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# **POWER BI DOMINATION**

**WORKSHOP**

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**DAY 2 NOTES FOR REFERENCE**

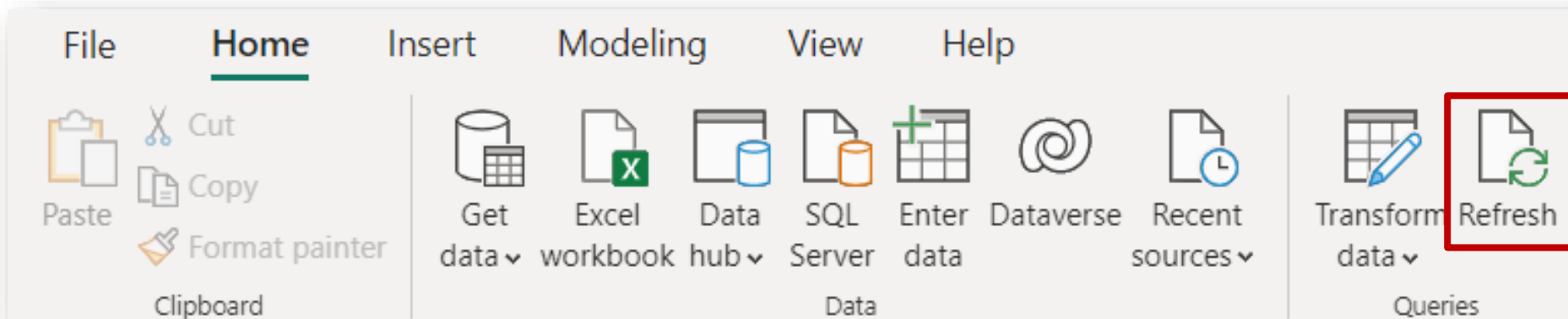
# How to refresh your dashboard

## Step 1: Save your data source after making a change.

This will tell Microsoft Power BI that the change is permanent in nature. Power BI doesn't update dashboards for any temporary change you make until you save your file.

For Ex: If you add a new row of data in your excel file, click on the save button to save it.

## Step 2: Click on the refresh button in your Power BI Dashboard (Home Tab).

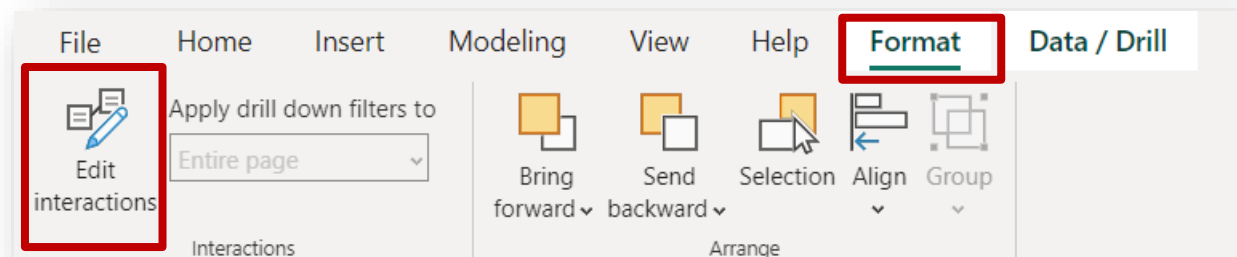


# How to make our charts interactive

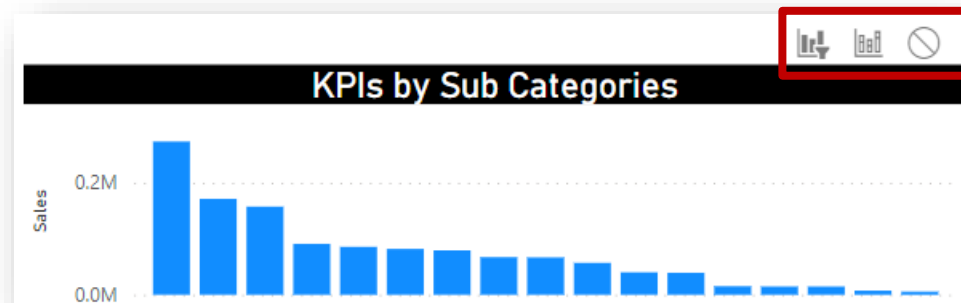
**Step 1:** Select a chart you want to interact with other charts.

**Step 2:** Go to Format Tab & click on Edit Interactions.

Note: Format Tab is only visible when a chart is selected. If you do not see the tab, make sure to select a chart.



