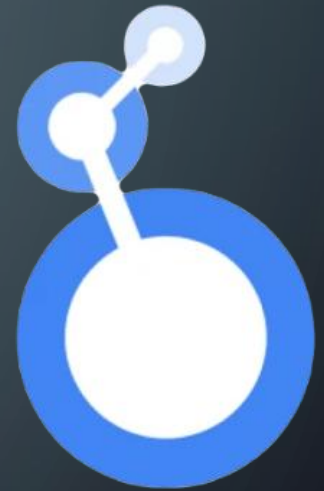# GOOGLE LOOKER STUDIO

COMPLETE NOTES & PROCEDURES

# INTRODUCTION TO LOOKER STUDIO

- Google Looker Studio (formerly Data Studio) is a free tool from Google that allows you to create interactive and customizable dashboards and reports.

- Helps visualize data from multiple sources

- Easy sharing and collaboration

- Connects to Google Sheets, BigQuery, and other data sources

# KEY FEATURES

- Connect to various data sources

- Create interactive dashboards

- Use drag-and-drop interface

- Apply filters and date ranges

- Share reports with links or permissions

# GETTING STARTED WITH LOOKER STUDIO

- 1. Go to: https://lookerstudio.google.com

- 2. Sign in with your Google Account

- 3. Click 'Blank Report' or use a Template

- 4. Connect to a Data Source (e.g., Google Sheets)

- 5. Start building your dashboard

# CONNECTING DATA SOURCES

- 1. In your blank report, click 'Add Data'.

- 2. Choose your data source (Google Sheets, BigQuery, CSV, etc.).

- 3. Authorize access if prompted.

- 4. Select your dataset.

- 5. Click 'Add to Report'.

# CREATING CHARTS AND VISUALIZATIONS

- 1. Click on 'Insert' > 'Chart'.

- 2. Select the type of chart (Table, Bar, Line, Pie, etc.).

- 3. Drag and resize the chart on your report canvas.

- 4. Use the right-side panel to configure dimensions, metrics, and styles.

# ADDING FILTERS & CONTROLS

- 1. Insert a filter control (e.g., Date Range, Drop-down list).

- 2. Place it on your dashboard.

- 3. Connect it to your charts.

- 4. Allows users to interact with your report.

# SHARING YOUR REPORT

- 1. Click the 'Share' button at the top right.

- 2. Choose 'Get Link' or invite specific people.

- 3. Set permissions (Viewer, Editor).

- 4. Share the link with your audience.

# BEST PRACTICES

- Keep your dashboard simple and clear

- Use consistent colors and fonts

- Avoid overcrowding charts

- Provide interactive filters

- Regularly update data sources

# CONCLUSION

- Google Looker Studio is a powerful and free tool for creating interactive dashboards.

- With its drag-and-drop interface and multiple data connectors, it helps users analyze and share insights effectively.

- Practice by connecting Google Sheets data and creating sample reports.