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| [Company name] |
| Visualizing |
| [Document subtitle] |

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| Steven Renders  [Date] |

Table of Contents

[Step 03 Visualizing 2](#_Toc477685983)

[Add a Title 2](#_Toc477685984)

[Add Slicers 2](#_Toc477685985)

[Add a Chart 6](#_Toc477685986)

[Add a Table 9](#_Toc477685987)

[Add a TreeMap 11](#_Toc477685988)

[Add Cards: 13](#_Toc477685989)

[Add a Donut Chart 15](#_Toc477685990)

[Rearrange report items 17](#_Toc477685991)

[Create Phone Layout 17](#_Toc477685992)

[Save Power BI Desktop file 18](#_Toc477685993)

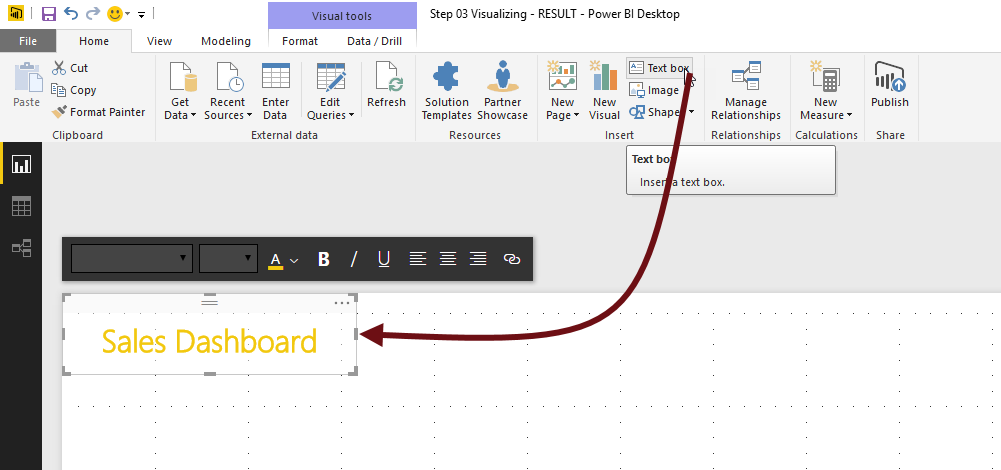
# Step 03 Visualizing

You can continue to work on your previous Power BI Desktop file, or you can start with this file: Step 02 Step 03 Visualizing - START.pbix

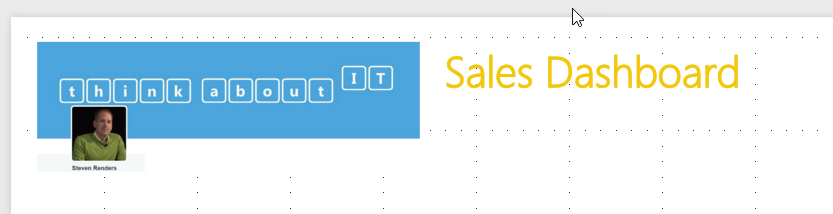
Now that we have a Power BI Desktop file with a good data model, you are ready to create some reports and bring the information to life.

## Add a Title

Start by adding a title for the dashboard.

