



**Debabrata Palit**

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# Introduction to Power BI

TRANSFORM YOUR DATA INTO DECISIONS!



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# Introduction

In today's data-driven world, simply collecting data isn't enough — we need to make sense of it, visualize trends, and uncover insights that drive decisions. That's where Power BI steps in.

**Power BI** is a business analytics tool developed by Microsoft that allows users to connect to various data sources, transform raw data, and create **interactive dashboards** and **reports**. Its intuitive interface and powerful features make data analysis accessible to everyone — from beginners to data professionals.








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# Why is Power BI Used?

Power BI is widely used for:

-  Visualizing data through charts, graphs, and dashboards.
-  Importing data from multiple sources (Excel, SQL, APIs, etc.).
-  Monitoring KPIs and performance metrics in real-time.
-  Collaborating on reports and dashboards with teams.
-  Automating data refreshes to keep insights up-to-date.

Whether you're in marketing, finance, operations, or HR, Power BI helps you make data-backed decisions faster and more efficiently.



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# Key Components of Power BI

- 1. Power BI Desktop:** A free Windows application for data transformation and report creation. Ideal for building models, visuals, and complex DAX calculations.
- 2. Power BI Service:** An online SaaS (Software as a Service) Cloud platform. Used to publish, share, and collaborate on reports and dashboards.
- 3. Power BI Mobile App:** Available for iOS and Android. Allows users to access dashboards and reports on the go.
- 4. Power BI Gateway:** Bridges the gap between on-premises data (like SQL Server) and Power BI Service. Enables secure data refresh and live queries.



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# Real-World Use Cases

Here are a few practical applications of Power BI across industries:

**Retail:** Analyzing sales trends and customer behavior across locations.

**Healthcare:** Monitoring patient flow, occupancy rates, and diagnostics.

**Finance:** Tracking expenses, profits, budgets, and forecasts.

**Human Resources:** Measuring employee performance, attrition, and hiring metrics.

**Supply Chain:** Optimizing inventory levels and logistics operations.

In short, if you have data — Power BI can help you understand it.



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# Installation & Set Up

Getting started is simple:

## 1. Download Power BI Desktop

Visit the official Power BI page or install it directly from the Microsoft Store.

## 2. Install the application

Follow the installation wizard — it takes just a few minutes.

## 3. Launch & Explore

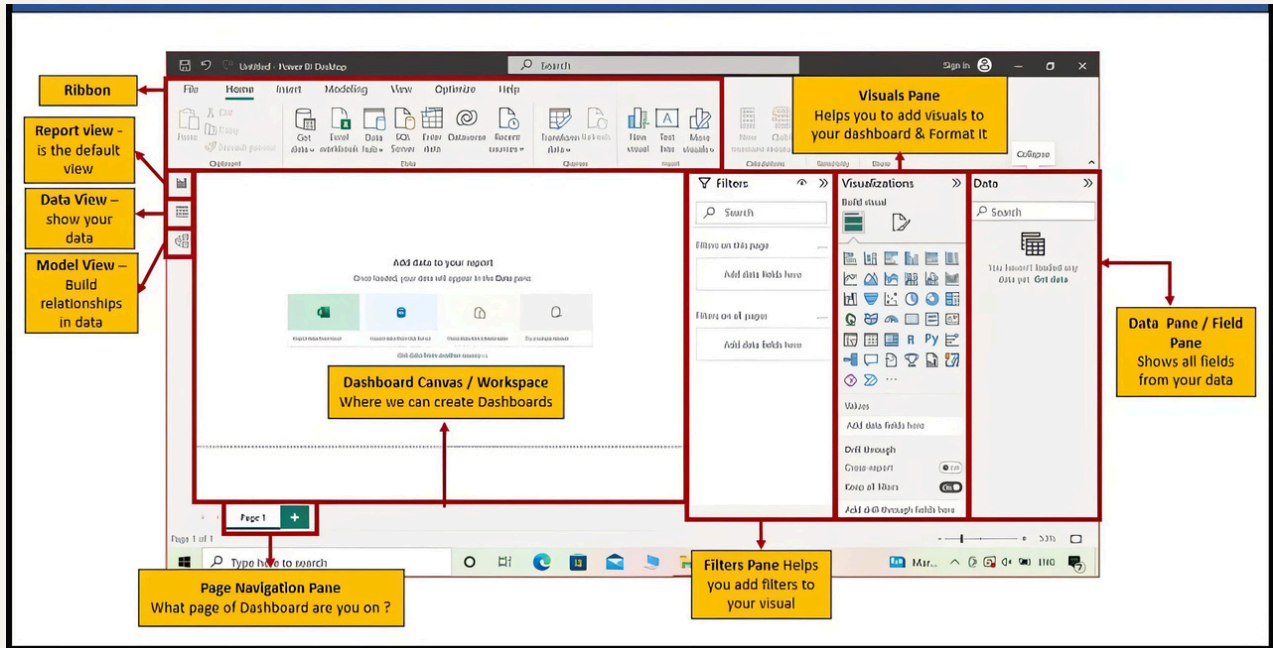
Open Power BI Desktop and start by importing data from Excel, CSV, SQL Server, or other sources.

## 4. Build your first report

Drag and drop fields, apply filters, and use visuals to start building interactive reports



# Power BI Interface



**Report View** – Drag, drop, and design your visuals

**Data View** – See your tables, columns, and clean your data

**Model View** – Define relationships between tables

**Fields Pane** – Access your data sources & measures

**Visualizations Pane** – Choose from charts, maps, cards, KPIs & more

**Filters Pane** – Add visual, page, or report-level filters

**Ribbon Toolbar** – Quick access to formatting, data, insert options

**Pages Tabs** – Manage multi-page reports with ease





# Power BI vs. Excel

| Feature       | Power BI                      | Excel                           |
|---------------|-------------------------------|---------------------------------|
| UI Type       | Dashboard + Reports           | Spreadsheet                     |
| Data Size     | Millions of rows (optimized)  | ~1 million rows                 |
| Data Modeling | Advanced (DAX, Relationships) | Limited (Pivot Tables, VLOOKUP) |
| Visualization | Interactive Dashboards        | Static Charts                   |
| Collaboration | Cloud + Workspace sharing     | File-based                      |

## WHEN TO USE EXCEL?

When you need:

- Simple calculations
- Custom templates
- Manual data entry
- Familiarity with formulas
- One-off reporting

## WHEN TO USE POWER BI?

When you need:

- Dashboards with drill-downs
- Scalable data analysis
- Scheduled refreshes
- Cloud collaboration
- Multiple data source integration







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