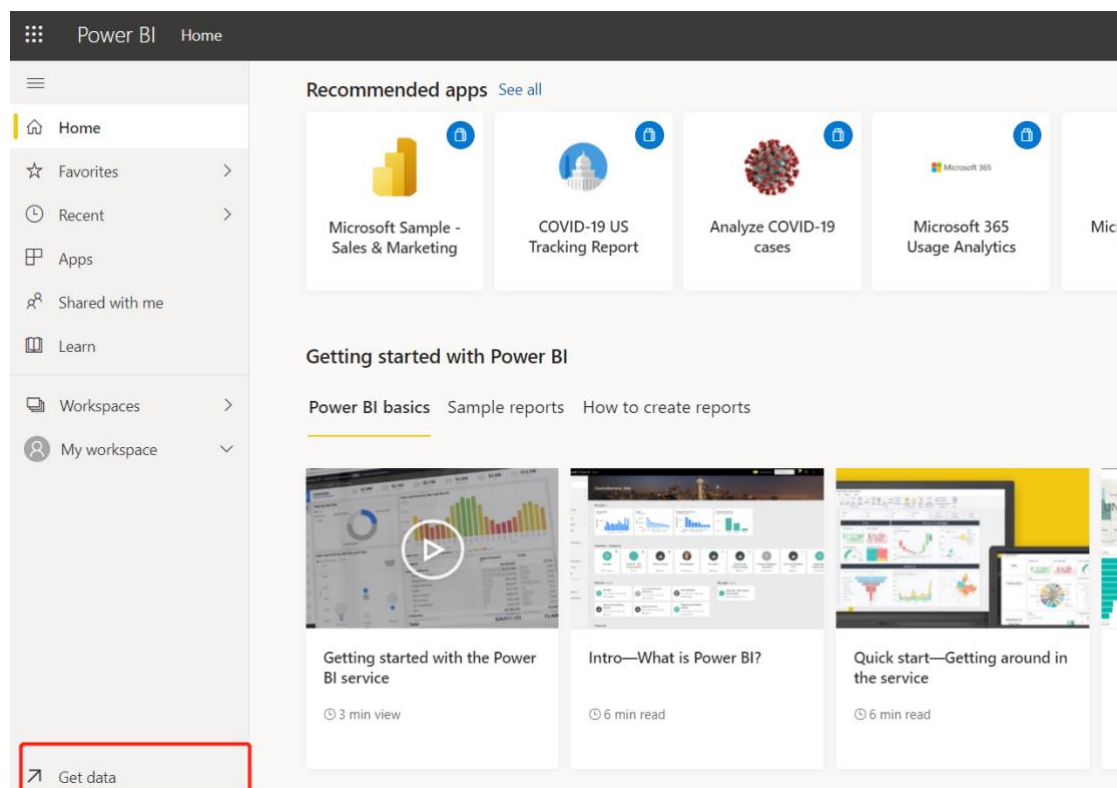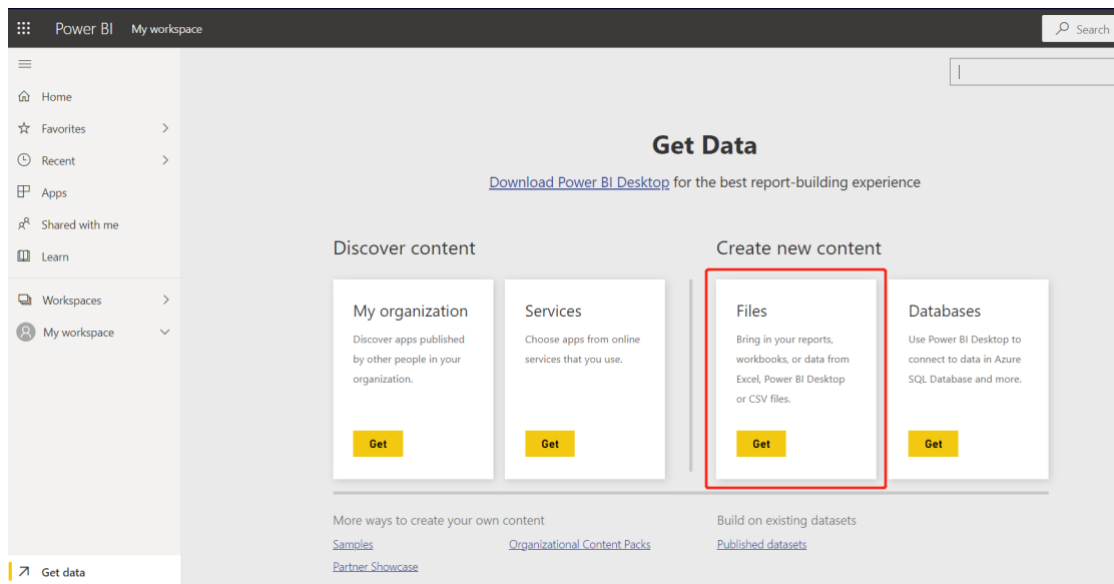

Figure 3: Power Bi Service

Figure 4: Load your Report

➢ Power Bi Desktop

As for Power Bi Desktop, we can load the report by simply click file in the top left from the home display of Power Bi Desktop (shown as figure 5) and open your downloaded report.
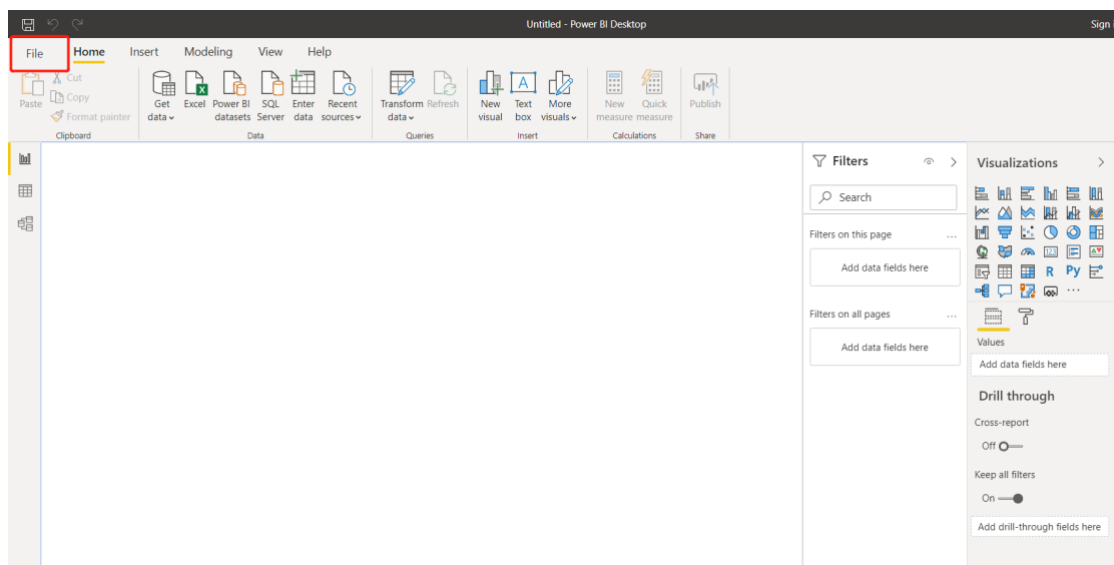

