06_FAQs on developing dashboards

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Contents

Here are some frequent technical solutions for building PowerBI dashboards

Change how visuals interact in a Power BI report

Microsoft instruction ⧉

Format color from a bar chart

- ☐ Click on the Paintbrush on the right side of the report

- ☐ Choose "Data colors"

- ☐ Right click on the "Conditional formatting"

- ☐ Choose the wanted format then click OK
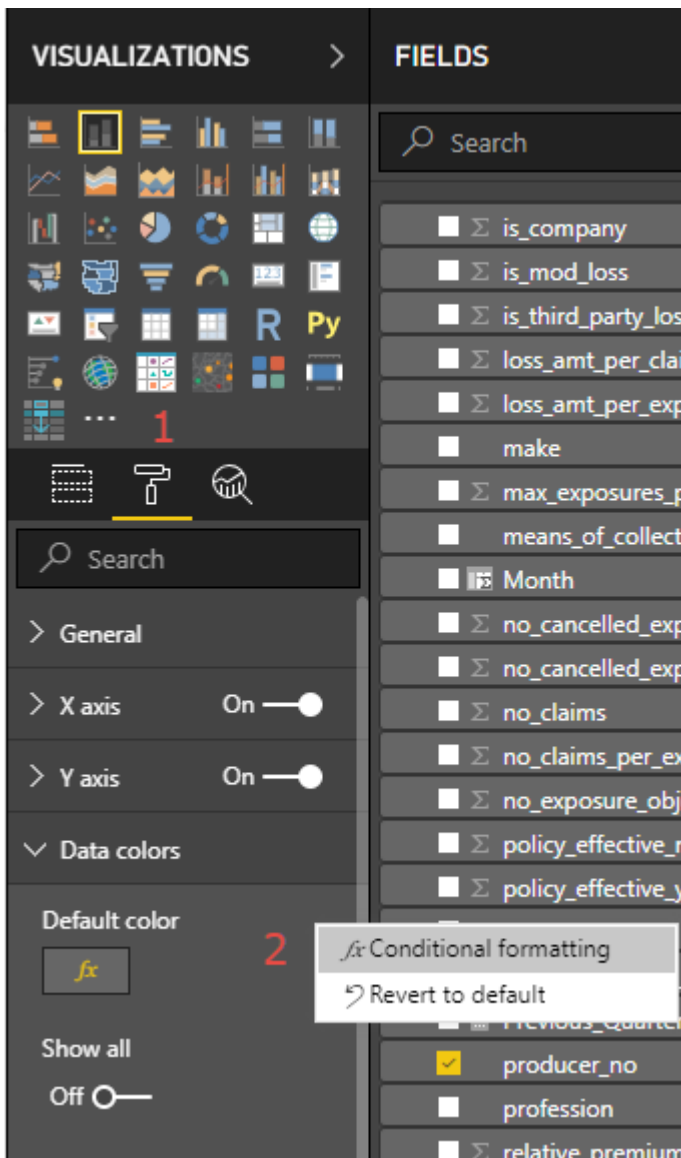
Shape Maps in Power BI Desktop