**Step 3:** Set the interactivity with other charts as Filter/ Highlight/ None once you start seeing buttons above the charts like below:

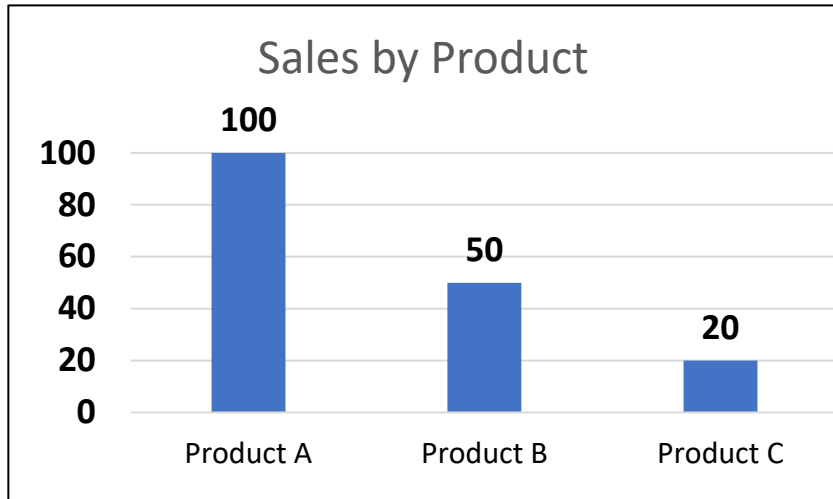


1<sup>st</sup> Icon: Filter

2<sup>nd</sup> Icon: Highlight

3<sup>rd</sup> Icon: None

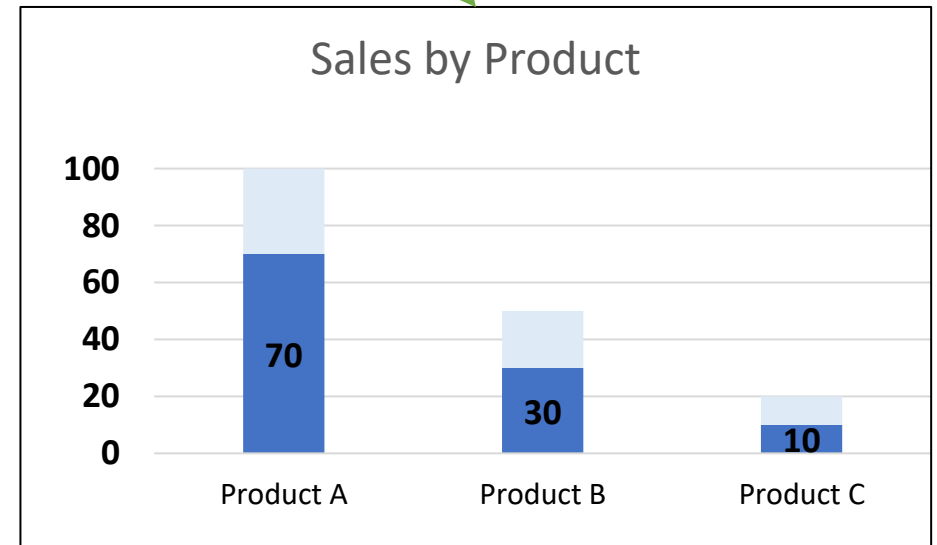
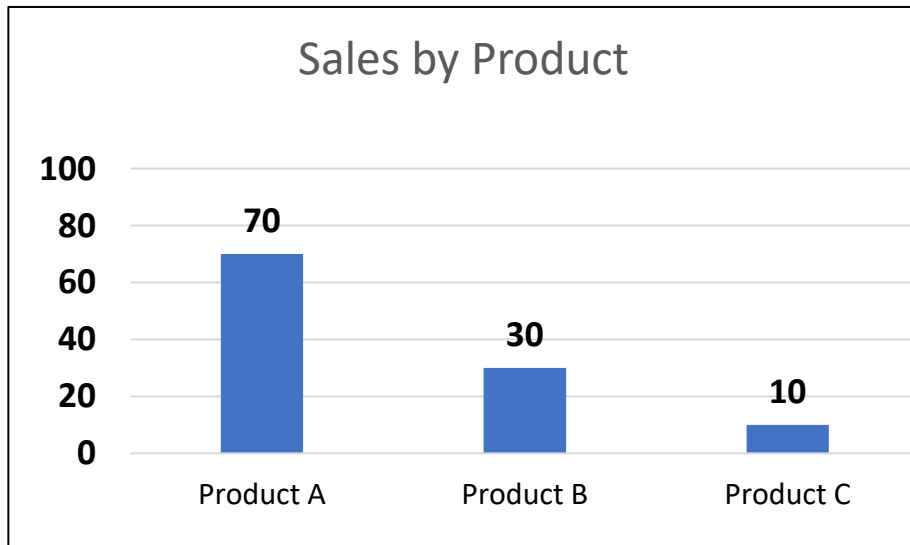
# Difference between Highlight & Filter



