



Tables in PowerBI

A table is a grid of linked data organised in a logical sequence of rows and columns. Additionally, it may include headers and a row for totals. Tables are ideal for quantitative comparisons involving a large number of values for a single category. For instance, this table illustrates five distinct metrics of Category.

Category	This Year Sales Status	Average Unit Price	Last Year Sales	This Year Sales	This Year Sales Goal
010-Womens	●	\$7.30	\$2,680,662	\$1,787,958	\$2,680,662
020-Mens	●	\$7.12	\$4,453,133	\$4,452,421	\$4,453,133
030-Kids	●	\$5.30	\$2,726,892	\$2,705,490	\$2,726,892
040-Juniors	●	\$7.00	\$3,105,550	\$2,930,385	\$3,105,550
050-Shoes	●	\$13.84	\$3,640,471	\$3,574,900	\$3,640,471
060-Intimate	●	\$4.28	\$955,370	\$852,329	\$955,370
070-Hosiery	●	\$3.69	\$573,604	\$486,106	\$573,604
080-Accessories	●	\$4.84	\$1,273,096	\$1,379,259	\$1,273,096
090-Home	●	\$3.93	\$2,913,647	\$3,053,326	\$2,913,647
100-Groceries	●	\$1.47	\$810,176	\$829,776	\$810,176
Total	●	\$5.49	\$23,132,601	\$22,051,952	\$23,132,601



Create tables in reports and use additional graphics on the same report page to highlight features within the table. You can cross-highlight rows, columns, or even individual cells. Additionally, you can copy and paste individual cells and selections of several cells into other programs.

When to use a table

Tables are an excellent choice because they can be used for a variety of purposes:

- To view and compare precise facts and values in detail (instead of visual representations).
- To create a tabular display of data.
- To categorise numerical data.

Prerequisite

1. Select File > Open report from the menu bar's upper left side.
2. Locate your sample Retail Analysis file.
3. In the report view, open the Retail Analysis sample file. .
4. To create a new page, click .

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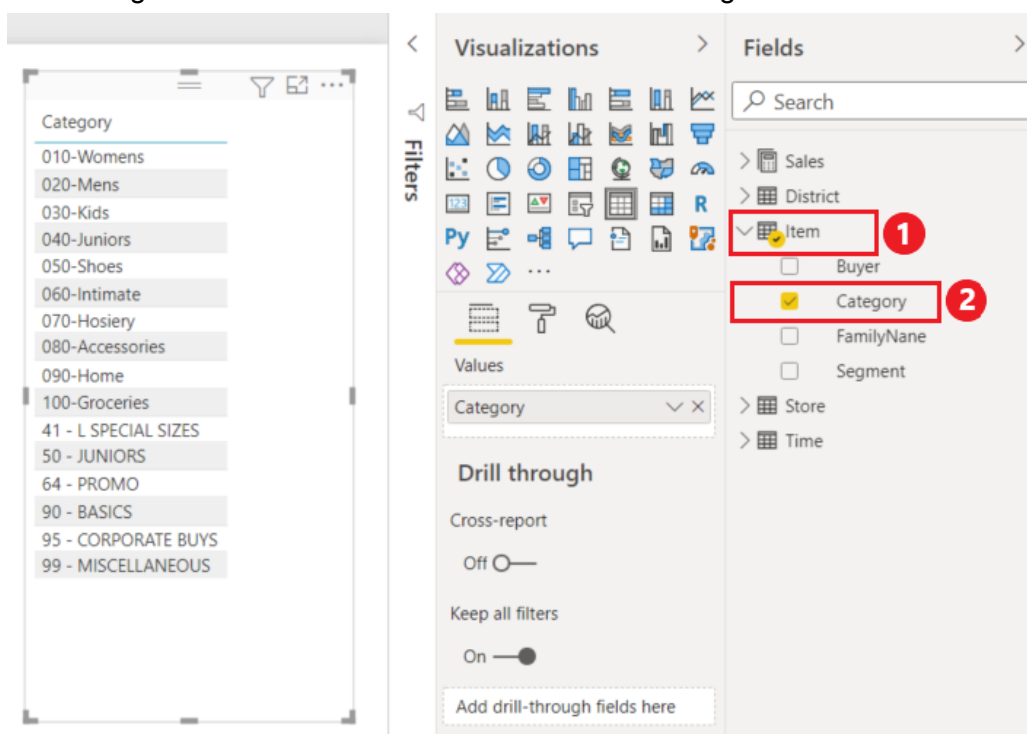


Create a table

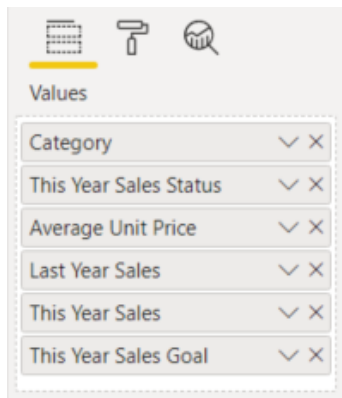
To display sales values by item category, you'll create the table depicted at the beginning of the article.