[Microsoft instruction](#) ⬚

Update Query in Power BI Desktop

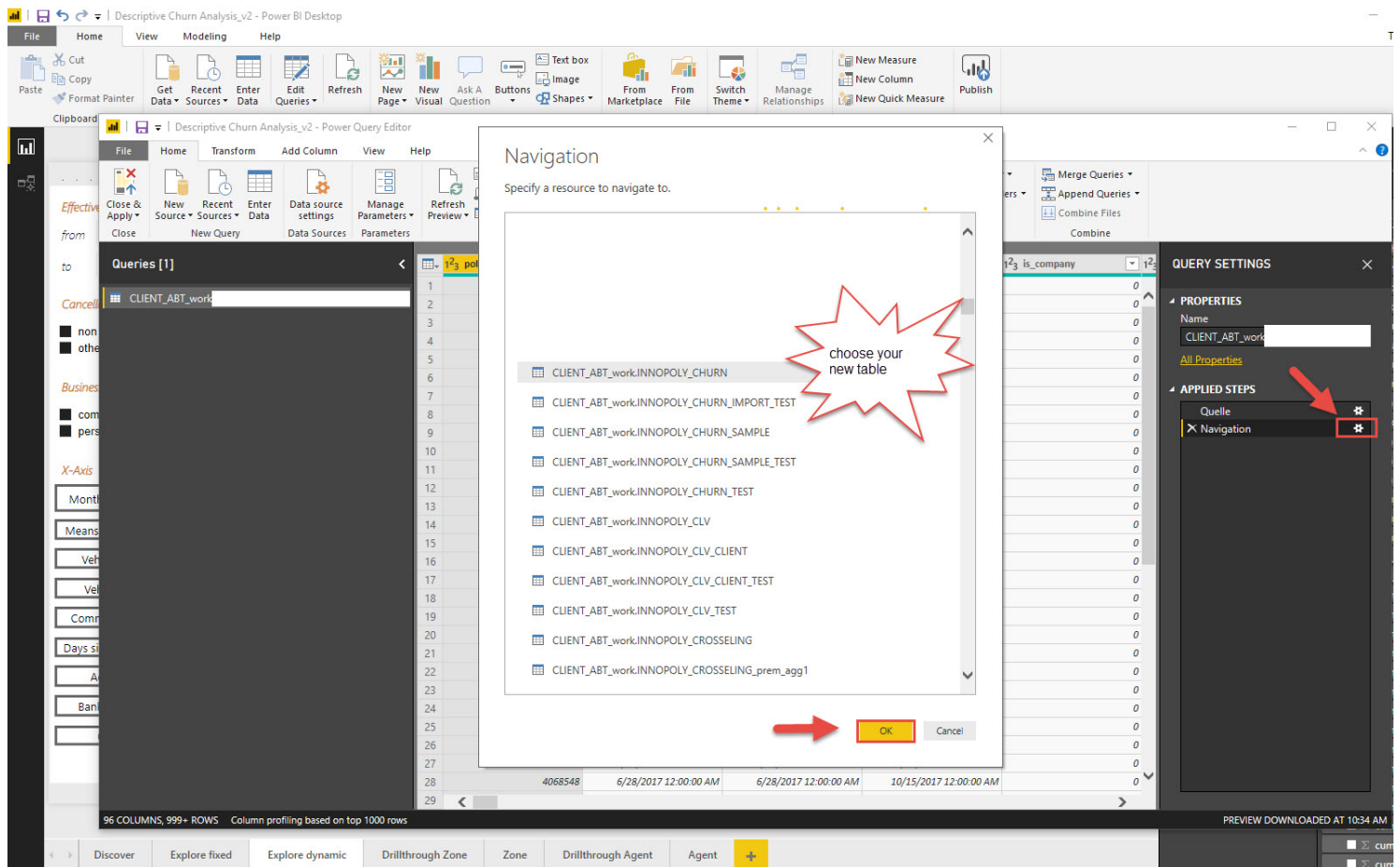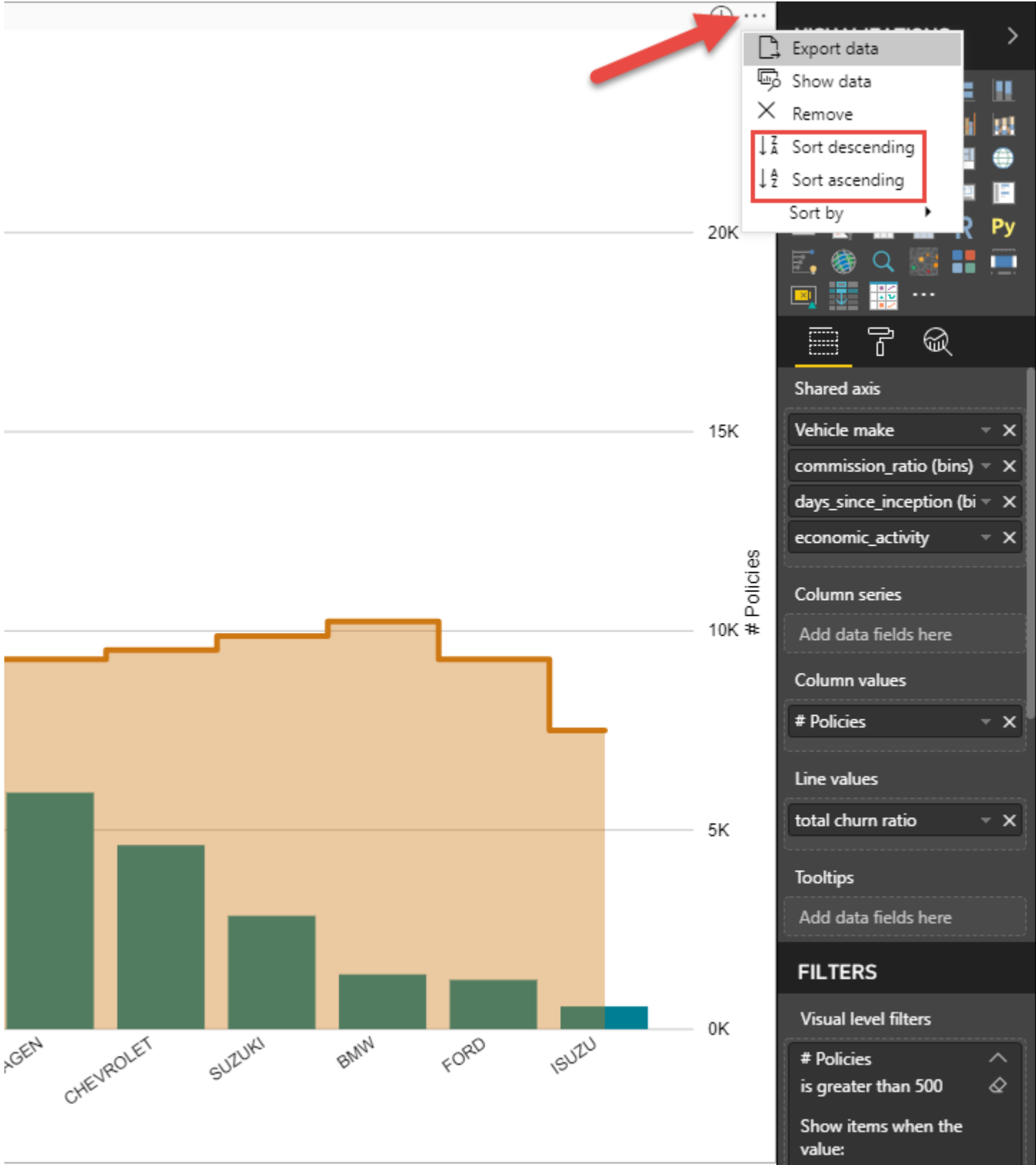- Click on **Edit Queries**
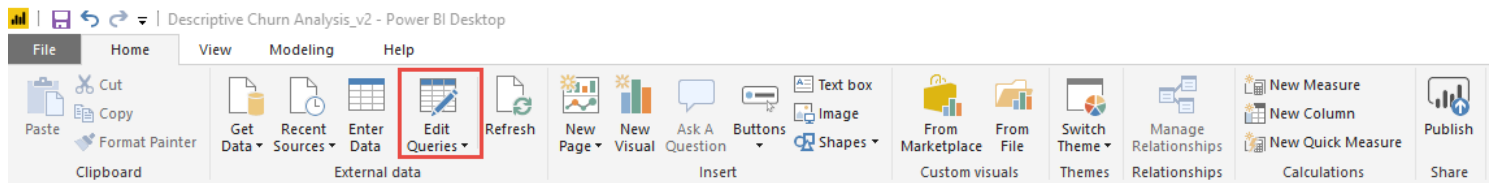
- Next, click on the Wheel icon next to Navigation (see below photo).
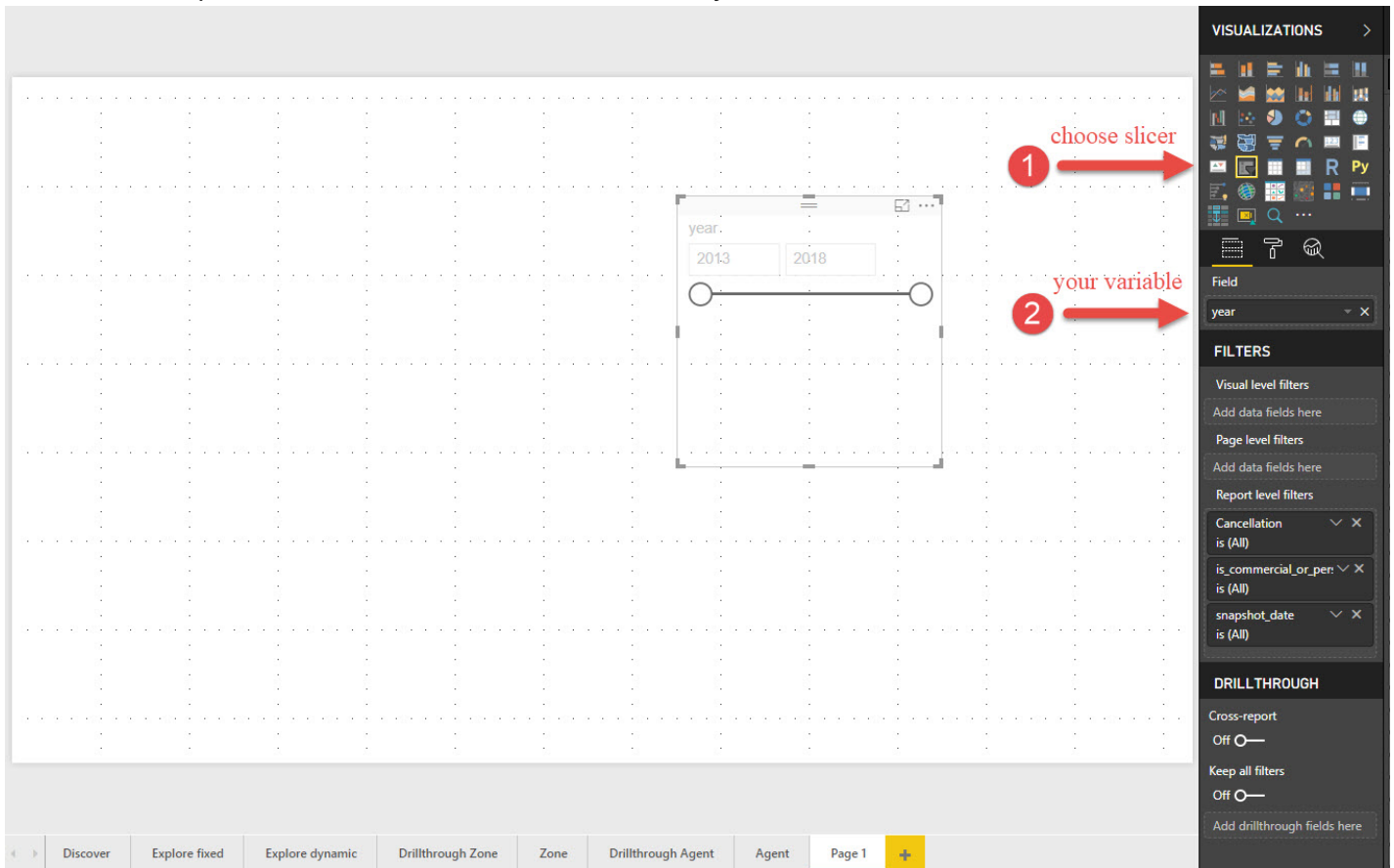- Choose your new table then click on OK.

