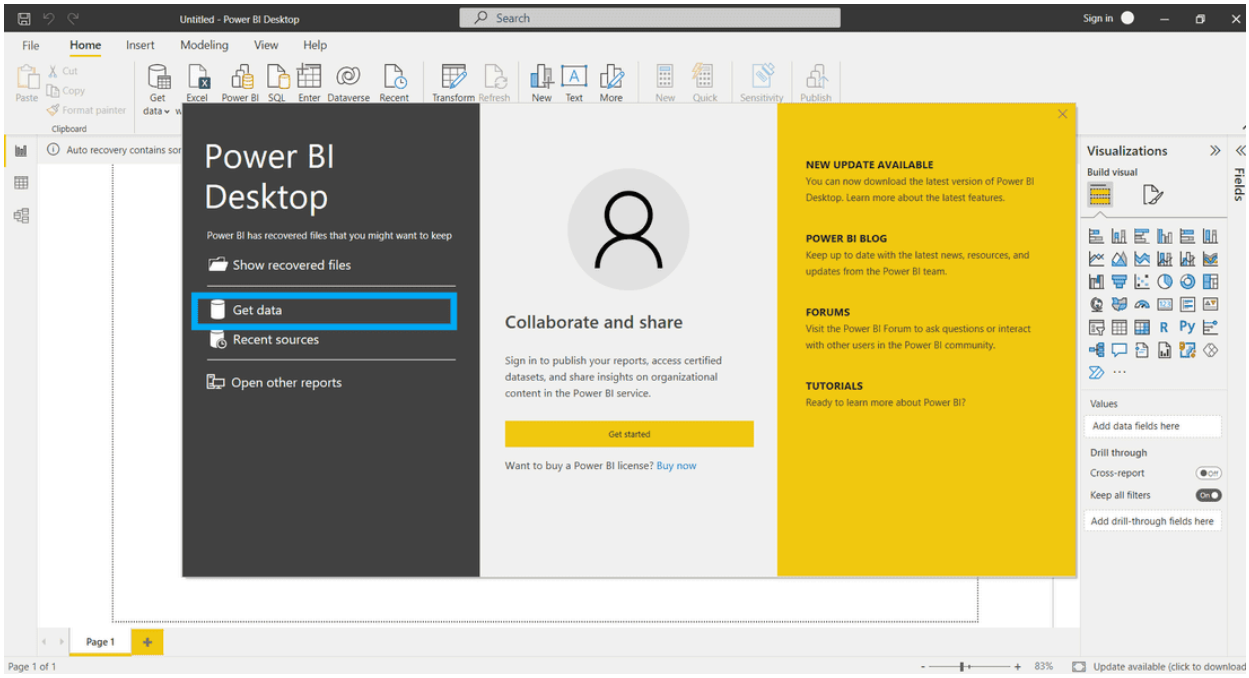
POWER BI DASHBOARD - Creation Steps

Power BI allows users to convert data into visuals and graphics to explore and analyze data, collaborate on interactive dashboards and reports. **A Power BI dashboard is one page that shows different charts and visuals all designed to explore and interact with your data easily.**

How to Create a Simple Dashboard?