1. Select Item > Category from the Fields pane.

Power BI generates a table that has a list of all the categories




2. Select Sales > Average Unit Price and Sales > Last Year Sales
3. Then, underneath Sales > This Year Sales, pick all three of the following options: Value, Goal, and Status.
4. In the Visualizations pane, locate the Values well and choose the values until the order of your chart columns resembles the image on this page. If necessary, you can drag the values into the well. Your Values will appear as follows:



Values	
Category	▼ X
This Year Sales Status	▼ X
Average Unit Price	▼ X
Last Year Sales	▼ X
This Year Sales	▼ X
This Year Sales Goal	▼ X

Format the table

There are a plethora of options for formatting a table. Opening the Format window (paint roller icon ) and exploring the various formatting options is an excellent approach to become acquainted with them.

- Consider formatting the grid of the table. Here, you'll add a blue vertical grid, increase the spacing between rows, and enlarge the outline and text.



^ Grid

Vertical grid

On ☒

Vertical grid color

▼

Vertical grid thickness

1

^

▼

Horizontal grid

On ☒

Horizontal grid color

▼

Horizontal grid thickness

1

^

▼

Row padding

2

^

▼

Outline color

▼

Outline weight

1

^

▼



Category	This Year Sales Status	Average Unit Price	Last Year Sales	This Year Sales	This Year Sales Goal
010-Womens	●	\$7.30	\$2,680,662	\$1,787,958	\$2,680,662
020-Mens	●	\$7.12	\$4,453,133	\$4,452,421	\$4,453,133
030-Kids	●	\$5.30	\$2,726,892	\$2,705,490	\$2,726,892
040-Juniors	●	\$7.00	\$3,105,550	\$2,930,385	\$3,105,550
050-Shoes	●	\$13.84	\$3,640,471	\$3,574,900	\$3,640,471
060-Intimate	●	\$4.28	\$955,370	\$852,329	\$955,370
070-Hosiery	●	\$3.69	\$573,604	\$486,106	\$573,604
080-Accessories	●	\$4.84	\$1,273,096	\$1,379,259	\$1,273,096
090-Home	●	\$3.93	\$2,913,647	\$3,053,326	\$2,913,647
100-Groceries	●	\$1.47	\$810,176	\$829,776	\$810,176
Total	●	\$5.49	\$23,132,601	\$22,051,952	\$23,132,601

- For the column headers, change the background color, add an outline, increase the font size, change the alignment, and turn word wrap on.

Column headers

Font color
●

Background color
■

Outline
Top + bottom

Auto-size column width
On

Font family
Segoe UI

Text size
15 pt

Alignment
Left

Word wrap
On

Revert to default



Category	This Year Sales Status	Average Unit Price	Last Year Sales	This Year Sales	This Year Sales Goal
010-Womens	●	\$7.30	\$2,680,662	\$1,787,958	\$2,680,662
020-Mens	●	\$7.12	\$4,453,133	\$4,452,421	\$4,453,133
030-Kids	●	\$5.30	\$2,726,892	\$2,705,490	\$2,726,892
040-Juniors	●	\$7.00	\$3,105,550	\$2,930,385	\$3,105,550
050-Shoes	●	\$13.84	\$3,640,471	\$3,574,900	\$3,640,471
060-Intimate	●	\$4.28	\$955,370	\$852,329	\$955,370
070-Hosiery	●	\$3.69	\$573,604	\$486,106	\$573,604
080-Accessories	●	\$4.84	\$1,273,096	\$1,379,259	\$1,273,096
090-Home	●	\$3.93	\$2,913,647	\$3,053,326	\$2,913,647
100-Groceries	●	\$1.47	\$810,176	\$829,776	\$810,176
Total	●	\$5.49	\$23,132,601	\$22,051,952	\$23,132,601

- You can even apply formatting to individual columns and column headers. Start by expanding Field formatting and selecting the column to format from the drop-down. Depending on the column values, Field formatting lets you set things like: display units, font color, number of decimal places, background, alignment, and more. Once you've adjusted the settings, decide whether to apply those settings to the header and totals



row as well.

