

## **1. How do you add a visual in Power BI?**

### **Answer:**

- Go to the "Visualizations" pane on the right side of the Power BI interface.
  - Select the type of visual you want, such as bar chart, pie chart, or table.
  - Drag and drop the fields from the "Fields" pane into the visual's values, axis, or legend areas.
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## **2. What are custom visuals in Power BI, and how can you import them?**

### **Answer:**

Custom visuals are additional visualizations created by third parties to extend Power BI's capabilities.

- To import: Click on the "..." menu in the Visualizations pane, select "Import a visual from a file or marketplace," and choose your desired visual.
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## **3. How can you change the color scheme of a visual in Power BI?**

### **Answer:**

- Select the visual.
  - Go to the "Format" pane (paint roller icon).
  - Under "Data Colors," pick custom colors for each data series to match your preferences or branding.
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#### **4. How do you apply conditional formatting to a chart?**

**Answer:**

1. Select the chart.
  2. In the "Format" pane, navigate to "Data Colors" or "Values."
  3. Click on the "fx" icon to open the conditional formatting options.
  4. Define the rules based on a field or value, such as applying gradient colors for sales performance.
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#### **5. How can you create a hierarchy in a visual and enable drill-down?**

**Answer:**

1. Drag multiple fields into the "Axis" section of the chart to form a hierarchy (e.g., Year > Quarter > Month).
2. Use the "Drill Down" button in the chart header to navigate levels. This allows viewers to explore data granularly.

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## **6. What are slicers in Power BI, and how do you format them?**

### **Answer:**

Slicers are visual filters that allow users to filter data dynamically.

- Add a slicer from the Visualizations pane and link it to a field.
- To format:
  - Use the "Format" pane for options like orientation, font, size, and multi-select capability.

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## **7. How do you configure a tooltip for a Power BI visual?**

### **Answer:**

1. In the "Format" pane, enable "Tooltip."
2. Add fields to the Tooltip section in the Visualizations pane.
3. Optionally, create a custom Tooltip page in Power BI and assign it to the visual under Tooltip settings.

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## **8. What is the purpose of visual-level filters, and how do you apply them?**

**Answer:**

Visual-level filters restrict the data shown in a specific visual without affecting other visuals on the report.

- Apply by dragging a field into the "Filters on this visual" section in the Filters pane.
  - Set conditions like showing sales greater than 500.
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**9. How do you align visuals in Power BI for a professional-looking report?**

**Answer:**

- Select multiple visuals while holding "Ctrl."
  - Use the Format menu options like "Align" to center visuals horizontally or vertically.
  - Distribute them evenly using "Distribute Horizontally" or "Distribute Vertically."
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**10. How can you sort data in a visual?**

**Answer:**

- Select the visual and click on the ellipsis (...) in its top-right corner.

- Choose "Sort by" and select the desired field or value.
  - You can toggle between ascending and descending order.
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## **11. What are drill-through filters, and how do you set them up?**

### **Answer:**

Drill-through filters allow users to focus on detailed information for a specific data point.

- Add a field to the "Drill through" section on a page.
  - A back button is automatically added to navigate back to the summary page.
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## **12. How do you add and format a title to a visual?**

### **Answer:**

1. Select the visual and go to the "Format" pane.
  2. Under the "Title" section, turn it on.
  3. Enter custom text, adjust font size, alignment, and color to fit the report's style.
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## **13. How can you use bookmarks to create dynamic reports?**

**Answer:**

Bookmarks capture the state of visuals, slicers, or filters.

- Use the "View" tab to open the Bookmark Pane.
  - Click "Add" to create a bookmark for a specific view.
  - Combine with buttons to toggle between views interactively.
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**14. What are groups in Power BI, and how do you use them for visuals?****Answer:**

Groups allow you to organize visuals together for easier movement and alignment.

- Select multiple visuals using "Ctrl."
  - Right-click and choose "Group."
  - The visuals are treated as a single entity but retain individual properties.
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**15. How can you create a visual showing trends over time?****Answer:**

Use a line chart or area chart:

- Drag a date field to the "Axis."

- Drag the measure (e.g., sales or profit) to the "Values" section.
  - Optionally, add a legend to split the trend by category (e.g., region).
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## **16. How do you export data from a visual?**

### **Answer:**

- Click on the ellipsis (...) in the top-right corner of the visual.
  - Select "Export data."
  - Choose to export as .csv or Excel based on your preference.
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## **17. How can you add and edit gridlines in a chart?**

### **Answer:**

- In the "Format" pane, locate the "Gridlines" option under the X-Axis or Y-Axis section.
  - Turn them on or off and adjust color, width, and line style.
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## **18. How do you show cumulative data in a visual?**

### **Answer:**

- Use a running total calculation:

1. Create a measure for cumulative values using SUMX or CALCULATE with DATESYTD.
  2. Add this measure to a line or area chart to display running totals.
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### **19. How do you highlight a specific data point in a visual?**

**Answer:**

- In the "Format" pane, go to "Data point."
  - Enable "Custom" data point formatting and select the point to highlight with a different color or size.
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### **20. What is the role of Z-order in visuals, and how can you adjust it?**

**Answer:**

Z-order determines the stacking order of visuals (front-to-back).

- Right-click a visual and select "Bring to Front" or "Send to Back" to change its order.
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### **21. How do you enable a legend and format it?**

**Answer:**

1. Select the visual.



2. In the "Format" pane, enable the "Legend" option.
  3. Adjust its position, font size, color, and alignment as needed.
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## **22. What is the purpose of data labels in a chart, and how do you configure them?**

### **Answer:**

Data labels provide exact values on a chart.