Figure 5: Power Bi Desktop

iv.   **Visualize the Report**

After loading the report, some layout functions, such as Pages from Power Bi Service and Power Bi Desktop are different (see figure 6 and 7), but the overall report is consistent.
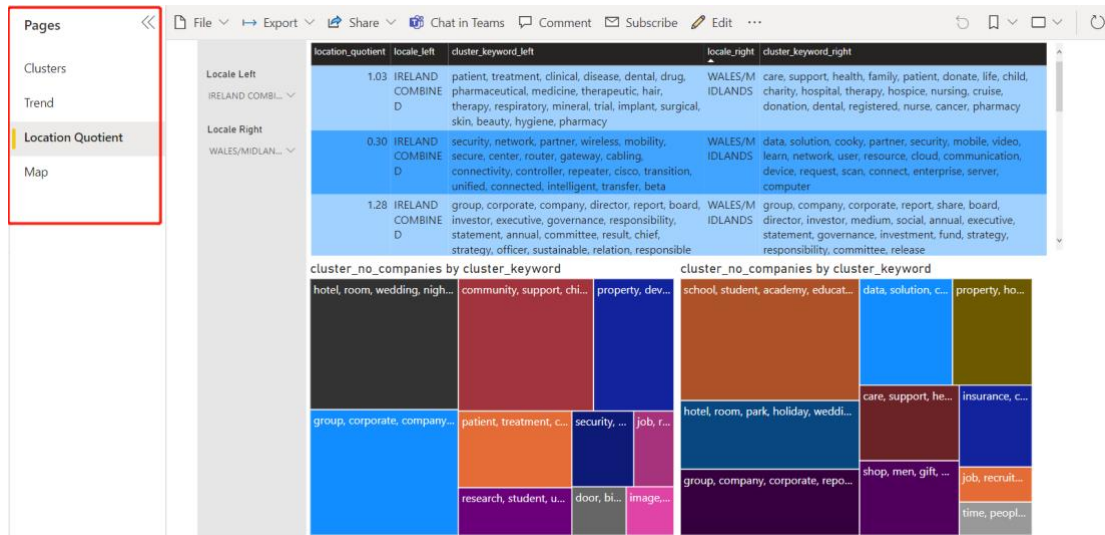
➢ Power Bi Service