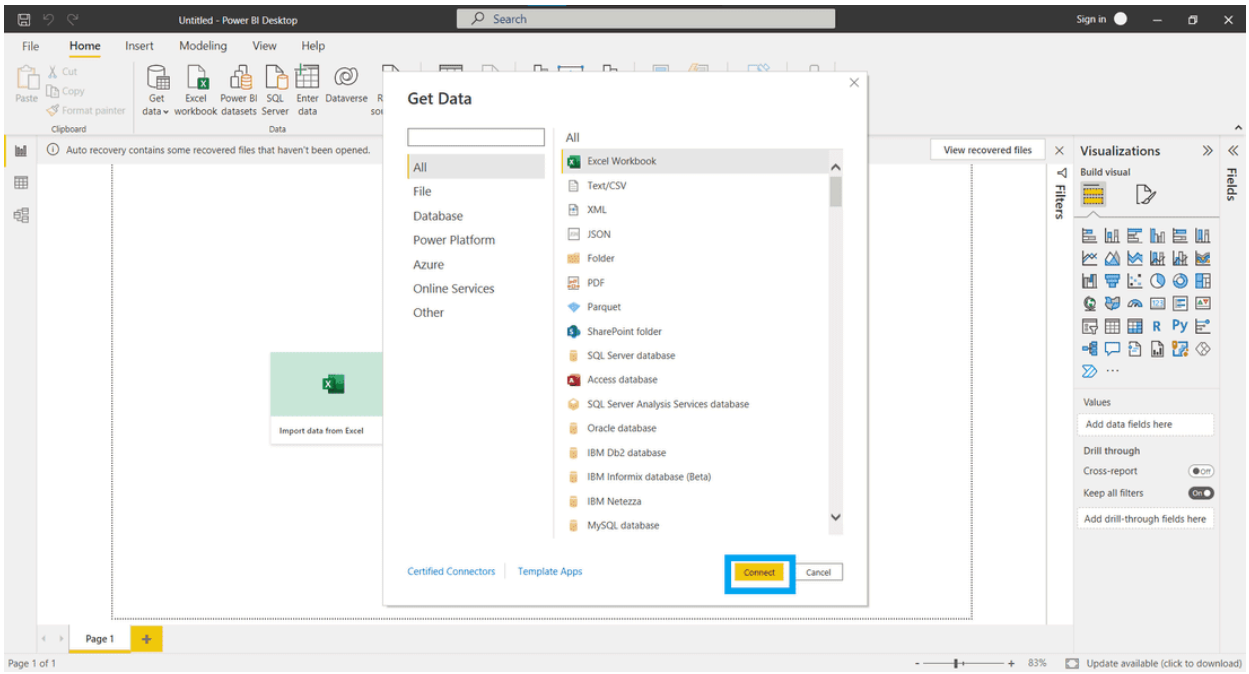
Step 1: Importing data.

The first step after opening the Power BI application is to gain access to your data. You can easily import your dataset from any format. Then click on the **Get Data** button located at the middle left corner of the screen. You can download the dataset from here