- In the "Format" pane, enable "Data Labels."
- Customize the position, color, and units (e.g., thousands, millions).

## **1. How do you create a combo chart in Power BI, and when should you use it?**

### **Answer:**

A combo chart combines a line and bar chart in one visual. It's ideal for comparing trends and categories simultaneously.

- Select "Combo Chart" from the Visualizations pane.
- Drag measures for bar and line values to their respective fields.
- Customize in the "Format" pane for axes, titles, and legends.

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## 2. How can you adjust the X-axis and Y-axis in a visual?

### Answer:

- In the "Format" pane, find "X-Axis" or "Y-Axis."
- Adjust scale types (linear or log), labels, color, font size, and gridlines.
- Enable or disable axes as needed for clarity.

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## 3. What is a waterfall chart, and how do you use it in Power BI?

### Answer:

A waterfall chart shows how values increase or decrease sequentially, often used for financial data like profit/loss.

- Add a "Waterfall" chart from the Visualizations pane.
- Drag fields for categories (e.g., months) and values (e.g., profit).
- Customize breakdowns or cumulative totals using the "Format" pane.

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## 4. How do you synchronize slicers across multiple visuals?

### Answer:

- Create a slicer and connect it to relevant visuals.

- Open the "View" tab and select "Sync Slicers."
  - Check visuals/pages where you want slicers synchronized.
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## **5. How can you apply themes to a Power BI report?**

### **Answer:**

Themes apply a consistent color and style to your report.

- Go to the "View" tab and select "Themes."
  - Choose from built-in themes or upload a custom JSON theme file.
  - All visuals update automatically to match the selected theme.
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## **6. How do you create a stacked column chart and format it?**

### **Answer:**

- Select the "Stacked Column Chart" visual.
  - Add a category to the Axis field and measures to the Values field.
  - In the "Format" pane, adjust bar colors, data labels, and gridlines for clarity.
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## **7. What is the use of card visuals, and how do you customize them?**

**Answer:**

Card visuals display a single number, such as total sales or average profit.

- Select "Card" from the Visualizations pane.
  - Drag a measure to the "Fields" section.
  - Customize background, font size, and color in the "Format" pane.
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**8. How can you highlight top N data points in a visual?****Answer:**

- Use a "Top N" filter: Drag a measure to the Filters pane, select "Top N," and specify the number of points.
  - Customize colors for top items in the "Format" pane under Data Colors.
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**9. How do you format tooltips in a Power BI report?****Answer:**

- Enable the Tooltip option from the "Format" pane of a visual.
- Add additional fields in the Tooltip bucket under the Visualizations pane.

- Create a separate tooltip page with detailed visuals if needed and assign it to a visual.
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## **10. How do you add data labels only to specific points in a chart?**

### **Answer:**

- Select the chart and enable "Data Labels" in the "Format" pane.
  - Use "Customize Series" to selectively show or hide labels for specific data series.
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## **11. What is the role of pie charts, and how do you make them more informative?**

### **Answer:**

Pie charts are used to show proportional relationships.

- Add a "Pie Chart" visual and populate it with a category and a measure.
  - Format slices using distinct colors, enable percentages as data labels, and use legends to clarify each slice.
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## **12. How can you sort a visual by a custom order (e.g., months)?**

### **Answer:**

1. Create a custom column in your dataset that assigns a numerical order to categories.
  2. In Power BI, go to "Data View," select the field, and apply "Sort by Column" to use the custom order.
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### **13. How do you group and ungroup data in a visual?**

**Answer:**

- Right-click on a data point in a visual and select "Group Data."
  - Power BI creates a group automatically, which you can rename and customize.
  - To ungroup, delete the group from the Fields pane.
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### **14. How can you overlay visuals in Power BI?**

**Answer:**

- Add multiple visuals to the report canvas.
  - Adjust Z-order by right-clicking on a visual and selecting "Bring to Front" or "Send to Back."
  - Align and resize them to create a cohesive layout.
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### **15. How do you emphasize a particular data point in a scatter chart?**

**Answer:**

- Use "Customize Series" in the "Format" pane to highlight the point with a different marker style or color.
  - Optionally, add annotations for explanation.
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**16. What is the advantage of adding a secondary Y-axis, and how do you enable it?**

**Answer:**

A secondary Y-axis allows comparison of two different measures on the same chart.

- In a combo or line chart, add a second measure and assign it to the secondary axis in the "Format" pane.
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**17. How can you export a visual as an image or PDF?**

**Answer:**

- Use the File menu to "Export to PDF," which includes all visuals.
  - Alternatively, click the ellipsis (...) on a visual and use a screen capture tool or third-party extensions.
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**18. How do you format the background of a chart?**

**Answer:**

- Select the visual and go to the "Format" pane.
  - Enable "Background" and select the color, transparency, and image (if needed).
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## **19. How do you apply zoom and focus on visuals?**

**Answer:**

- Use the "Focus Mode" option available in the top-right corner of a visual for fullscreen.
  - If zooming isn't native to the visual, consider using slicers to filter the view dynamically.
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## **20. How do you incorporate shapes or images into your visuals?**

**Answer:**

- Go to the "Insert" tab and choose "Shape" or "Image."
  - Use shapes to highlight areas in a chart or add contextual icons and logos to the report canvas.
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## **21. How can you show multiple charts in one visual (e.g., small multiples)?**



**Answer:**

- Drag a field into the "Small Multiples" section of the Visualizations pane.
  - Power BI creates multiple charts arranged by the categories in the small multiples field.
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**22. How can you control font and text formatting globally?**

**Answer:**

- Use the "Theme" functionality under the "View" tab.
- Modify text size, font type, and styles for all visuals in the JSON theme file or by customizing an existing theme.