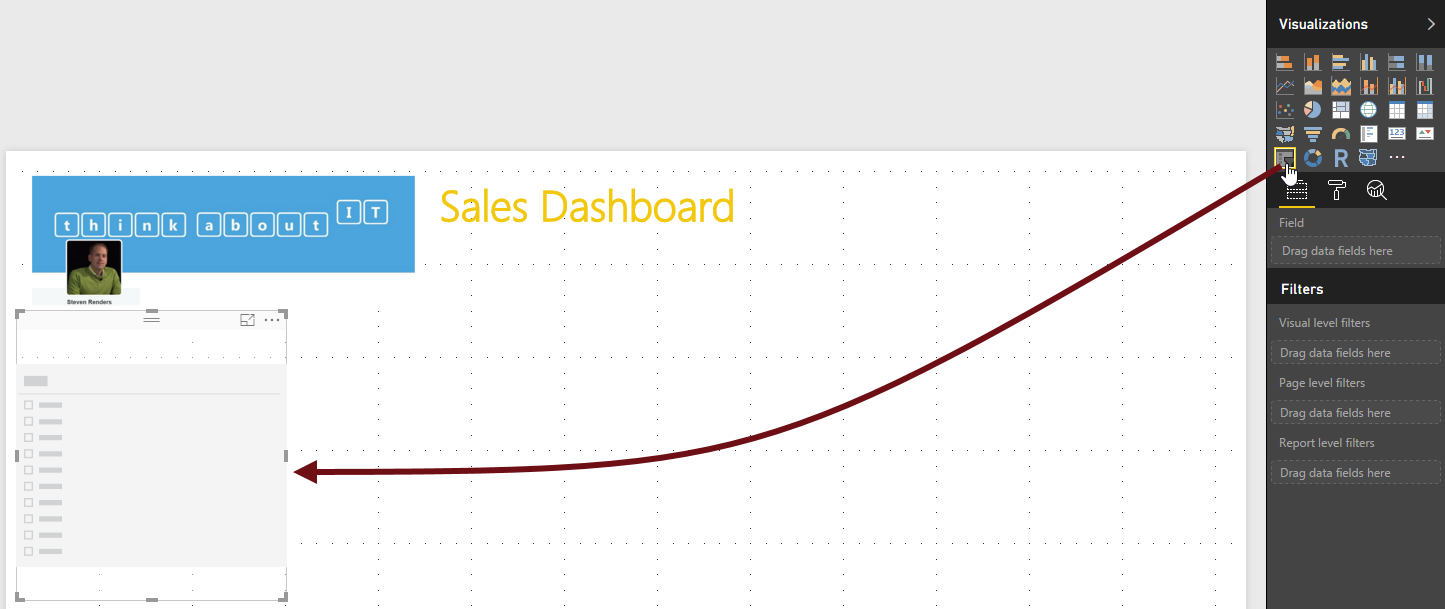


From the ribbon, select a textbox and use the formatting buttons to format the text. You can also include a logo if you want:

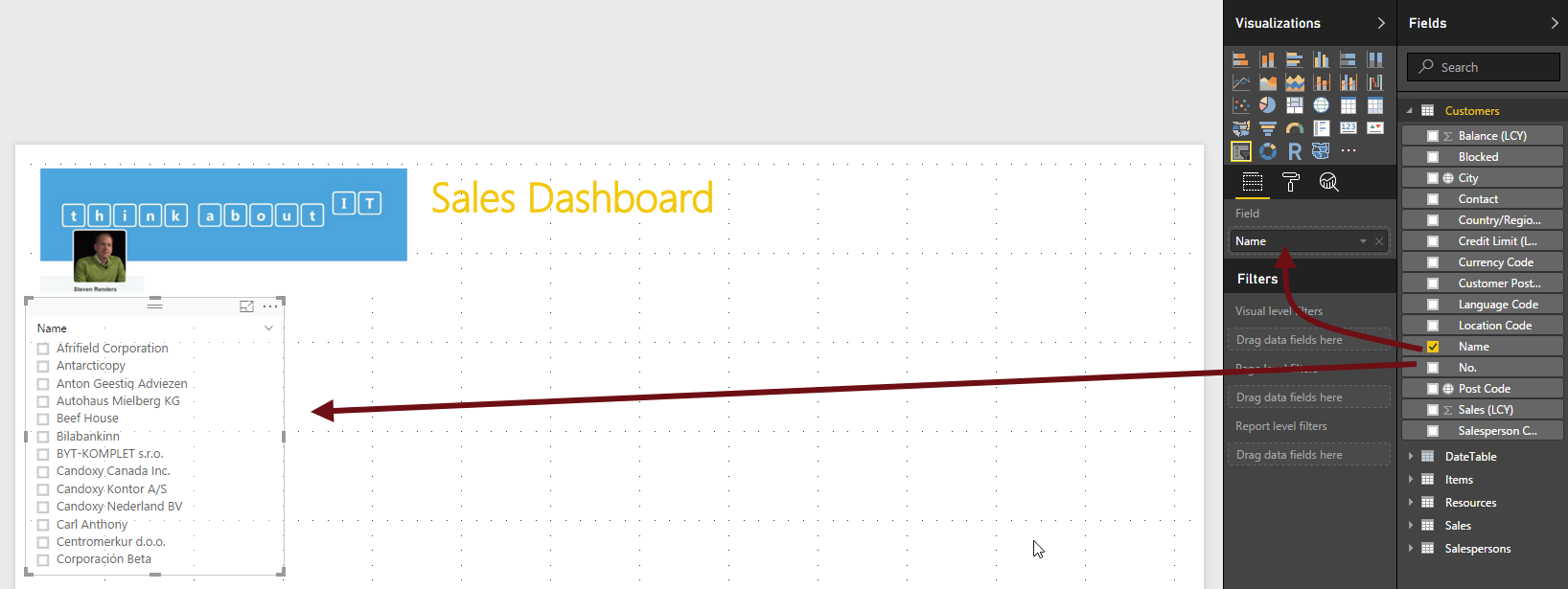


## Add Slicers

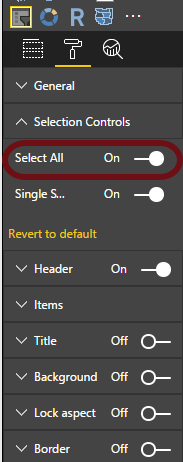
To filter the result, you can add some Slicers to the report. In the Visualizations, select Slicer, and drag in onto the report:



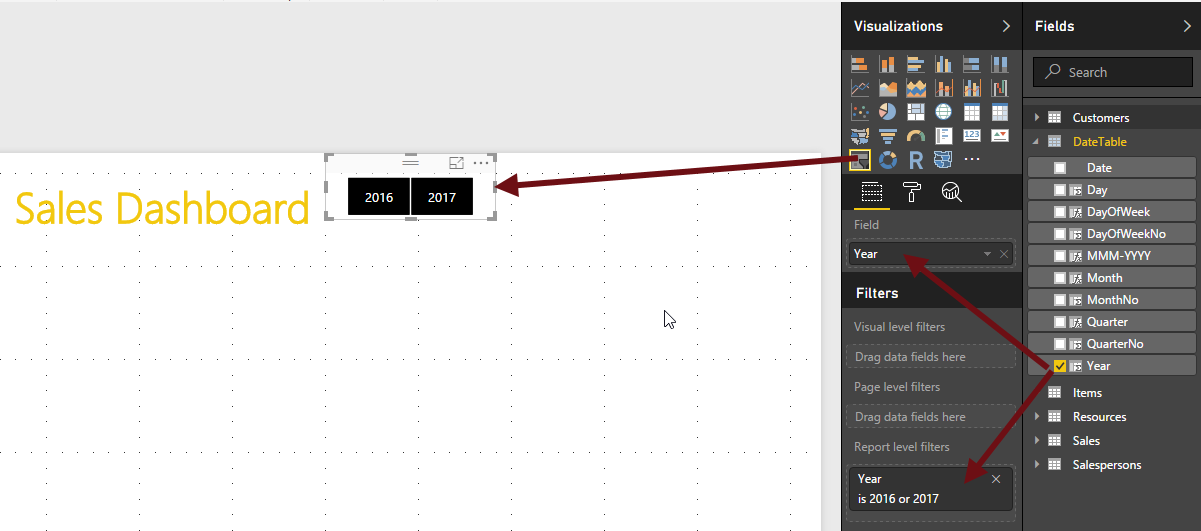
Then add the Customer Name to the Slicer:



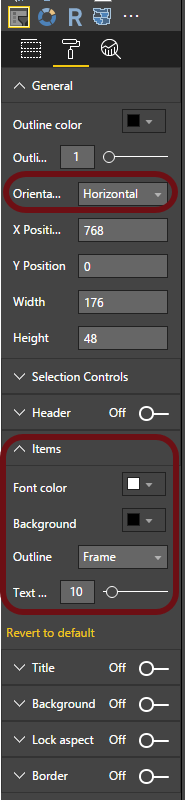
Next, enable Select All, using the Paint Brush:



Now we’ll add another Slicer, for the Year:

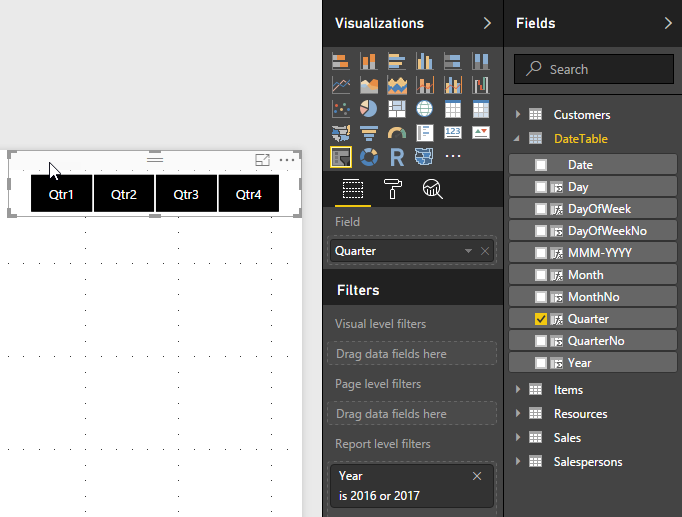


In the report level filters, filter on 2016 and 2017. Then, using the brush options:



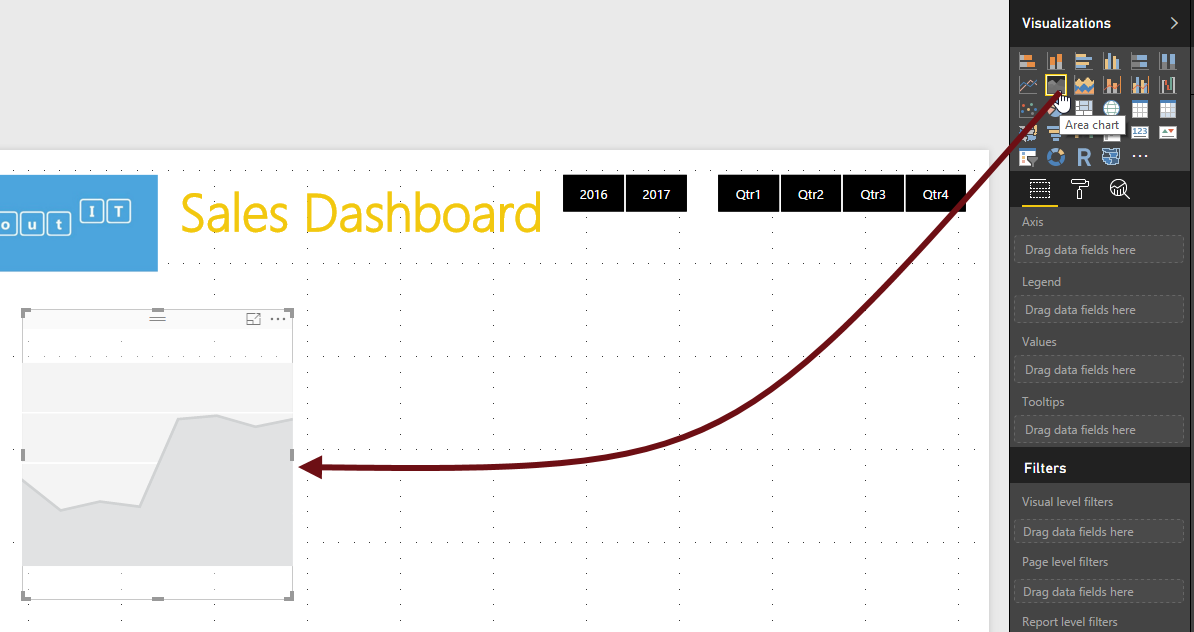
Change the orientation to horizontal, and set the colors for the Items, until the years resemble black squares, as in the above image.

Now repeat the same steps to add a Quarter slicer:

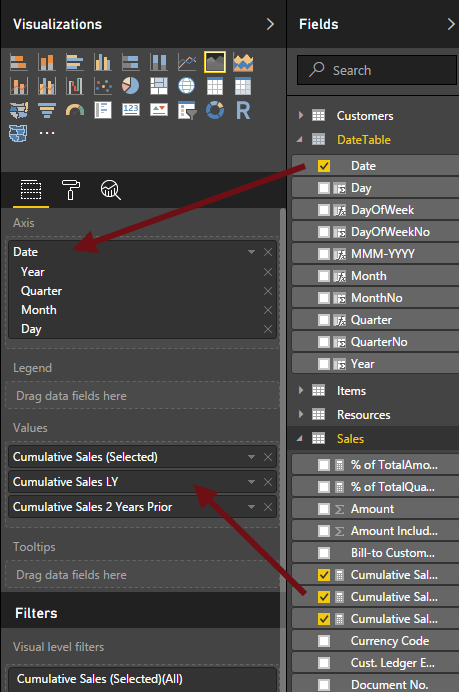


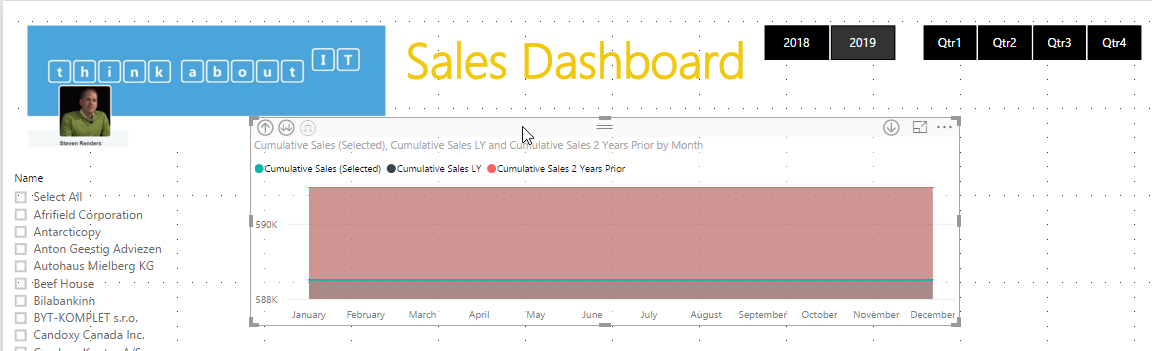
## Add a Chart

Next add an Area Chart to the report:



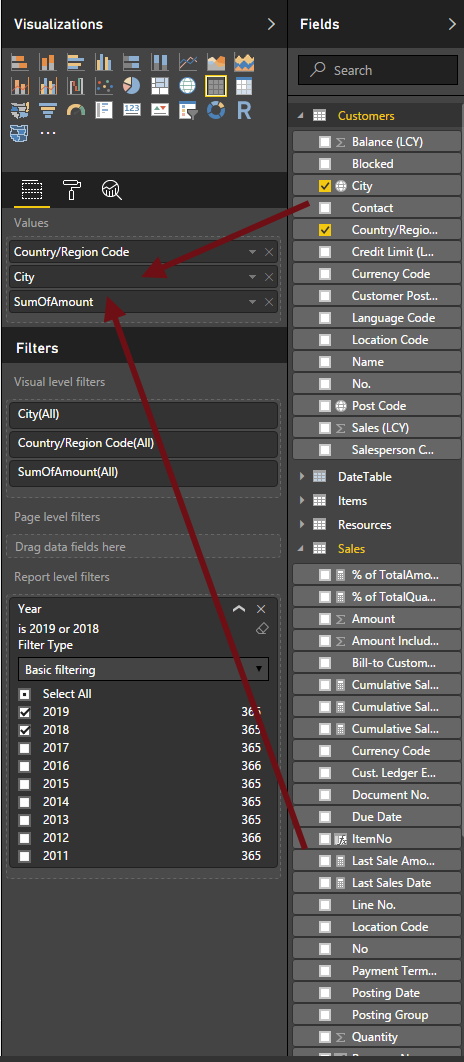
In the area chart set the following properties:

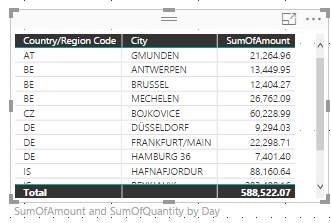




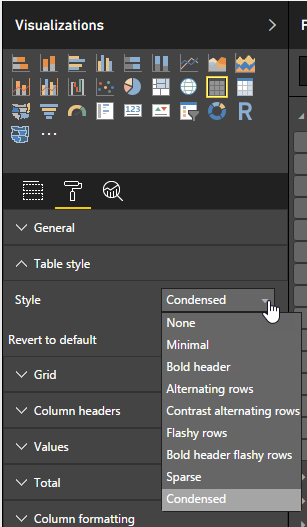
## Add a Table

Next add a Table to the report, below the chart:



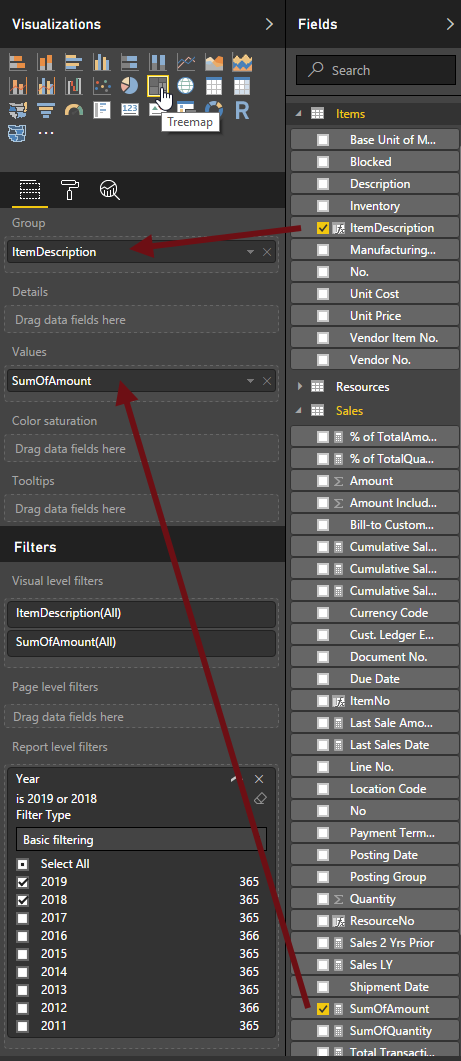


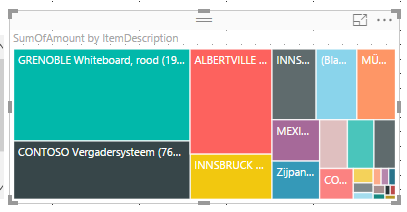
Then set the table style to condensed:



## Add a TreeMap

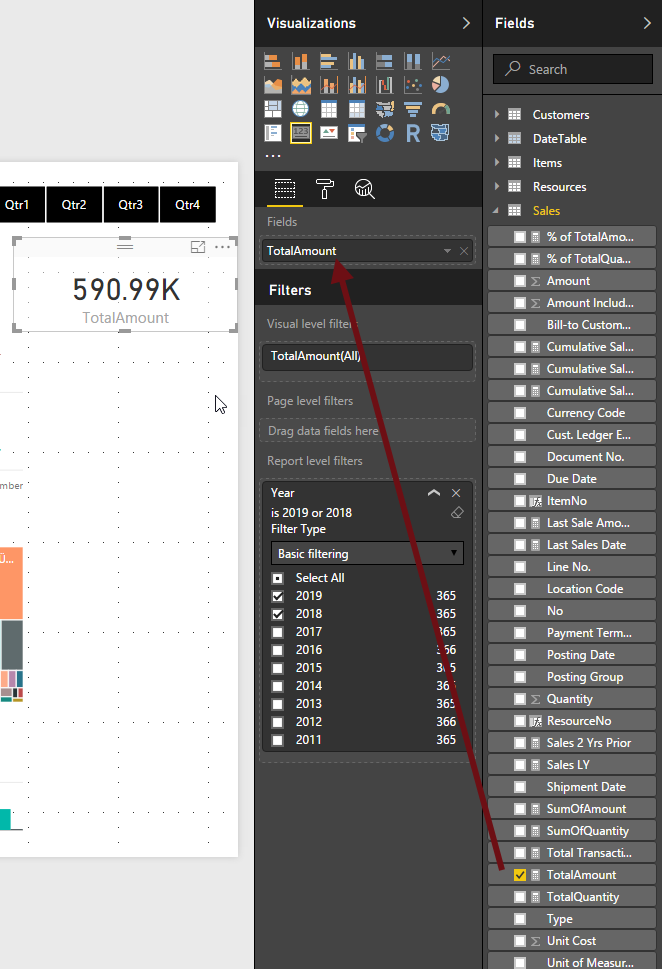
Now add a TreeMap to the report:



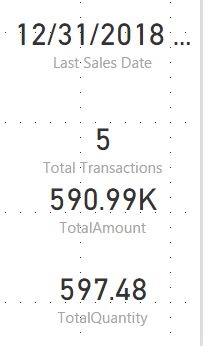


## Add Cards:

Now add a Card to the report:

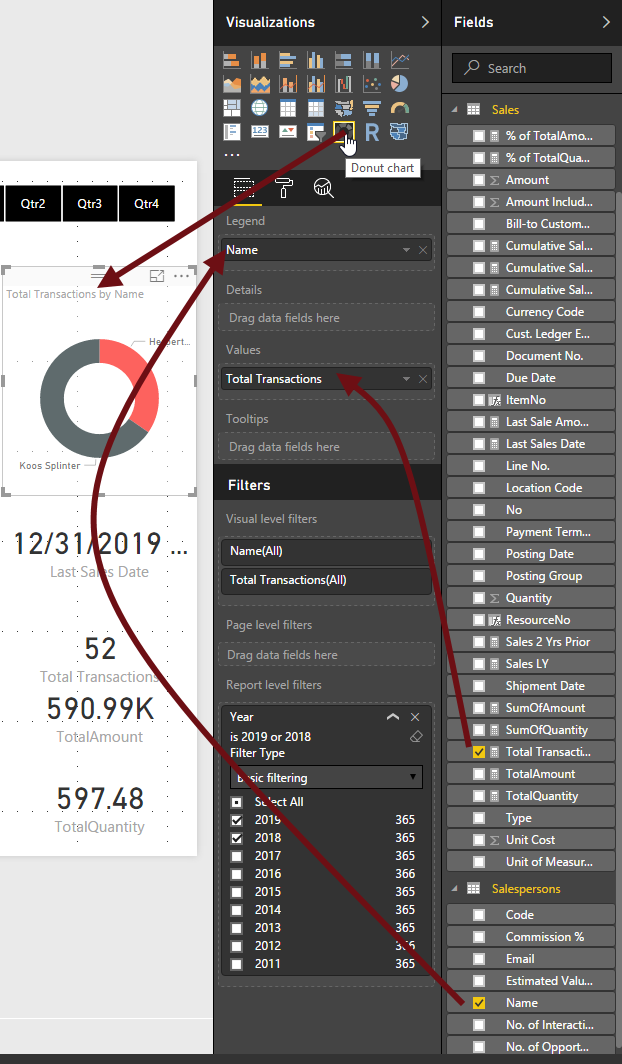


Repeat this for other KPI’s:



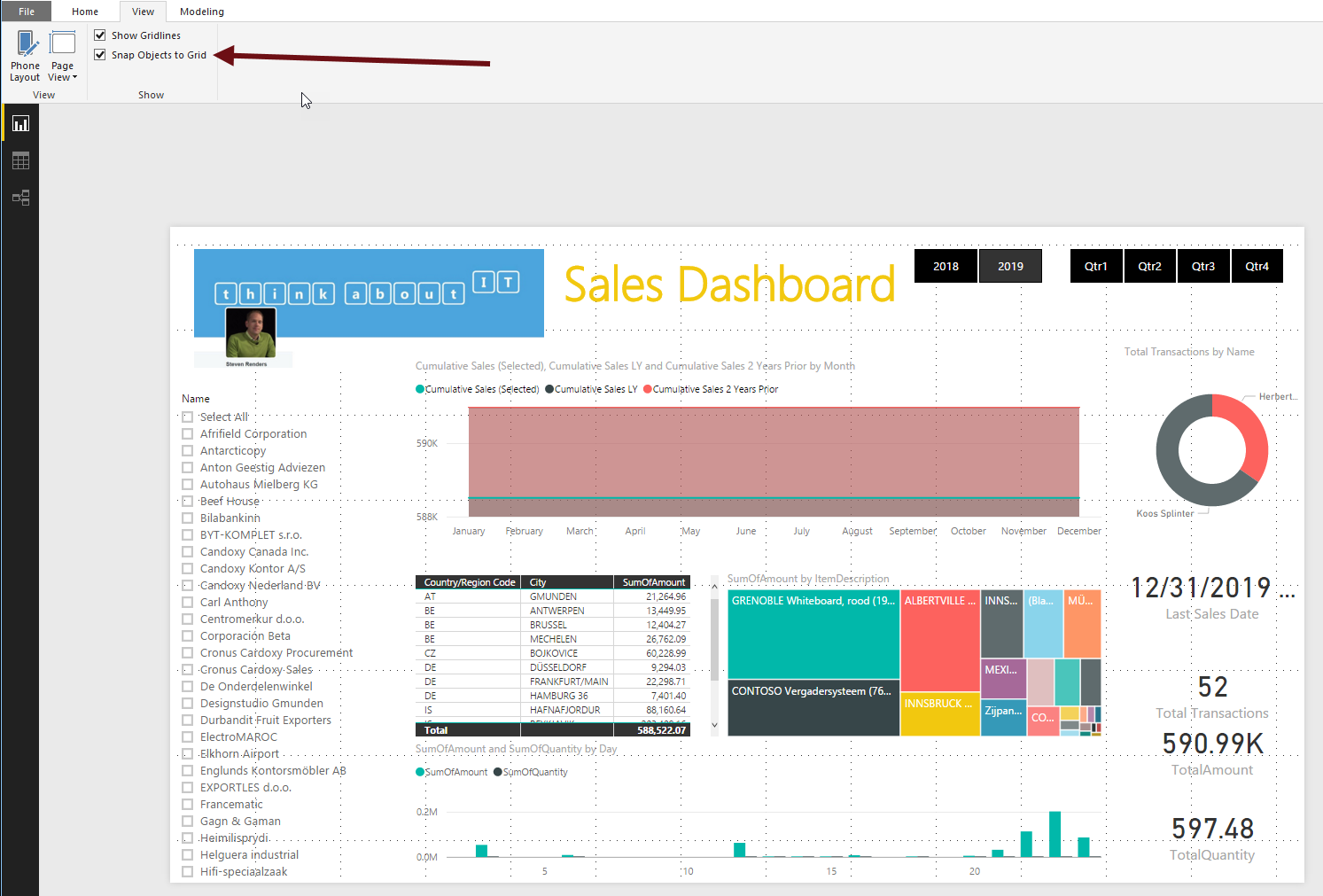
## Add a Donut Chart

Now add a Donut Chart to the report, for the total transactions per Salesperson:



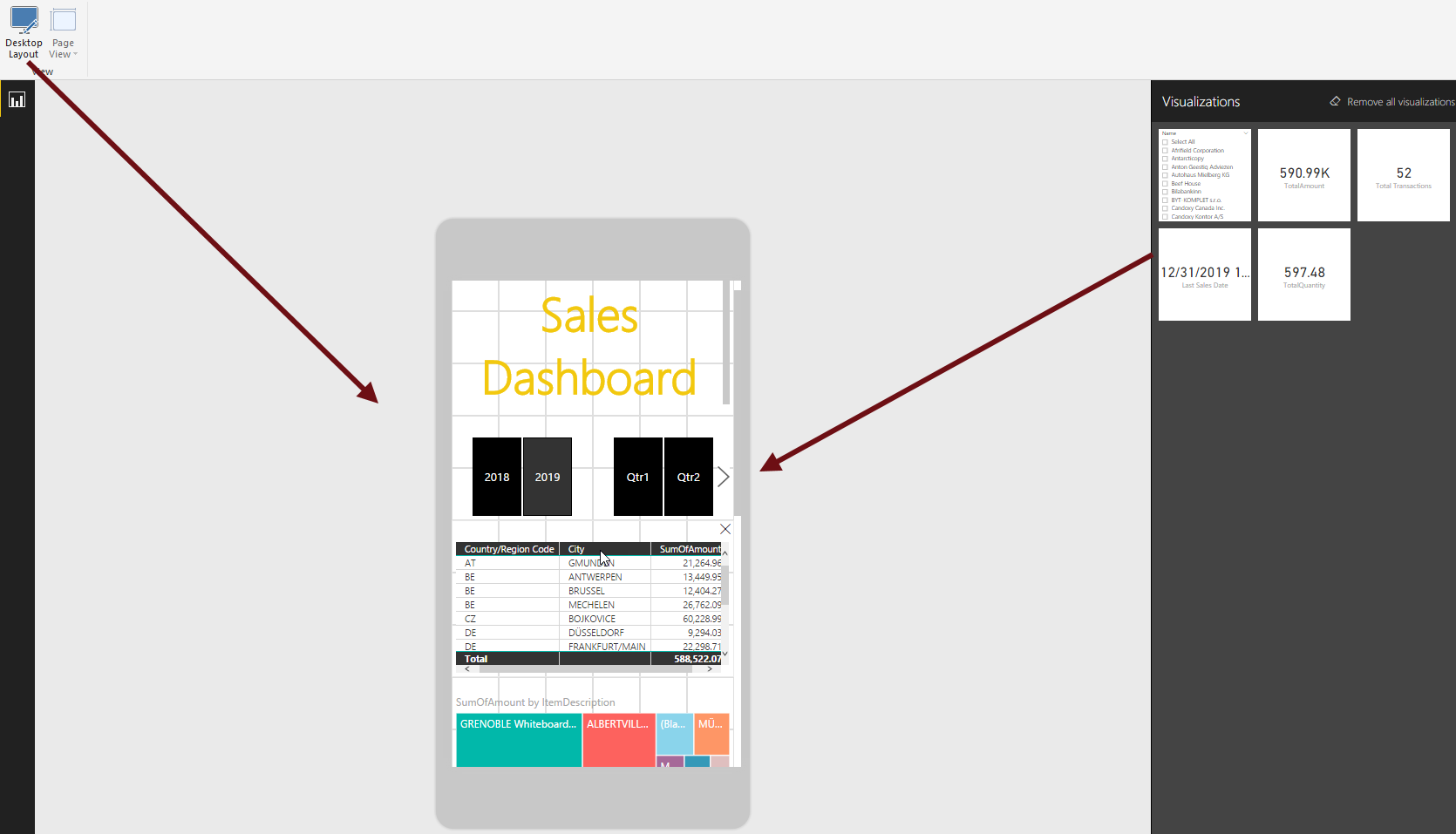
## Rearrange report items

In the View tab in the ribbon, select Show Gridlines and Snap Objects to Grid:



## Create Phone Layout

Select the Phone Layout in the ribbon. Then drag and drop report items to the layout:



## Save Power BI Desktop file

Save your .pbix file.