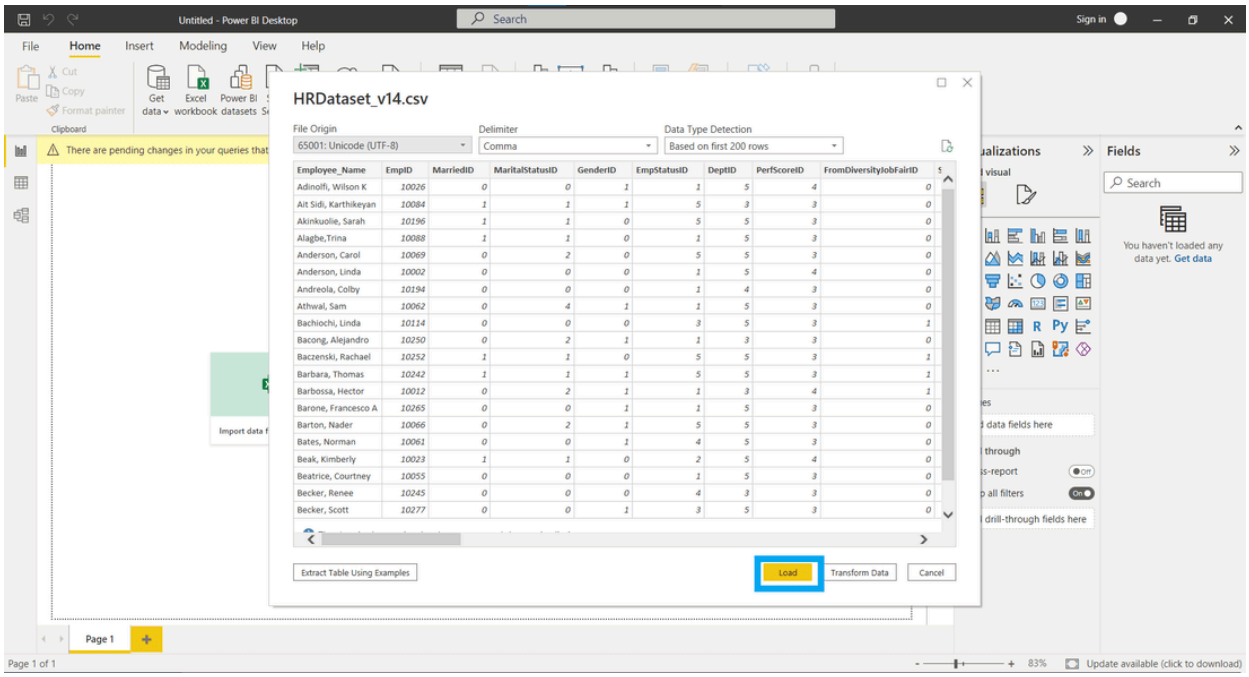
Get Data

The navigation pane shows the option of Files. Click on Files and browse to the location where your Excel Workbook or any other format is located. Choose your file and then click on the **Connect** button.



Connecting to Data

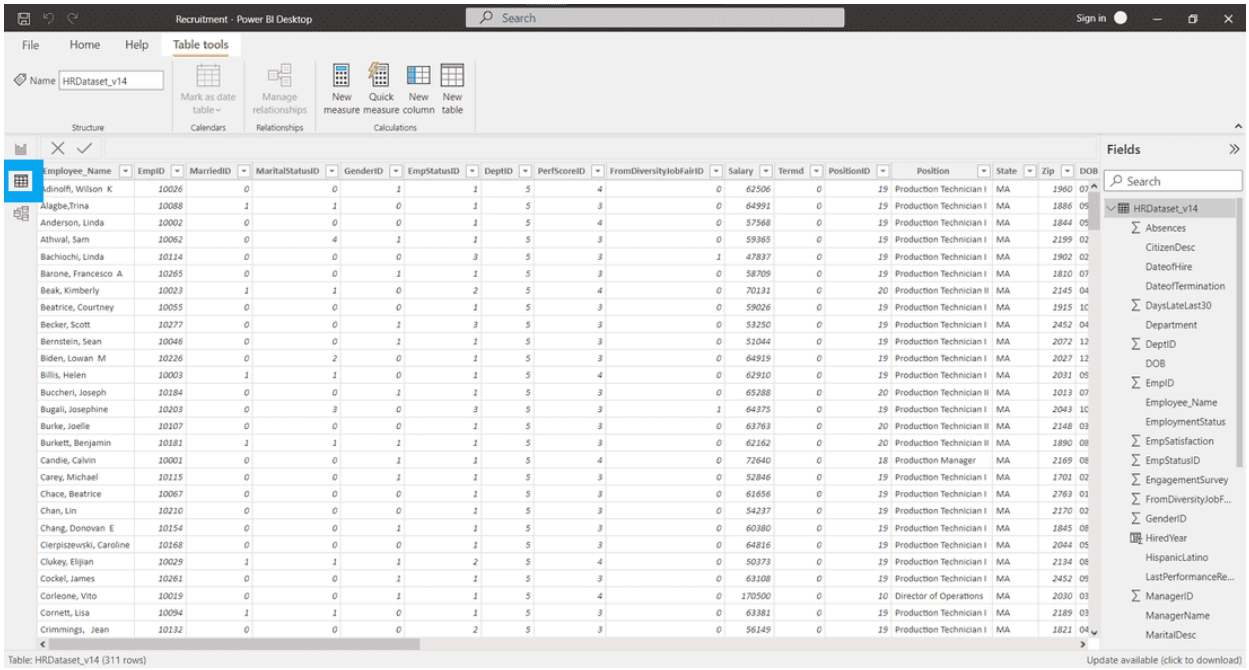
It takes a little time to process which depends on the file size. Make sure the data is extracted and load the data by clicking the **Load** button.