Filter by Central Region:  
Product A: 70  
Product B: 30  
Product C: 10

Filter

Highlight



# Sharing your dashboard

## Option 1 Share Offline

Save your Power BI file with .pbix extension and share it with anyone.

**Pro:** You do not need to share your dataset file as data is already captured in Power BI.

**Con:** User needs Power BI installed.

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## Option 2 Share Online

Login to [Power BI Website](#), go to “My Workspace” > “Upload” > “Browse” and upload the .pbix Power BI Dashboard file.

Go to the Power BI report online and then go to File > Embed Report > Publish to web (public)

**Pro:** User doesn't need Power BI Desktop Software.

**Con:** Power BI license is needed

## Using your Power BI Dashboard, answer this...

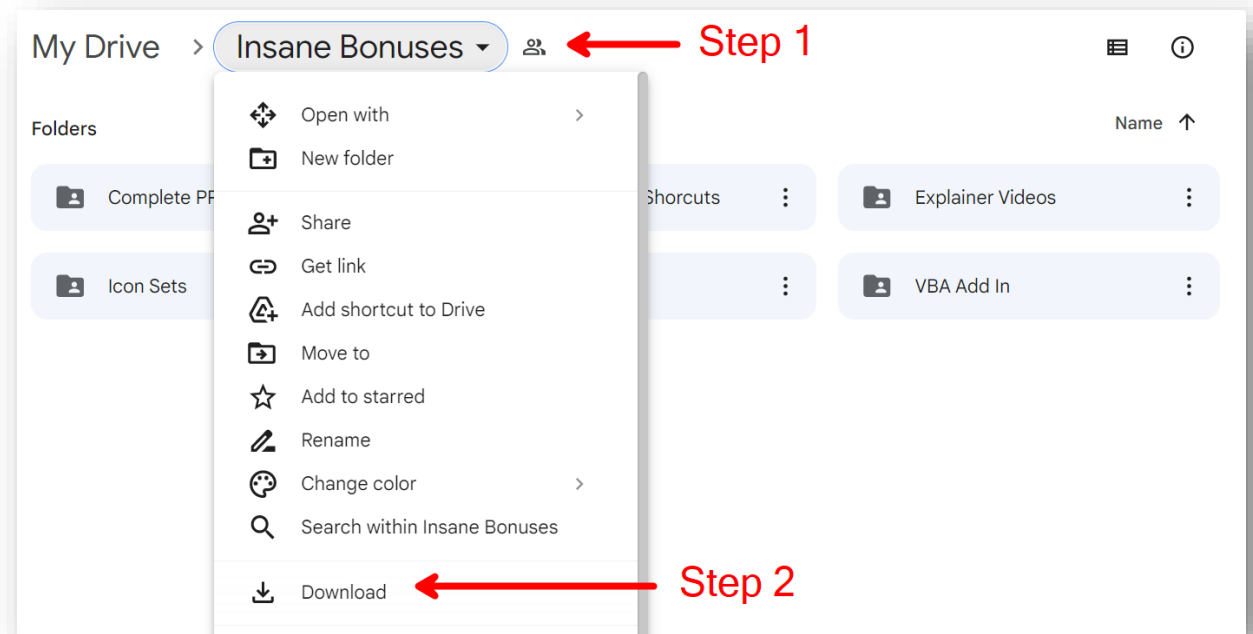
1. **Total Sales from Copiers (Sub-Category)?** Ans: 90897
2. **Total Sales from France in February 2017?** Ans: 5001
3. **Who is our most profitable customer?** Ans: Ashton Charles with 5397 profit
4. **Total quantity of bookcases sold in Central region?** Ans: 678
5. **Which shipping mode brought the most orders in Q3, 2018?** Ans: Economy with 174 orders

# How to download bonuses

1. Go to <https://link.jatanshah.in/powerbibonus>
2. Click on “Insane Bonuses” & then click on “Download”

3. A Zip File will start getting created.

Wait for it to finish & it will automatically get downloaded.



Use any zip extractor like “[7Zip](#)” or “[WinZip](#)” to extract it.