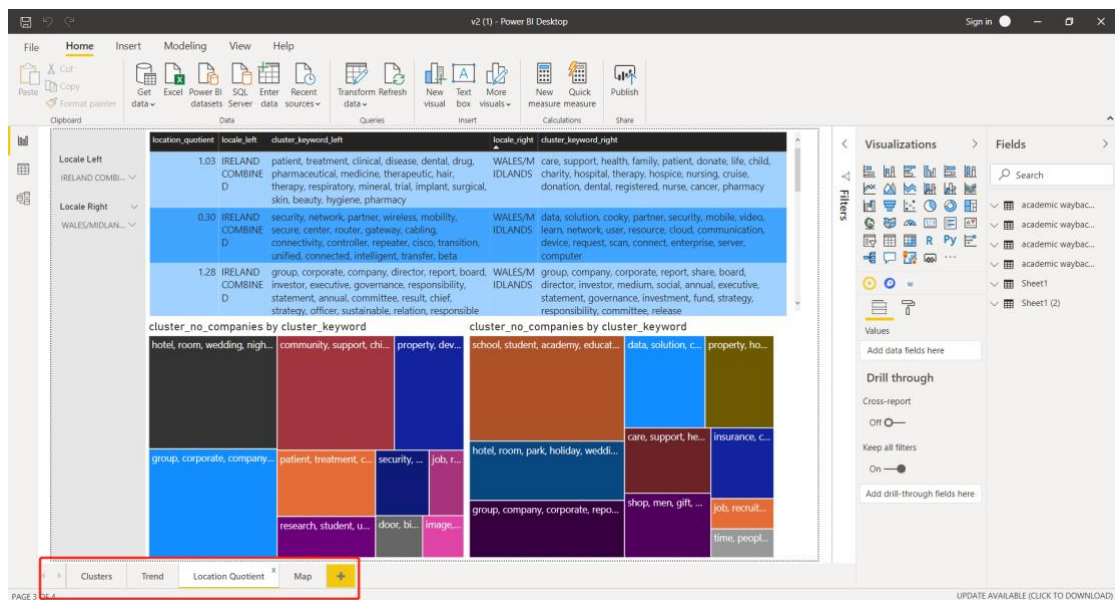Figure 6: Report in Power Bi Service

➢ Power Bi Desktop

Figure 7: Report in Power Bi Desktop

Users can choose from the function column (red