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| A picture containing drawing, stop, room  Description automatically generated | Business Intelligence  Practical #4 | | |
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| **Name** | Farman Farooq Kazi | **Roll Number** | 21302B0049 |
| **Class** | TY BSc. IT | **Division** | A |
| **Subject/Course:** | Business intelligence | | |
| **Topic** | Visualizations | | |
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| **What is Report in Power BI?** | | | |
| A **Power BI report** is a multi-perspective view into a semantic model, with visuals that represent findings and insights from that semantic model. A report can have a single visual or many pages full of visuals. | | | |
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| **What is Dashboard in Power BI?** | | | |
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| A **Power BI dashboard** is a single page that uses visualizations to tell a story. It is a canvas that highlights the most important elements of a story, and readers can view related reports for more details. To create a dashboard in Power BI, you can pin tiles from an existing report, from scratch, from a semantic model, or by duplicating an existing dashboard. You can pin visuals from a report to a new or existing dashboard in Power BI service. | | | |
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| **What is the difference between report and dashboard in Power BI?** | | | |
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| A **Power BI report** is a detailed presentation of data that provides insights into a semantic model. It can have multiple pages full of visuals.  On the other hand, a **Power BI dashboard** is a single page that uses visualizations to tell a story and highlights the most important elements of a story. Readers can view related reports for more details.  In summary, the key differences between a report and a dashboard in Power BI are:   |  |  | | --- | --- | | **Report** | **Dashboard** | | Detailed presentation of data | Single page that uses visualizations to tell a story | | Can have multiple pages full of visuals | Highlights the most important elements of a story | | Provides insights into a semantic model | Readers can view related reports for more details | | | | |
| **Create a Report as given below in Power BI.** | | | |
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| 1. Download Excel file.      1. Open Power BI > Get Data > Excel workbook      1. Choose Excel Sheet > Tick the Orders > Transform Data > Change the data type to date of **Order Date** & **Ship Date** > Replace the Current      1. Close Power Query Editor > Apply the Changes      1. Format your Report Page > Canvas Background > Change the Background Color      1. Double Click Donut Chart (Profit + Region, Profit + Segment, Profit + Category). [*Legend (OFF), Title styling]*      1. Insert Text Box (For title)      1. Double Click Stack Bar Chart. (*Sub-category + Profit*)      1. Double Click Line Bar Chart. (*Profit + Order Date*) > Expand (Quarters)      1. Double Click Cards. (*Sales, Profit, Quantity*)      1. Double Click Matrix. (*Sub-category + Region + Sales*)      1. Double Click Slicer. (*State*) | | | |
| **Create a Dashboard from the report created above in Power BI.** | | | |
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| 1. Publish > Save > Rename > My Workspace      1. Pin to Dashboard > Go To Dashboard | | | |