Sort data from A -> Z or from Z -> A

- Click on the 3 dot from the right side of the grafic and choose the way you want to sort your data.
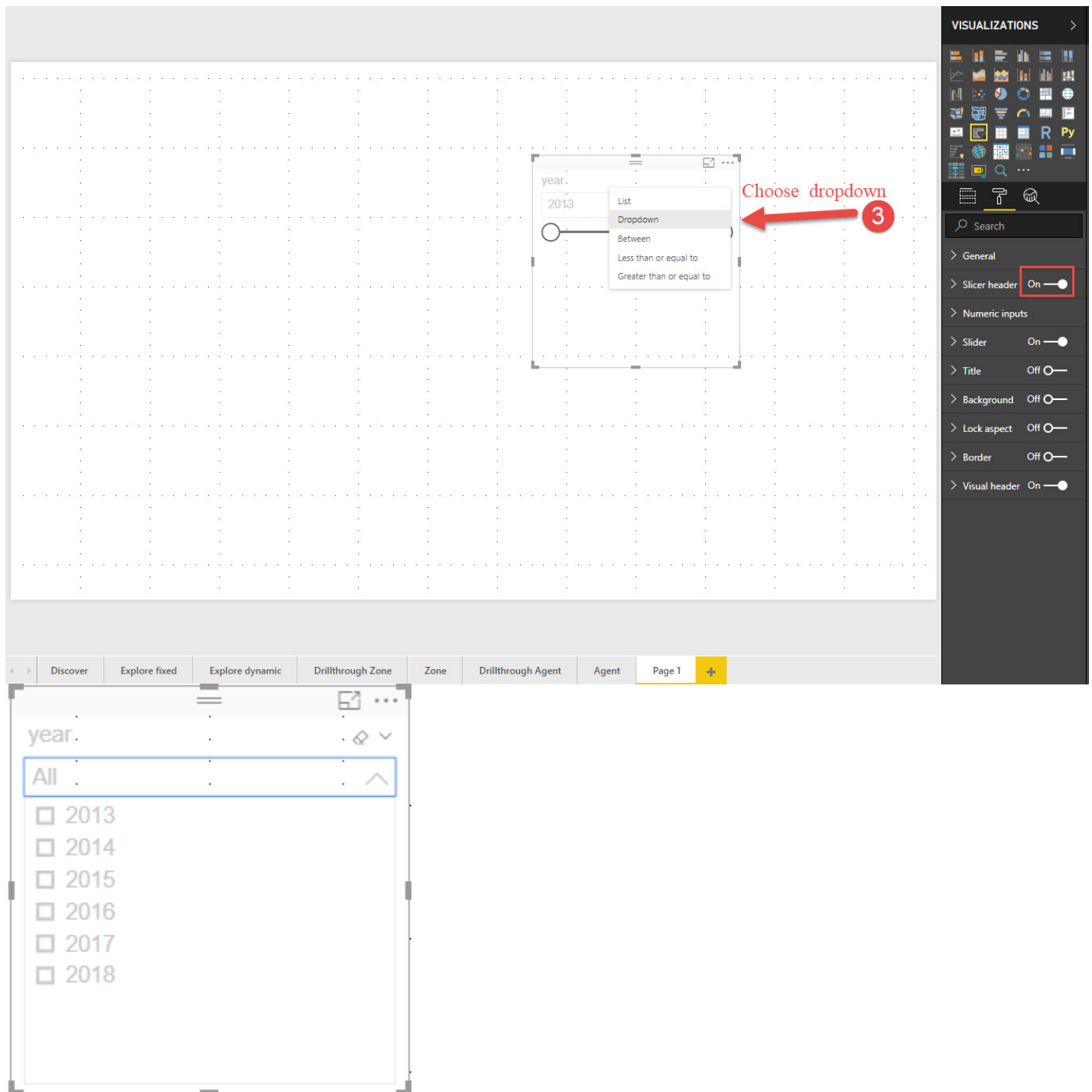
Slicer dropdown

- To create a dropdown list in Power BI dashboard, what you need to do is choose a slicer and its variable.

- Turn on the Slicer header (usually it's ON when you first chose the slicer)

- Move your mouse to the upper right of the slicer and click on the down arrow. You will see Dropdown, choose it. Now you are having your wanted dropdown list. Enjoy.