box in Figure 6 and 7) to visualize different forms of reports (see Figure 8-11).
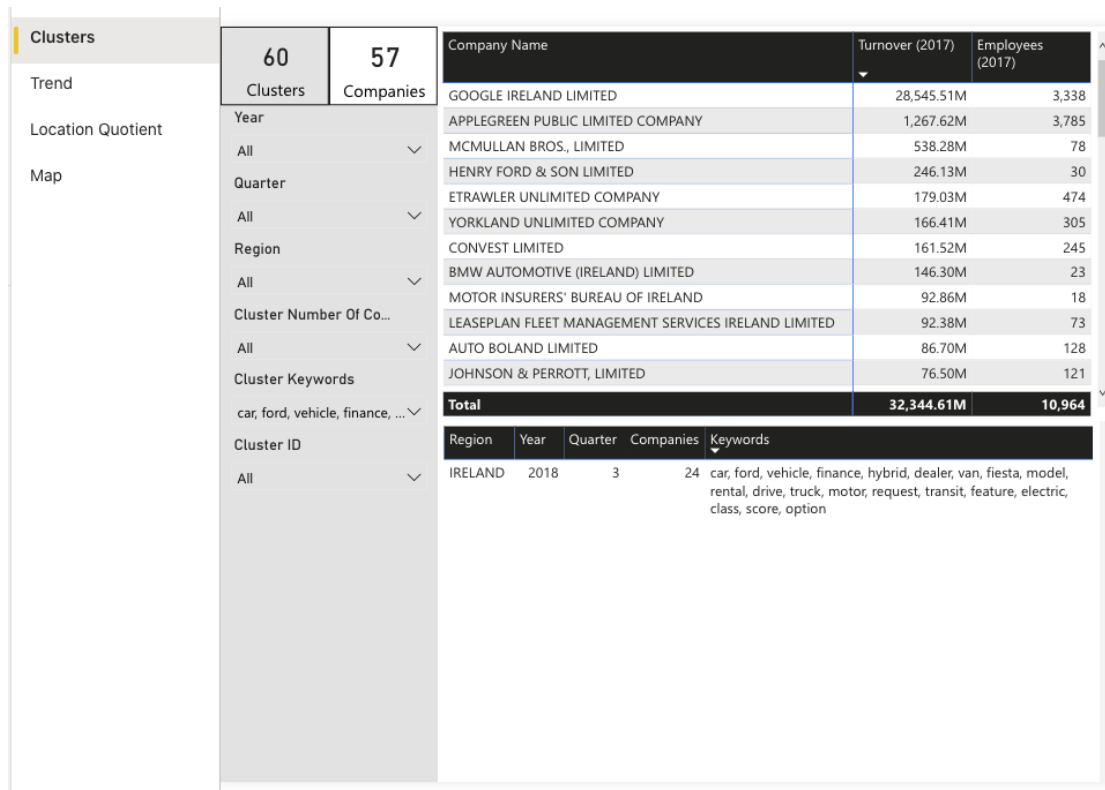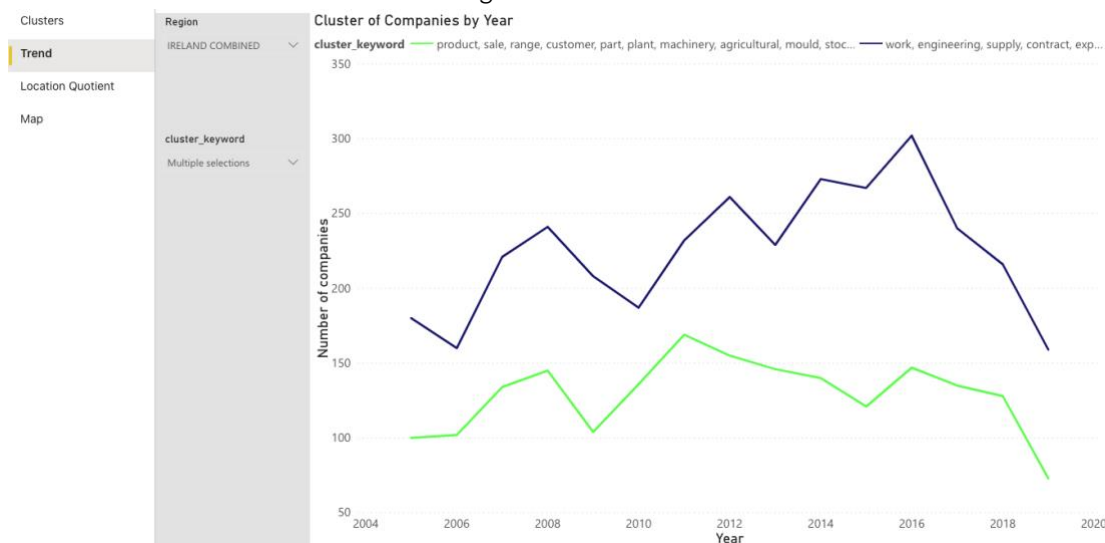
Figure 8: Clusters