Loading Data

Step 2: Explore Your Data.

From the **Data** tab you can view the tabular form of data. On the right you'll find a list of fields within those tables.

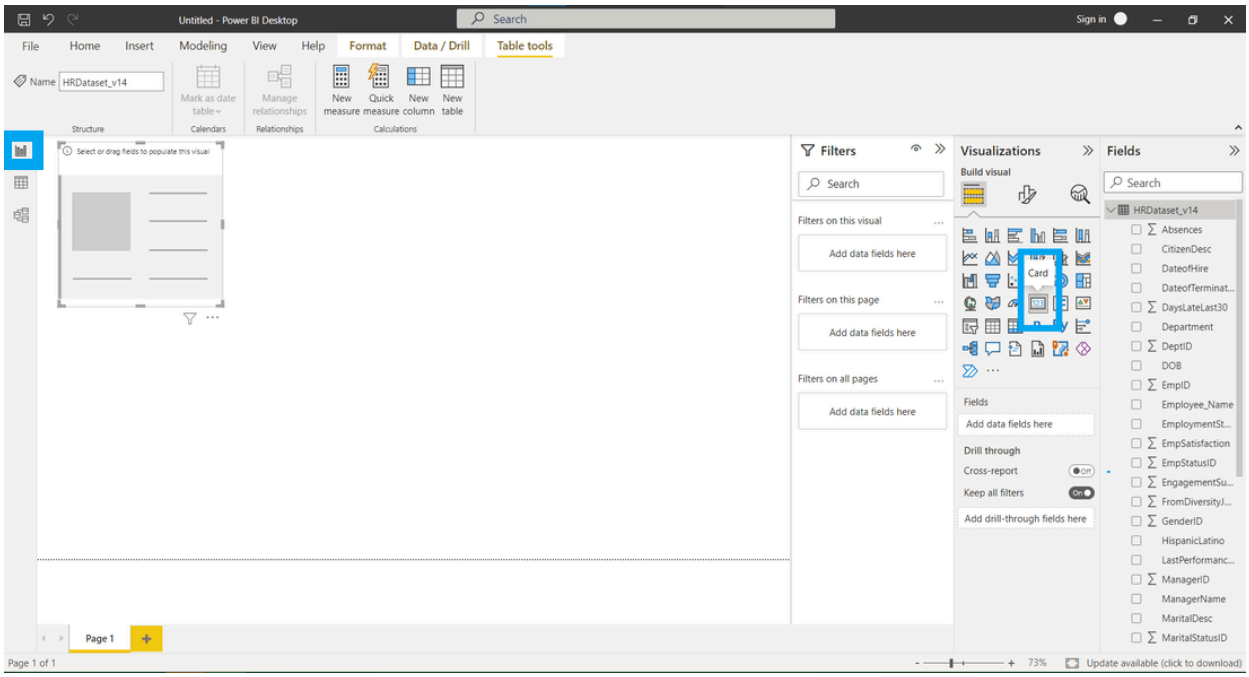


Exploring Data

You can select a table or field to perform formatting actions on them. If you have fields such as date, time, city, state, percentage value, currency, etc. You can change the datatype or format from the **Modeling** tab.

