

Power BI – Button Options (Insert Tab)

Steps to Insert and Use a Button

1. Open **Power BI Desktop**.
2. Go to the **Insert** tab → click **Buttons**.
3. Select the required button type from the list.
4. The button appears on the report page.
5. Select the button → Go to **Format pane**.
6. Turn **Action = On**.
7. Under **Action** → **Type**, assign the required action (Page navigation, Bookmark, etc.).
8. Format (icon, text, colour, hover effect) as needed.
9. Test the button using **Ctrl + Click** in Power BI Desktop.

Button Types and Usage

1. **Left Arrow Button**
 - Used for **navigating to the previous page** or moving backward.
 - Assign action → *Page navigation*.
2. **Right Arrow Button**
 - Used for **navigating to the next page** or moving forward.
 - Assign action → *Page navigation*.
3. **Reset Button**
 - Used to **clear filters/slicers** and reset visuals.
 - Assign action → *Bookmark* (saved with cleared state).
4. **Back Button**
 - Used to **go back** to the previous report page (mostly in drill through).
 - Assign action → *Back*.
5. **Information Button**
 - Used to show **help or details** about the report.

- Assign action → *Bookmark* (link to info page) or *Q&A*.

6. **Blank Button**

- A **customizable button** with no pre-defined action.
- You can design it for any purpose (page navigation, URL, etc.).

7. **Bookmark Button**

- Used to **jump to a saved Bookmark** in the report.
- Assign action → *Bookmark*.