How to modify the legend order in Power BI

For this example, we're using a bar chart with MoM keyword rankings grouped by positions. We've grouped keyword rankings into the following position groups:

Positions 1-3

Positions 4-10

Positions 11-20

Positions 21-50

Positions 51-100

In the example, the positions are out of order—this results in the stacked bar chart showing positions 100+ at the bottom, then 11-20, then 1-3, then 21-50, then 4-10, and finally 51-100 at the top. Not ideal.
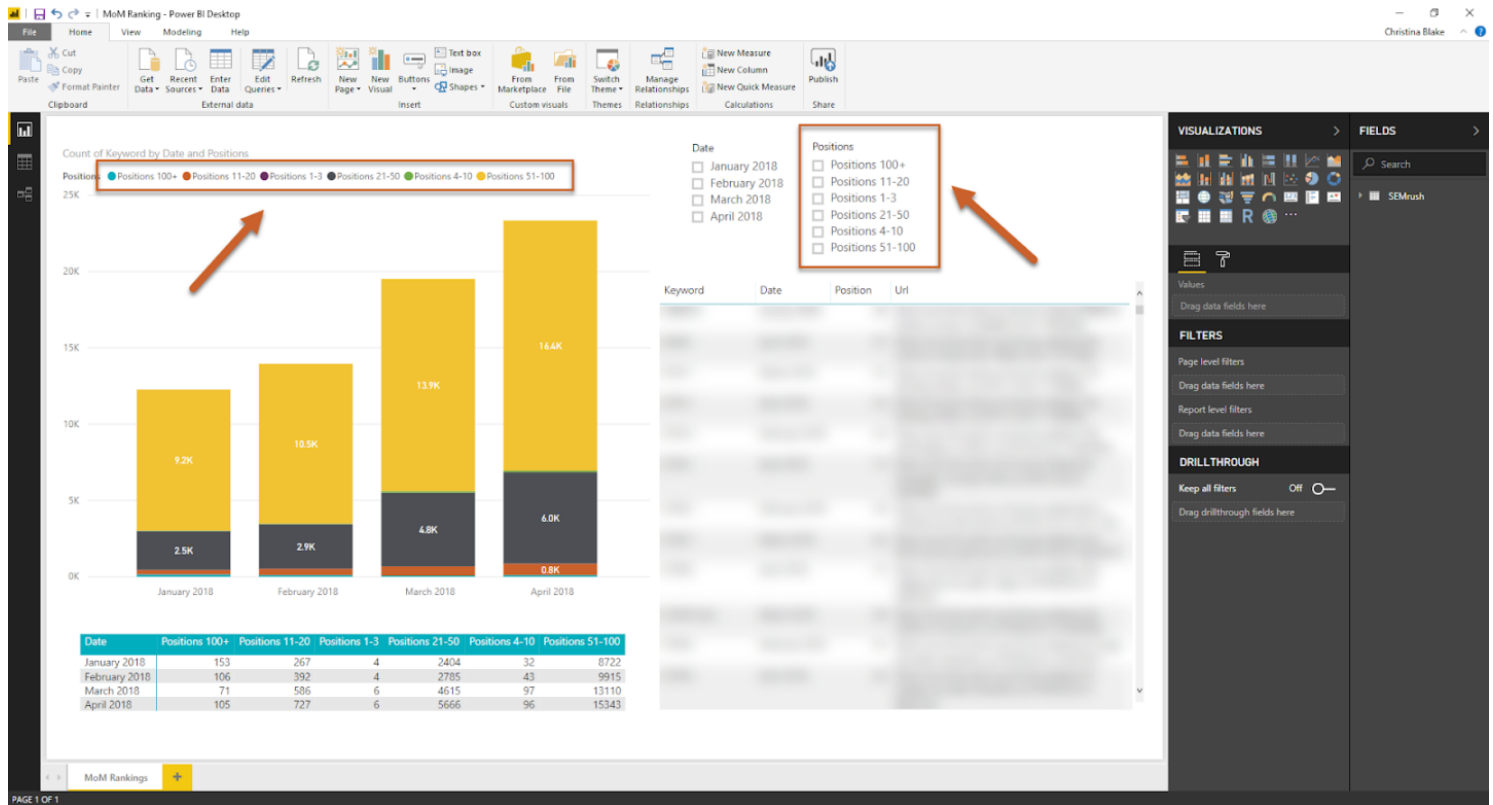
1/ Create a new table with your sort order

Create a simple table with two columns by selecting the enter data icon under the home tab.
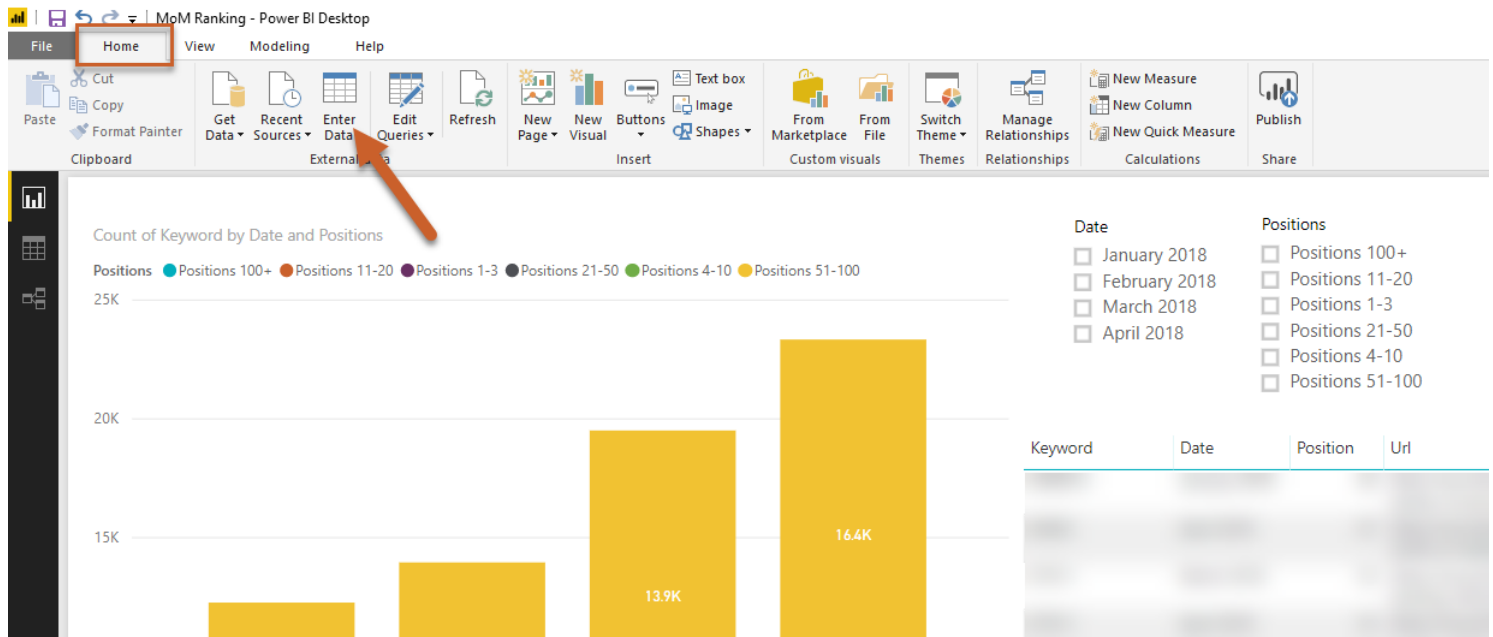
In one column (example: "Group"), include the groups you want to sort, making sure to enter the groups exactly as written (case-sensitive). In the second column (example: "Order"), add numbers to designate your sort order. For a bar chart, these numbers will be "backwards", so that 100+ will be at the bottom and 1-3 will be at the top.