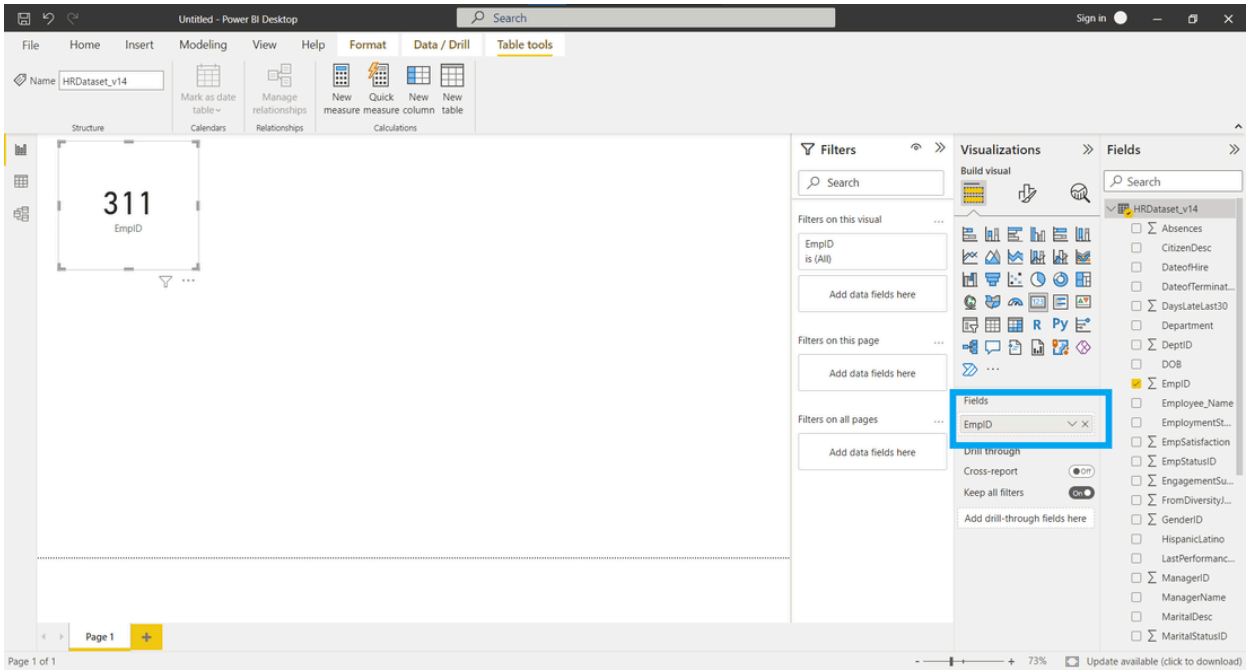
Step 3: Choose the Right Chart.

So for our dashboard we decided to work on five fields: Hiredyear, RecruitmentSource, Position, EmployerId and male-female employment. The first visualization that we'll make is a Card. Select **Card** from the visualizations section.



