

Step-by-Step: How to Use Power BI

1. Install Power BI Desktop

- Download **Power BI Desktop** (free) from Microsoft's website.
 - Open the app after installation.
-

2. Create Sample Excel Data

Open **Microsoft Excel** and create a file like this:

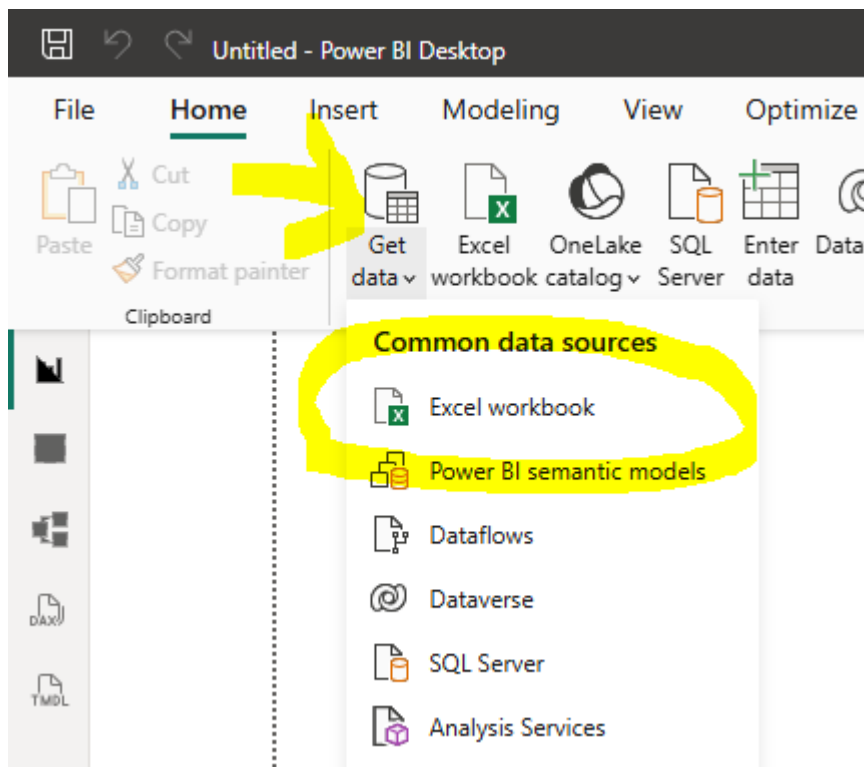
☐ Sample Sales Data

Date	Region	Product	Sales	Profit
01-01-2024	North	Laptop	50000	8000
02-01-2024	South	Mobile	30000	5000
03-01-2024	East	Tablet	20000	3000
04-01-2024	West	Laptop	45000	7000
05-01-2024	North	Mobile	25000	4000