Create Table

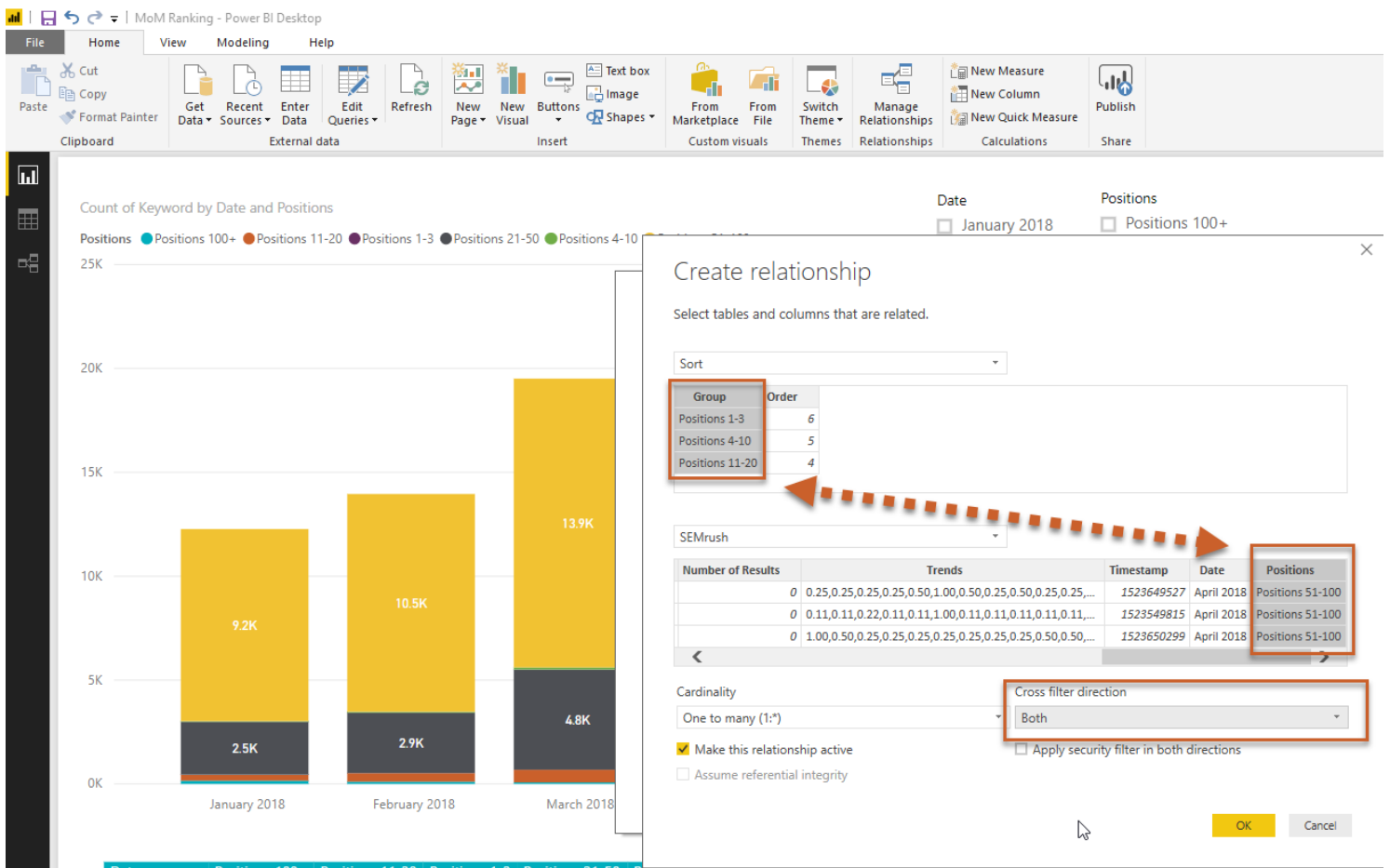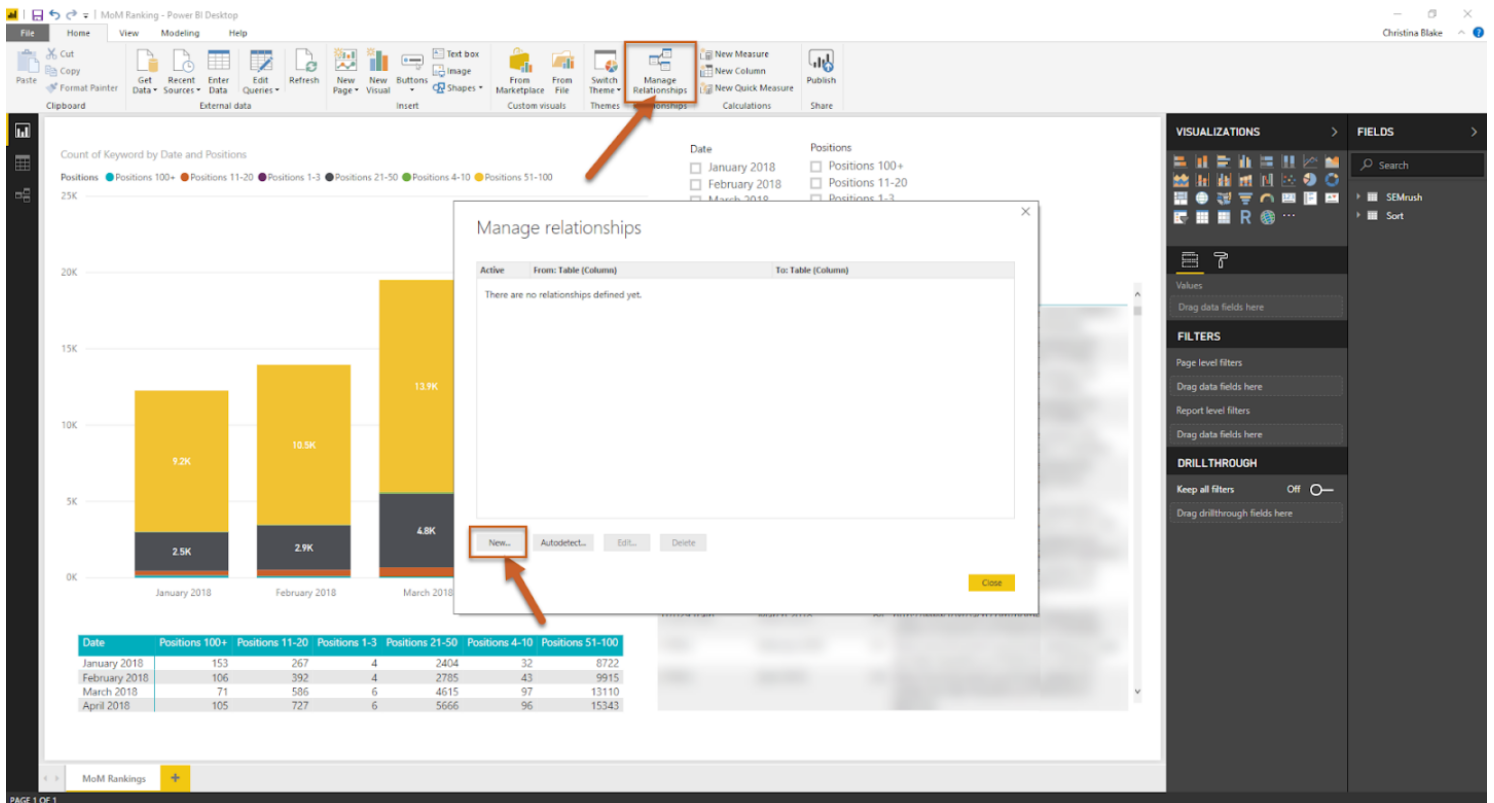|	Group	Order	*
1	Positions 1-3	6	
2	Positions 4-10	5	
3	Positions 11-20	4	
4	Positions 21-50	3	
5	Positions 51-100	2	
6	Positions 100+	1	
*			