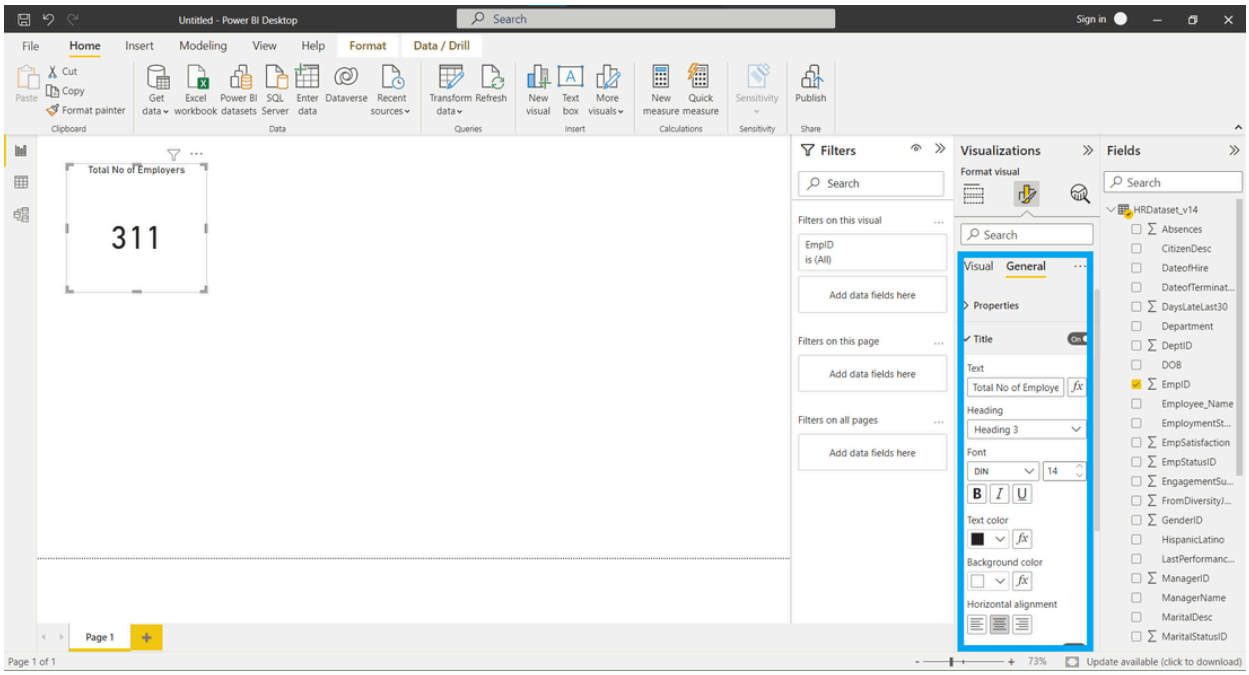
Card

Select the columns you want to add to the visual from the **Fields** section. You can also drag and drop the fields into respective columns indicated by the image below.



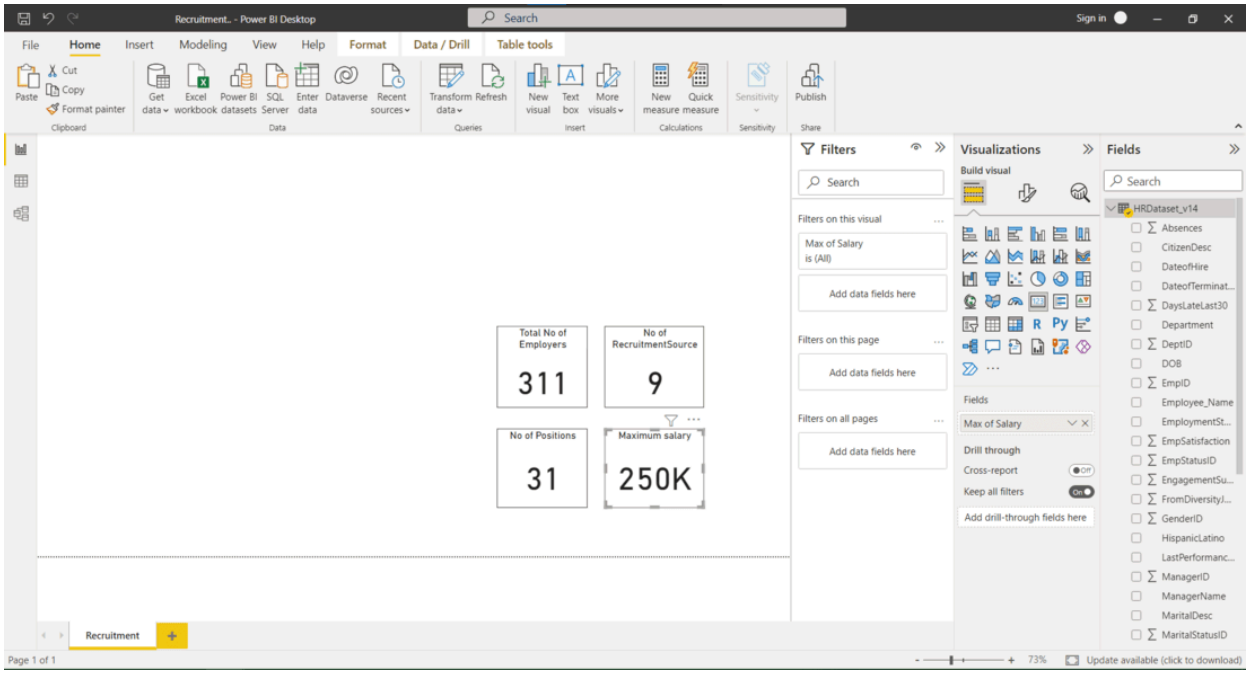
Fields Section

You can select columns, apply filters and format the visual from the Format icon. The first card we prepared shows the Total number of Employers.