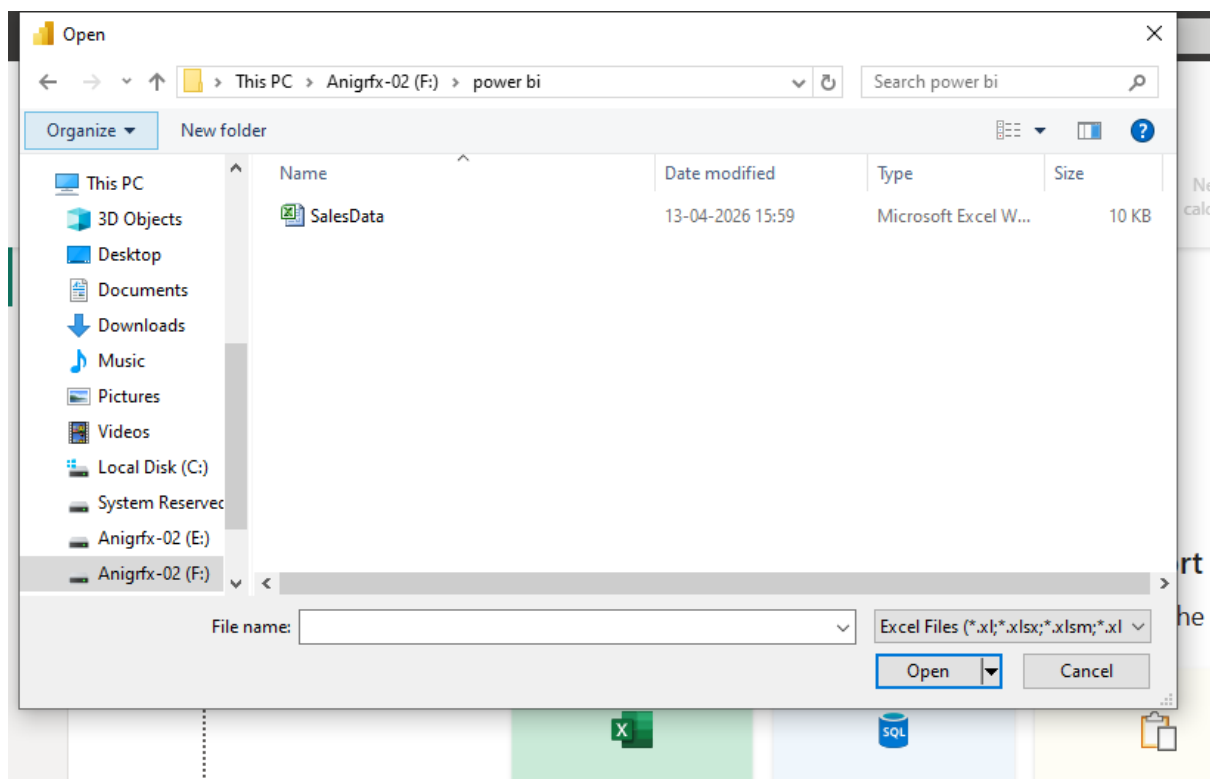
Save it as: `SalesData.xlsx`

3. Import Data into Power BI

1. Open Power BI Desktop
2. Click **Home** → **Get Data** → **Excel**
3. Select your file (`SalesData.xlsx`)
4. Click **Load**



And select your excel data file :-



And after it you will see like this :-

The screenshot shows a data loading window. On the left, the 'Navigator' panel displays a file named 'SalesData.xlsx [3]' with three sheets: 'Sheet1', 'Sheet2', and 'Sheet3'. 'Sheet1' is selected, indicated by a green checkmark and a green arrow pointing to it. On the right, the 'Sheet1' data preview is shown as a table with five columns: Date, Region, Product, Sales, and Profit. The table contains five rows of data. At the bottom right, there are three buttons: 'Load' (highlighted with a red arrow), 'Transform Data', and 'Cancel'.

Date	Region	Product	Sales	Profit
01-01-2024	North	Laptop	50000	8000
02-01-2024	South	Mobile	30000	5000
03-01-2024	East	Tablet	20000	3000
04-01-2024	West	Laptop	45000	7000
05-01-2024	North	Mobile	25000	4000

Here you will select sheet1 and then click on Load. Data.

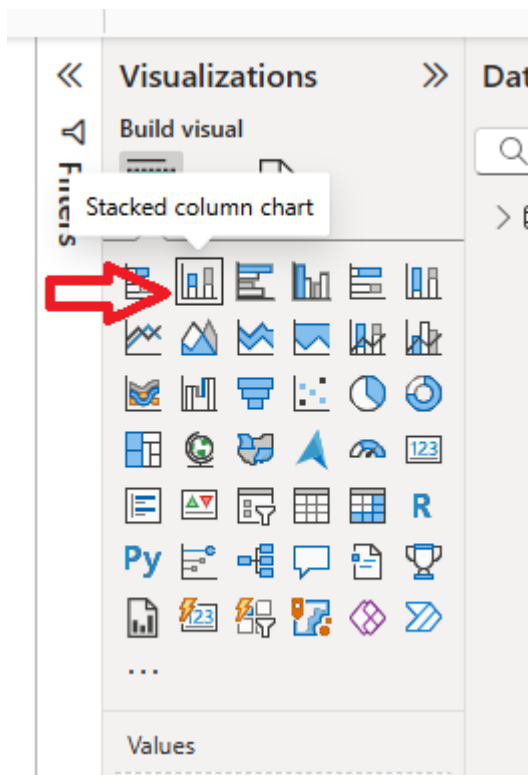
After loading data you will see option to visualize :-