Name: Sort

Load   Edit   Cancel

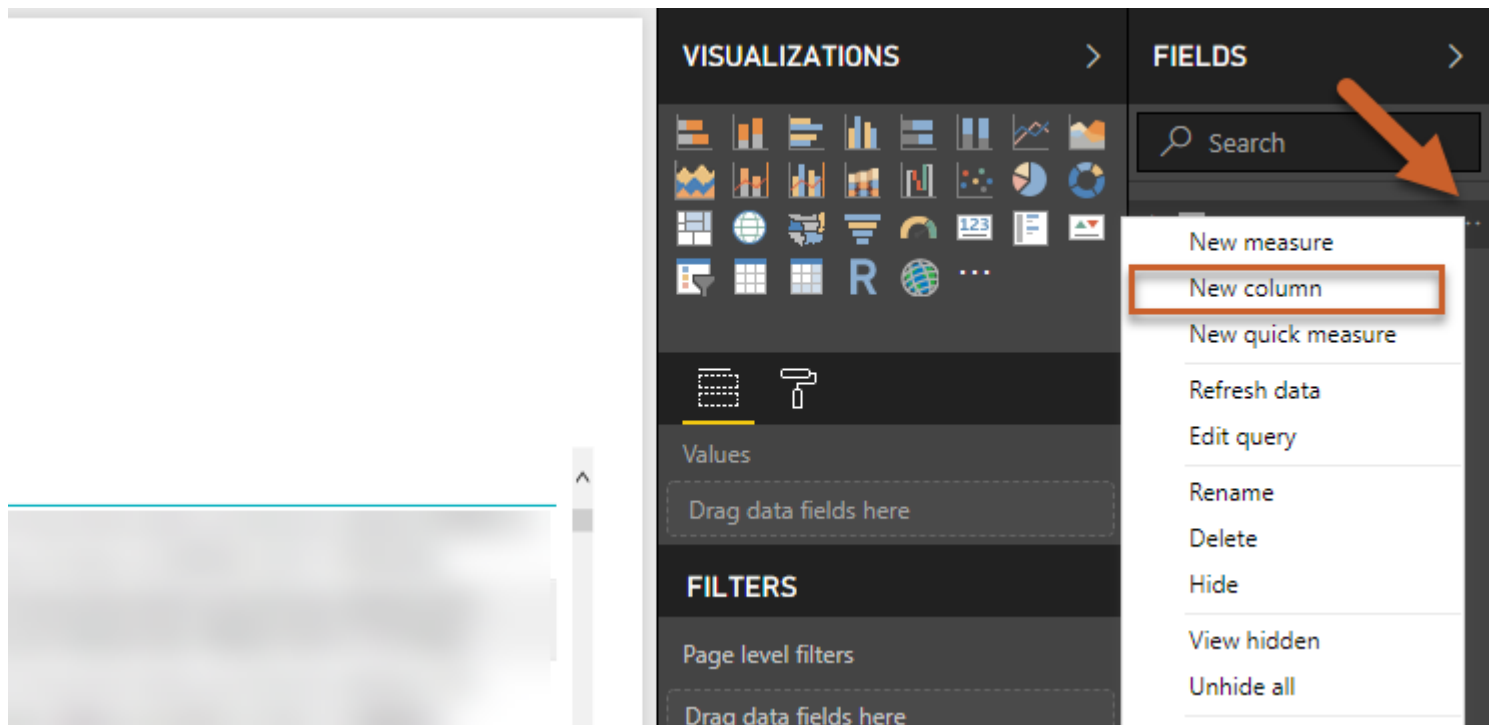2/ Create a relationship between the new table and your data

Select manage relationships and create a relationship between the new table and the original table.
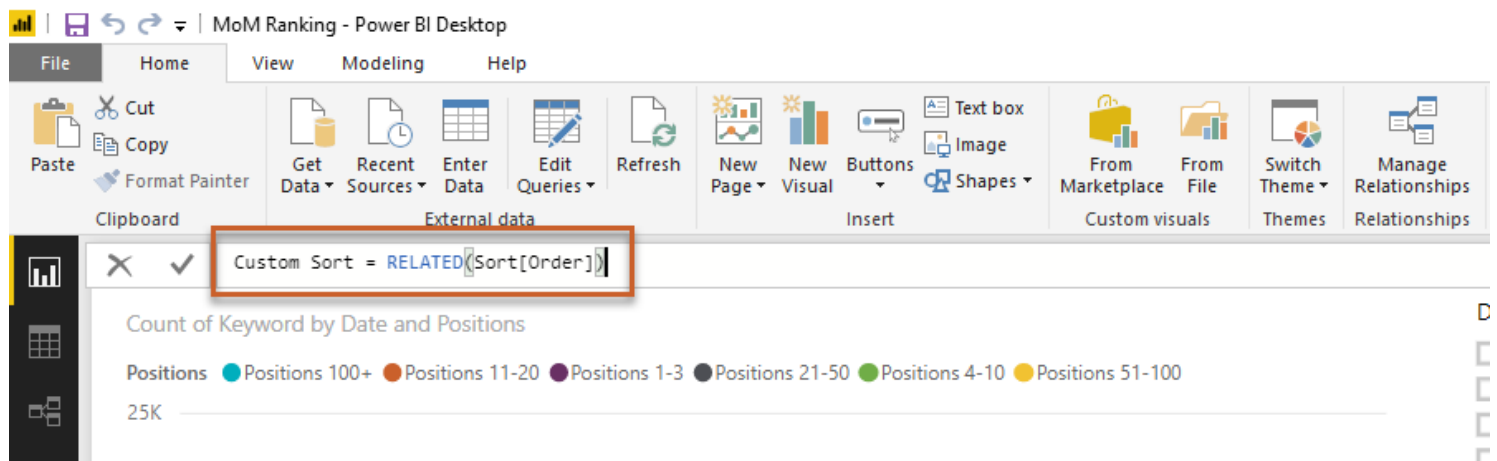
3/ Use the DAX related function to create a sort order

In the original table, create a custom column by right clicking on the ellipses to the right of the original table and selecting new column.