Field formatting

This Year Sales

Display units

None

Value decimal places

Auto

Font color

Red

Background color

White

Alignment

Auto

Apply to header

Off

Apply to values

On

Apply to total

On

Revert to default

Category	This Year Sales Status	Average Unit Price	Last Year Sales	This Year Sales	This Year Sales Goal
010-Womens	●	\$7.30	\$2,680,662	\$1,787,958	\$2,680,662
020-Mens	●	\$7.12	\$4,453,133	\$4,452,421	\$4,453,133
030-Kids	●	\$5.30	\$2,726,892	\$2,705,490	\$2,726,892
040-Juniors	●	\$7.00	\$3,105,550	\$2,930,385	\$3,105,550
050-Shoes	●	\$13.84	\$3,640,471	\$3,574,900	\$3,640,471
060-Intimate	●	\$4.28	\$955,370	\$852,329	\$955,370
070-Hosiery	●	\$3.69	\$573,604	\$486,106	\$573,604
080-Accessories	●	\$4.84	\$1,273,096	\$1,379,259	\$1,273,096
090-Home	●	\$3.93	\$2,913,647	\$3,053,326	\$2,913,647
100-Groceries	●	\$1.47	\$810,176	\$829,776	\$810,176
Total	●	\$5.49	\$23,132,601	\$22,051,952	\$23,132,601

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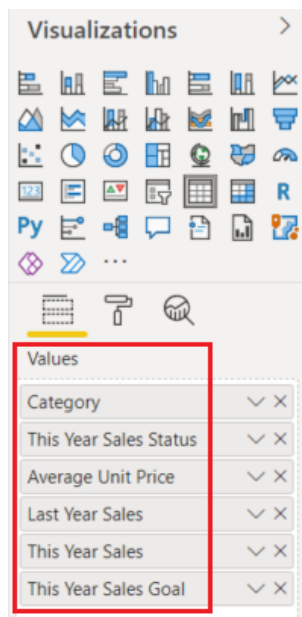


- Here is our final table, after some more formatting.

Category	This Year Sales Status	Average Unit Price	Last Year Sales	This Year Sales	This Year Sales Goal
010-Womens	●	\$7.30	\$2,680,662	\$1,787,958	\$2,680,662
020-Mens	●	\$7.12	\$4,453,133	\$4,452,421	\$4,453,133
030-Kids	●	\$5.30	\$2,726,892	\$2,705,490	\$2,726,892
040-Juniors	●	\$7.00	\$3,105,550	\$2,930,385	\$3,105,550
050-Shoes	●	\$13.84	\$3,640,471	\$3,574,900	\$3,640,471
060-Intimate	●	\$4.28	\$955,370	\$852,329	\$955,370
070-Hosiery	●	\$3.69	\$573,604	\$486,106	\$573,604
080-Accessories	●	\$4.84	\$1,273,096	\$1,379,259	\$1,273,096
090-Home	●	\$3.93	\$2,913,647	\$3,053,326	\$2,913,647
100-Groceries	●	\$1.47	\$810,176	\$829,776	\$810,176
Total	●	\$5.49	\$23,132,601	\$22,051,952	\$23,132,601

Conditional formatting

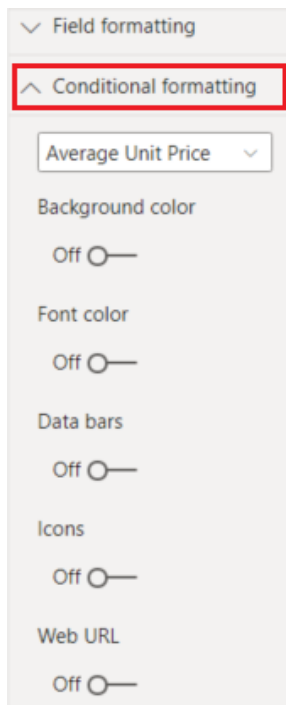
One sort of formatting is conditional formatting. Power BI can apply conditional formatting to any of the fields you've added to the Visualizations pane's Values well.



You can provide icons, URLs, cell background colours, and font colours based on cell values using conditional formatting for tables, including gradient colours.



1. Open the Conditional formatting card in the Format pane.



2. Select a field to format and toggle the Background colour slider to On. Power BI creates a gradient depending on the column values. Select Advanced controls to modify the default colours. If you choose Diverging, you can also specify an optional Center value.



