1. Import `Retail_Sales_Data.xlsx` into Power BI

1. Open **Power BI Desktop**.

2. Go to **Home → Get Data → Excel**.

3. Browse and select `Retail_Sales_Data.xlsx`.

4. Choose the sheet (e.g., *Sales_Data*).

5. Click **Load**.

---

2. Create a table visual showing Region and Sales

1. In **Visualizations**, select **Table**.

2. Drag **Region** → Values.

3. Drag **Sales** → Values.

---

3. Add a slicer for Product

1. Click **Slicer** from **Visualizations**.

2. Drag **Product** → Field.

3. Now you can filter visuals by product.

---

4. Format the dashboard theme to "Dark Mode"

1. Go to **View → Themes**.

2. Select **Dark** (or customize with black/dark colors).

5. What is the purpose of the "Data/Model" view in Power BI?

- **Data view** → lets you look at your raw dataset (like Excel rows).

- **Model view** → shows relationships between tables (keys, joins).

6. Build a dashboard with:

- **Bar chart of Sales by Region**

    - Insert **Bar Chart**, put *Region → Axis, Sales → Values*.

- **Line chart of Sales over Date**

    - Insert **Line Chart**, put *Date → Axis, Sales → Values*.

- **Card showing total Profit**

    - Insert **Card**, drag *Profit* into it.

7. Add a drill-through filter from Region to a detailed sales page

1. Create a **new page** (Detailed Sales).

2. In **Visualizations → Drillthrough**, drag *Region* into Drillthrough field.

3. On the main page, right-click a Region → **Drillthrough → Detailed Sales**.

8. Use conditional formatting to highlight high-profit regions

1. Select the **Table visual**.

2. In **Values → Profit column → Conditional formatting**.

3. Choose **Background color** or **Font color**.

4. Set rules: e.g., *Profit > 100,000 → Green*.

---

9. Publish the dashboard to Power BI Service

1. Save your PBIX file.

2. Click **Home → Publish**.

3. Sign in to Power BI Service.

4. Choose a **Workspace** → Publish.

---

10. Share the report with a colleague (simulate steps)

1. In **Power BI Service**, open your report.

2. Click **Share** (top right).

3. Enter colleague's **email**.

4. Choose **permissions** (view or edit).

5. Click **Send**.

---

11. Add a custom "Sales Growth %" measure without DAX (Quick Measures)

1. In **Fields pane**, right-click your table → **New Quick Measure**.

2. Search for **Growth %**.

3. Select **Base value = Sales**, **Time = Date**.

12. Optimize the dataset for faster refresh

- Remove **unused columns** (Model view → right-click → Delete).

- Filter out unnecessary rows in **Power Query Editor**.

- Use **data types** correctly (e.g., Date, Whole Number).

- Disable **Auto Date/Time** (File → Options → Data Load).

13. Troubleshoot: Slicers not affecting all visuals

- Check if visuals use the same **dataset/table**.

- Go to **Format → Edit interactions**.

- Ensure the slicer is set to filter the visual (not ignored).

14. Embed the dashboard into a PowerPoint presentation

1. In **Power BI Service**, open report.

2. Click **File → Export → PowerPoint → Embed Live**.

3. Or in PowerPoint, go to **Insert → Power BI → Choose report**.

15. Set up a scheduled refresh for the dataset in Power BI Service

1. In **Power BI Service**, go to **Workspace → Dataset settings**.

2. Expand **Scheduled refresh**.

3. Turn it **On**.

4. Set frequency (daily/hourly).

5. Enter credentials for the data source (if required).