Use the DAX function Custom Column = **RELATED**(Table[Column]). For this example, the formula should look like "Custom Sort = RELATED(Sort[Order])".
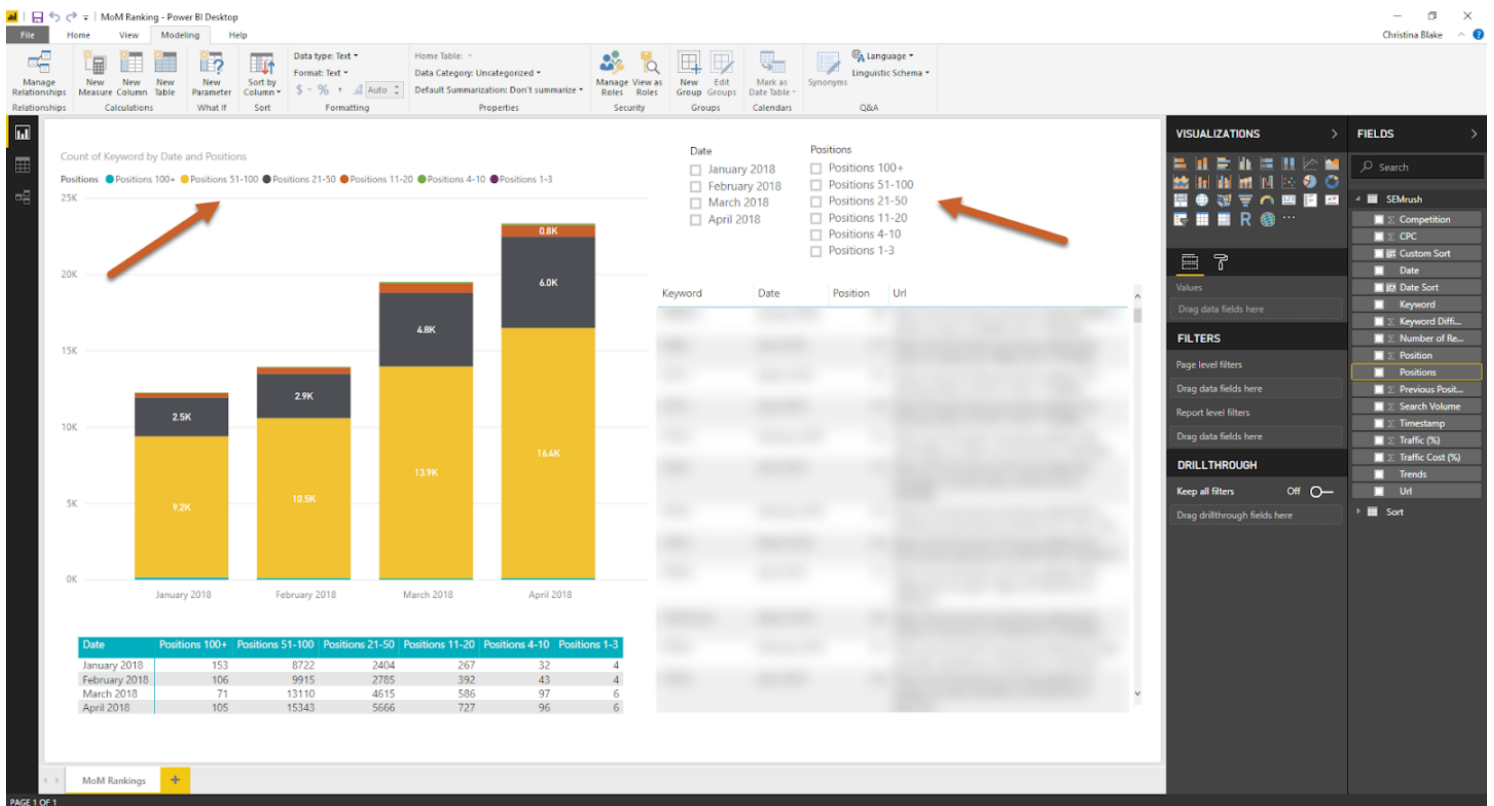