Background color - Average Unit Price

Format by: Color scale (dropdown) Apply to: Values only (dropdown)

Based on field: Average Unit Price (dropdown) Default formatting: As zero (dropdown)

Minimum: Lowest value (dropdown) [Red color swatch] Center: Middle value (dropdown) [White color swatch] Maximum: Highest value (dropdown) [Green color swatch]

Enter a value (input field) Enter a value (input field) Enter a value (input field)

☒ Diverging

OK Cancel

Let us to customise the formatting of our Average Unit Price values. Choose Diverging, then add some colours and click OK.

Category	This Year Sales Status	Average Unit Price	Last Year Sales	This Year Sales	This Year Sales Goal
010-Womens	●	\$7.30	\$2,680,662	\$1,787,958	\$2,680,662
020-Mens	●	\$7.12	\$4,453,133	\$4,452,421	\$4,453,133
030-Kids	●	\$5.30	\$2,726,892	\$2,705,490	\$2,726,892
040-Juniors	●	\$7.00	\$3,105,550	\$2,930,385	\$3,105,550
050-Shoes	●	\$13.84	\$3,640,471	\$3,574,900	\$3,640,471
060-Intimate	●	\$4.28	\$955,370	\$852,329	\$955,370
070-Hosiery	●	\$3.69	\$573,604	\$486,106	\$573,604
080-Accessories	●	\$4.84	\$1,273,096	\$1,379,259	\$1,273,096
090-Home	●	\$3.93	\$2,913,647	\$3,053,326	\$2,913,647
100-Groceries	●	\$1.47	\$810,176	\$829,776	\$810,176
Total	●	\$5.49	\$23,132,601	\$22,051,952	\$23,132,601

3. Add a new field with both positive and negative values to the table. Select Sales > Variance in Total Sales.

Category	This Year Sales Status	Average Unit Price	Last Year Sales	This Year Sales	Total Sales Variance
010-Womens	●	\$7.30	\$2,680,662	\$1,787,958	(\$892,704)
020-Mens	●	\$7.12	\$4,453,133	\$4,452,421	(\$711)
030-Kids	●	\$5.30	\$2,726,892	\$2,705,490	(\$21,402)
040-Juniors	●	\$7.00	\$3,105,550	\$2,930,385	(\$175,164)
050-Shoes	●	\$13.84	\$3,640,471	\$3,574,900	(\$65,571)
060-Intimate	●	\$4.28	\$955,370	\$852,329	(\$103,042)
070-Hosiery	●	\$3.69	\$573,604	\$486,106	(\$87,497)
080-Accessories	●	\$4.84	\$1,273,096	\$1,379,259	\$106,163
090-Home	●	\$3.93	\$2,913,647	\$3,053,326	\$139,679
100-Groceries	●	\$1.47	\$810,176	\$829,776	\$19,600
Total	●	\$5.49	\$23,132,601	\$22,051,952	(\$1,080,649)

1. Total Sales Variance

2. Total Sales Variance

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4. By putting the Data bars slider to On, you can add conditional formatting to the data bars.

Goal	Total Sales Variance
0,662	(\$892,704)
3,133	(\$711)
6,892	(\$21,402)
5,550	(\$175,164)
0,471	(\$65,571)
5,370	(\$103,042)
3,604	(\$87,497)
3,096	\$106,163
3,647	\$139,679
0,176	\$19,600
2,601	(\$1,080,649)

Field formatting

Conditional formatting

Total Sales Variance

Background color

Off

Font color

Off

Data bars

On

[Advanced controls](#)

5. Select Advanced controls to alter the data bars. Set the colours for the Positive and Negative bars, pick the Show bar only option, and make any other adjustments you desire in the box that appears.



Data bars - Total Sales Variance

Format cells with bars based on their values.

☒ Show bar only

Minimum

Lowest value

Enter a value

Maximum

Highest value

Enter a value

Positive bar



Bar direction

Left to right

Negative bar



Axis



OK

Cancel

6. Choose OK.

The data bars in the table substitute the numerical values, making it easier to scan.

Category	This Year Sales Status	Average Unit Price	Last Year Sales	This Year Sales	This Year Sales Goal	Total Sales Variance
010-Womens	●	\$7.30	\$2,680,662	\$1,787,958	\$2,680,662	
020-Mens	●	\$7.12	\$4,453,133	\$4,452,421	\$4,453,133	
030-Kids	●	\$5.30	\$2,726,892	\$2,705,490	\$2,726,892	
040-Juniors	●	\$7.00	\$3,105,550	\$2,930,385	\$3,105,550	
050-Shoes	●	\$13.84	\$3,640,471	\$3,574,900	\$3,640,471	
060-Intimate	●	\$4.28	\$955,370	\$852,329	\$955,370	
070-Hosiery	●	\$3.69	\$573,604	\$486,106	\$573,604	
080-Accessories	●	\$4.84	\$1,273,096	\$1,379,259	\$1,273,096	
090-Home	●	\$3.93	\$2,913,647	\$3,053,326	\$2,913,647	
100-Groceries	●	\$1.47	\$810,176	\$829,776	\$810,176	
Total	●	\$5.49	\$23,132,601	\$22,051,952	\$23,132,601	(\$1,080,649)

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7. With conditional icons, you can provide visual clues to your table. Select This year sales from the dropdown menu on the Conditional formatting card. Slide the Icons slider to the On position. Select Advanced controls to alter the icons.

