

# Steps to Save Power BI Projects

## 1. Click the Save Button:

- Go to the top-left corner of Power BI Desktop.
- Click on the disk icon or select 'File > Save' from the menu.

## 2. Choose a Location:

- A dialog box will appear asking where you want to save the file.
- Navigate to the desired folder on your computer.

## 3. Name the File:

- Enter a meaningful name for your file (e.g., 'SupplyChainAnalysis.pbix').
- Ensure the file extension is .pbix.

## 4. Click Save:

- Click 'Save,' and Power BI will store your project as a .pbix file.

## What Does a .pbix File Contain?

- Data Model: The tables and relationships you've built.
- Transformations: All Power Query steps you've applied.
- Visualizations: All reports, charts, and dashboards you created.
- Settings: Connections and configurations for your data sources.

## How to Reopen the File:

1. Open Power BI Desktop.
2. Go to 'File > Open,' or double-click the saved .pbix file from your computer.