

# Steps to Create a Super Store Data Report in Power BI

## Step 1: Prepare Your Data

### 1. Download the Super Store Dataset:

- If you don't already have the dataset, download it from sources like Kaggle or other public data repositories.
- The dataset typically includes tables like Orders, Returns, and People.

### 2. Clean and Transform Data:

- Open Power BI Desktop and load the dataset using **Home > Get Data**.
- Use Power Query Editor to clean the data:
  - Remove unnecessary columns.
  - Handle missing or duplicate values.
  - Ensure data types are correct (e.g., dates, numbers).

### 3. Create Relationships:

- In the Model View, establish relationships between tables (e.g., link Orders and Returns using a common key like Order ID).

## Step 2: Create Visualizations

### 1. Sales Overview:

- Add a **Card Visual** to display total sales.
- Use a **Line Chart** to show sales trends over time (e.g., by month or year).

### 2. Profit Analysis:

- Add a **Bar Chart** to compare profit by category or sub-category.
- Use a **Donut Chart** to show profit distribution by region.

### 3. Geographical Insights:

- Add a **Map Visual** to display sales or profit by region or country.

### 4. Product Performance:

- Use a **Table or Matrix Visual** to show top-selling products or categories.
- Add a **Tree Map** to visualize sales by sub-category.

### 5. Customer Insights:

- Add a **Bar Chart** to show sales by customer segment (e.g., Consumer, Corporate, Home Office).

## 6. Filters and Slicers:

- Add **Slicers** for dynamic filtering (e.g., by year, region, or category).

## **Step 3: Design the Dashboard**

### 1. Arrange Visuals:

- Drag and drop visuals onto the canvas to create a logical layout.
- Group related visuals together (e.g., sales overview at the top, product performance below).

### 2. Format Visuals:

- Use the **Format Pane** to customize colors, fonts, and titles.
- Ensure consistency in design .

### 3. Add Titles and Labels:

- Add a title to the dashboard I.e, Super Store Data Report.
- Label each visual clearly (e.g., "Sales by Region").