Sales	This Year Sales	This Year Sales Goal	Total Sales Variance
30,662	◆ \$1,787,958	\$2,680,662	
33,133	● \$4,452,421	\$4,453,133	
26,892	▲ \$2,705,490	\$2,726,892	
25,550	▲ \$2,930,385	\$3,105,550	
30,471	● \$3,574,900	\$3,640,471	
35,370	◆ \$852,329	\$955,370	
73,604	◆ \$486,106	\$573,604	
73,096	◆ \$1,379,259	\$1,273,096	
13,647	▲ \$3,053,326	\$2,913,647	
10,176	◆ \$829,776	\$810,176	
2,601	\$22,051,952	\$23,132,601	(\$1,080,649)

Field formatting

Conditional formatting

This Year Sales

Background color

Off

Font color

Off

Data bars

Off

Icons

On

[Advanced controls](#)

Copy values from Power BI tables for use in other applications

You may have content in your table or matrix that you'd like to reuse in other programmes, like Dynamics CRM, Excel, or even other Power BI reports. When you right-click inside a cell in Power BI, you may copy the contents of that cell or a selection of cells to the clipboard and paste them into other programs.

1. To copy the contents of a single cell:
2. Select the cell that you wish to duplicate. You can do this by right-clicking in the cell.



3. Select Copy > Copy value from the drop-down menu.

\$4,453,133	\$4,452,421	\$4,453,133
\$3,640,471	\$3,574,900	\$3,640,471
\$3,105,550	\$2,930,385	\$3,105,550
\$2,913,647	\$3,053,326	\$2,913,647
\$2,726,892	\$2,705,400	\$2,726,892
\$2,680,662	\$2,680,662	\$2,680,662
\$1,273,096	\$1,379,250	\$1,273,096
\$955,370	\$852,320	\$955,370
\$810,176	\$829,776	\$810,176
\$573,604	\$486,106	\$573,604
\$23,132,601	\$22,051,952	\$23,132,601

You can paste the unformatted cell value from your clipboard into another application.

To copy more than a single cell:

1. Select a range of cells or one or more cells using Ctrl.
2. Right-click within one of the selected cells.
3. Copy the selection by clicking Copy > Copy selection.

Last Year Sales	This Year Sales	This Year Sales Goal
\$4,453,133	\$4,452,421	\$4,453,133
\$3,640,471	\$3,574,900	\$3,640,471
\$3,105,550	\$2,930,385	\$3,105,550
\$2,913,647	\$3,053,326	\$2,913,647
\$2,726,892	\$2,705,400	\$2,726,892
\$2,680,662	\$2,680,662	\$2,680,662
\$1,273,096	\$1,379,250	\$1,273,096
\$955,370	\$852,320	\$955,370
\$810,176	\$829,776	\$810,176
\$573,604	\$486,106	\$573,604
\$23,132,601	\$22,051,952	\$23,132,601



Adjust the column width of a table

At times, Power BI will truncate the heading of a column in a report or dashboard. Hover over the space to the right of the heading to expose the double arrows, select, and drag to reveal the whole column name.

Payment Terms Days	Commodity Detail	Vendor Country/R...	Discount Savings
0	Wellness - Benefits	MX	\$0
		Total	\$0
	Warehouse - Fork Truck	MX	\$0
		Total	\$0
	Travel - Travel Agency	MX	\$0
		Total	\$0
	Travel - Restaurants	MX	\$0

Considerations and troubleshooting

- When formatting columns, you have four alignment options per column: Auto, Left, Center, and Right. Typically, a column carries either text or only numbers; it does not contain a mixture. When a column has both numbers and text, Auto will align the text to the left and the numbers to the right. This behaviour is compatible with languages that are read left-to-right.
- If the text data in the cells or headers of your table contains new line characters, those characters are disregarded unless the 'Word Wrap' option in the element's related formatting pane card is toggled on.
- Power BI determines the maximum size of cells based on the first twenty columns and fifty rows. Cells beyond those locations may be too small.