Figure 9: Trend
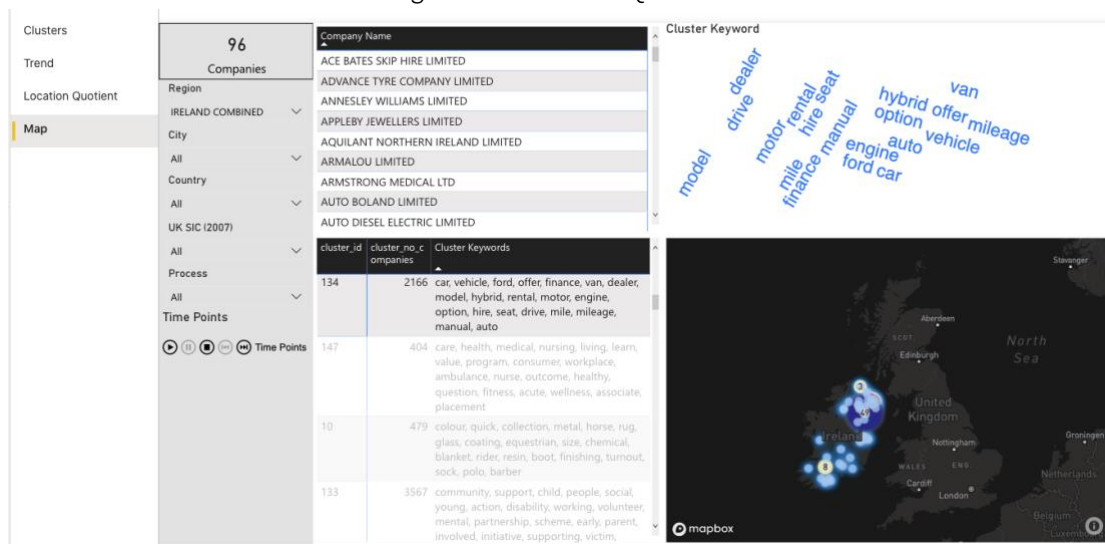
Figure 10: Location Quotient

Figure 11: Map

Now the report has been opened and we can see the visualizations from different pages of the report, just like the screenshots shown on paper. Of course, users can also modify data visualization by selecting the user button to obtain new insight.