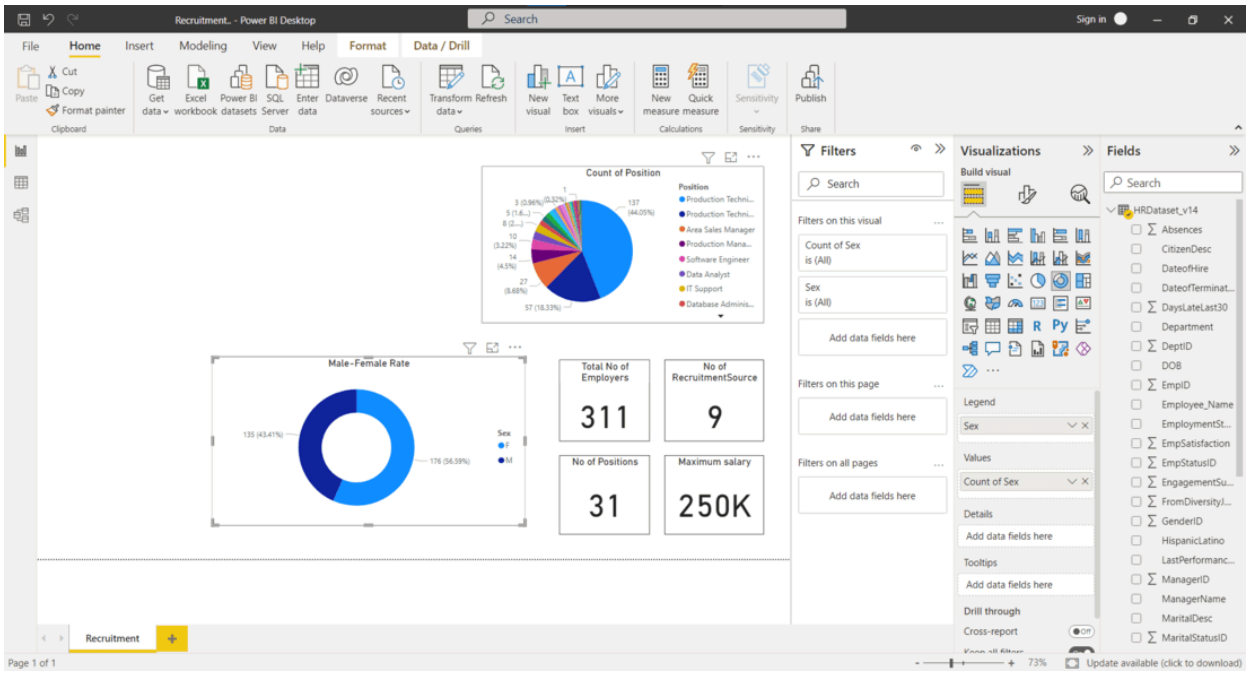
Applying Filter and Formatting

The Same procedures were followed for the remaining cards. The second, third and fourth cards show the Number of Recruitment Sources, Positions and Maximum Salary respectively.



