**ASSIGNMENT-1**

**QUESTION:**

Objective – Power BI Desktop, Cloud Service and End to End Workflow Use Case – Connecting a File using Power BI Desktop and formatting the file Source – Sky Transport Analytics – Create a new Power BI file, and load the Excel workbook containing a list of the Transport Data Report/Dashboard – Transport Data • You should hide the Category ID and Origin State. • Create a table showing by Customer Name 1. Revenue 2. Total Miles 3. Trip Type • Summarize the Revenue & Total Miles • Save this Power BI file with the name SkyData

Result - At the end you will Create a new Power BI file, Hide a couple of columns, Create a table

**STEPS:**

**Step 1: Open Power BI Desktop**

* Launch **Power BI Desktop** on your computer.

**Step 2: Connect to the Excel Source File**

1. Click **Home** tab > **Get Data** > **Excel**.
2. Browse to your Excel workbook containing the **Transport Data**.
3. Select the file and click **Open**.
4. In the Navigator window, select the worksheet or table with your transport data.
5. Click **Load** to import the data into Power BI.

**Step 3: Review and Transform Data (Power Query Editor)**

* After loading, click **Transform Data** to open the Power Query Editor.
* Inspect the data columns for cleanliness and consistency.
* Make any necessary transformations (like changing data types, removing unwanted columns, fixing errors, etc.).

**Step 4: Hide Columns in Power BI Desktop**

* Close & Apply the changes to return to the main Power BI window.
* In the **Fields pane**, locate **Category ID** and **Origin State** columns.
* Right-click on each and select **Hide in Report View**.
  + This hides the columns from report visuals but keeps them in the model.

**Step 5: Create Table Visualization**

1. In the **Report view**, click the **Table** visual icon from the Visualizations pane.
2. Drag the following fields into the **Values** section of the table visual:
   * **Customer Name** (Rows)
   * **Revenue** (Values)
   * **Total Miles** (Values)
   * **Trip Type** (Values)

**Step 6: Summarize Revenue & Total Miles**

* For summarization:
  + By default, Power BI sums numeric columns like Revenue and Total Miles.
  + If it’s not set correctly, click the dropdown arrow beside each field in the Values area and select **Sum**.
* Ensure the table shows total Revenue and total Miles grouped by Customer Name.

**Step 7: Format the Table Visual (Optional but Recommended)**

* Click the **Format** pane (paint roller icon).
* Adjust settings such as:
  + Column headers font size.
  + Grid lines.
  + Values alignment.
  + Table style for better readability.

**Step 8: Save Your Power BI File**

* Click **File** > **Save As**.
* Name the file **SkyData.pbix**.
* Choose a location and save.

**DASHBOARD:**

