

Power BI Desktop Basic Tutorial

Complete Step-by-Step Guide

Step 1: Install and Open Power BI Desktop

- Download from official Microsoft site
- Install and launch application
- Interface includes: Report View, Fields pane, Visualizations pane

Step 2: Prepare Your Data

Sample Dataset:

Product	Category	Sales	Quantity	Date
Pen	Stationery	10	2	2025-10-01
Pencil	Stationery	5	5	2025-10-02
Notebook	Stationery	20	4	2025-10-01
Eraser	Stationery	2	2	2025-10-03
Marker	Stationery	15	3	2025-10-02

Option 1: Manual Entry

- Click Home → Enter Data
- Input data table
- Name table: SalesData
- Click Load

Option 2: Import from Excel

- Home → Get Data → Excel
- Select file → Load

Step 3: Explore the Data

- Go to Data view (table icon)

- Verify data types:
 - Text: Product, Category
 - Numeric: Sales, Quantity
 - Date: Date

Step 4: Create Simple Visual

- Report view → Clustered Bar Chart
- Drag Product → Axis
- Drag Sales → Values
- Bar chart displays sales per product

Step 5: Add Table Visual

- Click Table visual
- Drag fields: Product, Category, Sales, Quantity, Date
- Table shows raw data

Step 6: Add Slicer (Filter)

- Click Slicer icon
- Drag Category field
- Interactive filtering for all visuals

Step 7: Format Report

- Select visual → Format pane (paint roller)
- Customize colors, labels, titles, fonts
- Arrange layout cleanly

Step 8: Create Measure

- Right-click SalesData → New Measure
- Enter: `TotalSales = SUM(SalesData[Sales])`
- Use in visuals instead of raw Sales

Step 9: Save and Publish

- File → Save As → MyFirstReport.pbix
- Publish to Power BI Service (optional)

Beginner Tips

- Start with simple visuals
- Learn DAX gradually
- Use slicers for interactivity
- Clean formatting = professional reports

Result: Interactive sales report with charts, tables, and filters