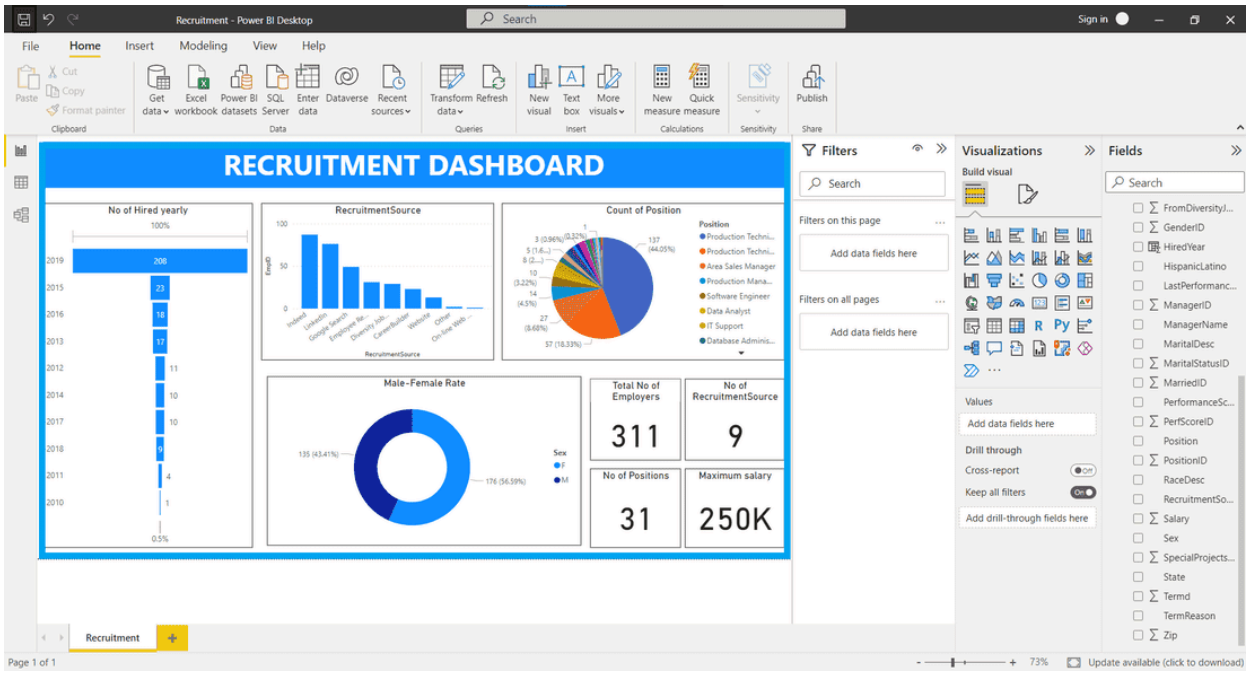
Applying Filter and Formatting

Next we'll create a Pie Chart and a Donut chart which is going to show the Count of positions and Male - female rate respectively. Add this chart from the Visualizations.



Pie and Donut Chart

Finally add Funnel and Stacked Bar Chart to show the Number of Hired yearly and Recruitment source proportionally. Format the title, data labels, legend, axes, plot area, data colors, etc. As you can see in the below image.



Funnel and Stacked Bar Chart

> ***Note:*** *You can also add some interactive colors to make it more attractive.*

Power BI Dashboards vs Reports

Here we will see difference between reports and dashboard.

Dashboards	Reports
The dashboard is an effective business data view from where navigation to reports originates.	Reports are built based on datasets where each dataset can be viewed from different points of view.
It is a single page that displays the summary of the whole data.	You can create a Multi page in a single Report.
The dashboard is allowed only in Power BI Service.	The report is allowed in both Desktop & Power BI Services.
One or more datasets/reports can able to use per dashboard.	A single dataset is used per report.
Email Data Alerts are possible.	Email Data alerts are not possible.
It supports only Bookmarks.	Report support many filter options like Bookmarks, Filters & Slicers.

Both tools are strong and flexible that help you to see the full picture of your data or focus on the tiny details depending on what you need. A good IT manager can use the tools at their disposal according to the needs and demands of the situation. So Both **Dashboards and Reports** are Effective in their own way.

Advantages of Power BI Dashboards

- **Embedded Attributes**: Dashboards can be added directly into websites, apps or other tools. This means users don't need to open Power BI separately.
- **Rich Features:** It offers many built-in tools like charts, maps, slicers and AI visuals. These help users understand their data better and