4/ Sort your column by your custom sort order

Select the column you want to sort with your custom order (for this example, "Positions") and select sort by column under the modeling tab, select the name of your custom column (in this example, "Custom Sort").
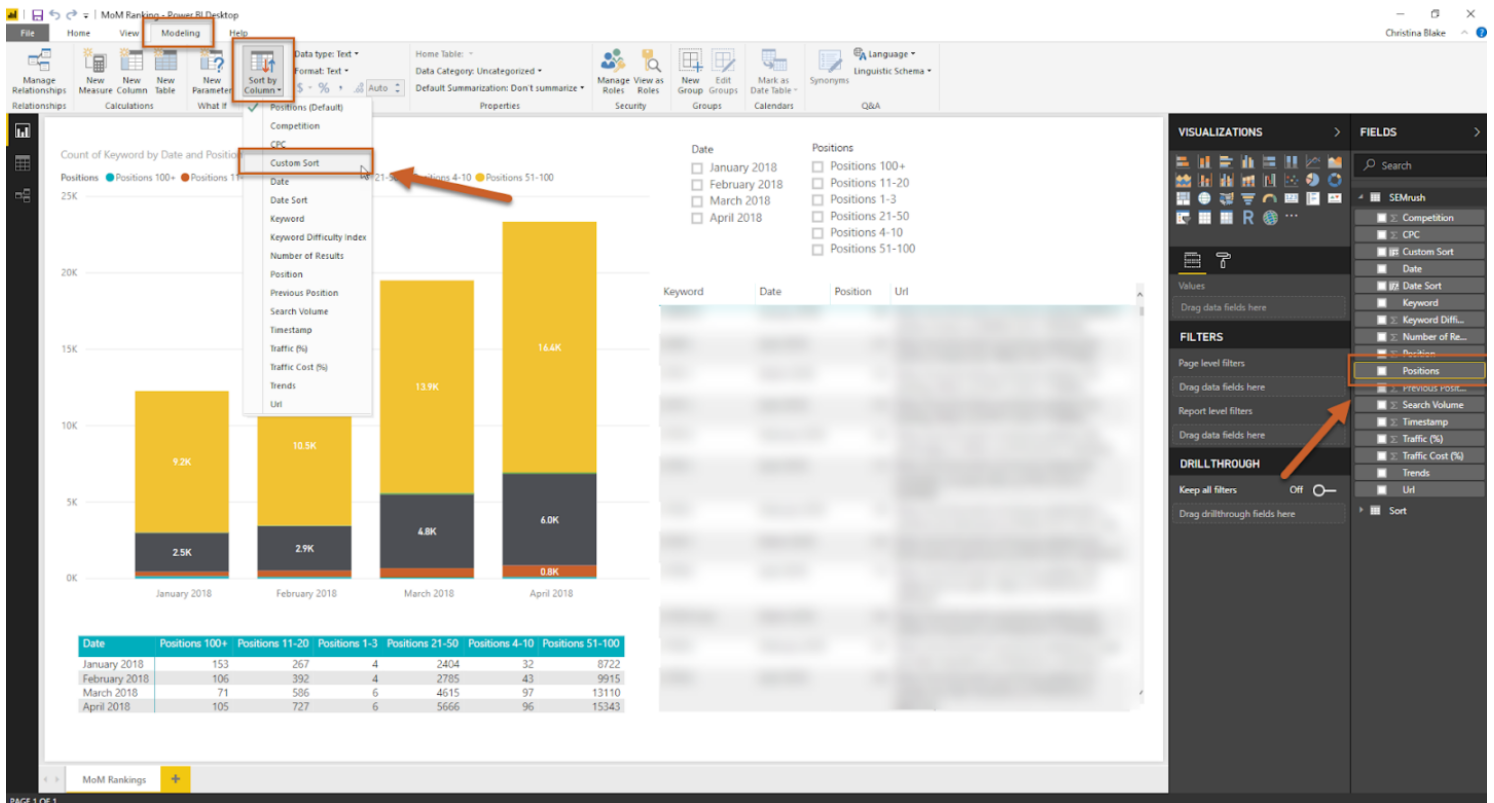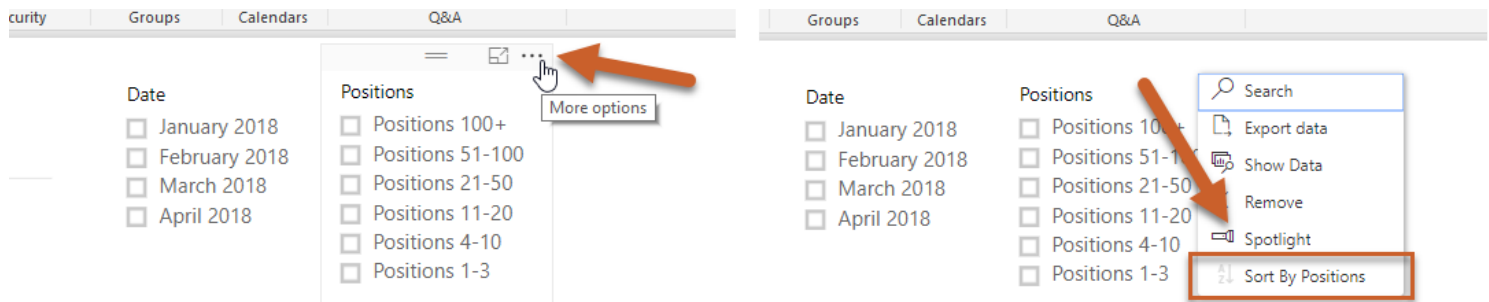
You're done! The bar chart is now organized with highest ranking positions at the top and lowest at the bottom.
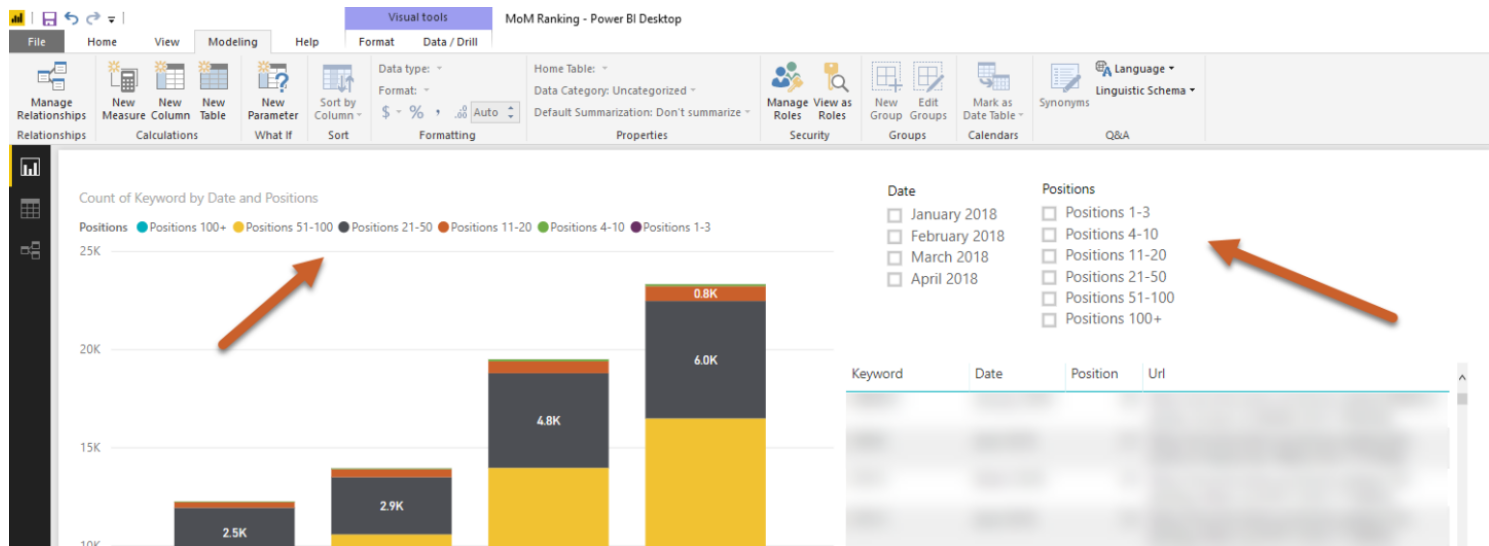

But wait—the slicer is backwards (reading lowest ranking positions at the top and highest at the bottom), which is a little annoying.

5/ Custom sorting charts

To sort the slicer so that highest ranking is that the top and lowest is that the bottom, right click the ellipses at the top right of the table to open more options. At the bottom, select sort by positions to switch the A-Z sort from Z-A.

Good to go!

[Source: https://www.seerinteractive.com/blog/reorder-powerbi-legend/ ⧉]