Build visuals with your data

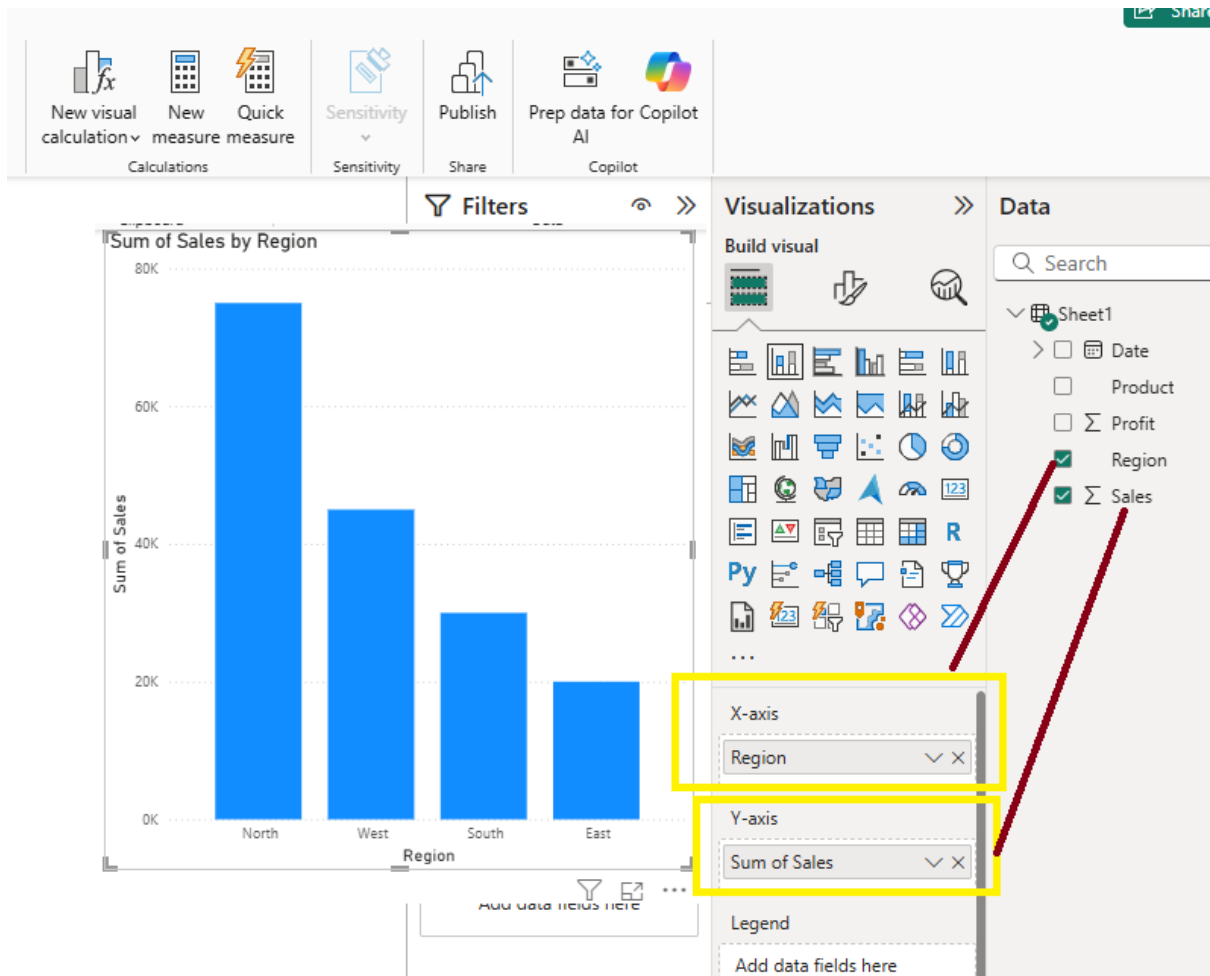
Select or drag fields from the **Data** pane onto the report canvas.



And select column chart



And then from your sheet select region in x axis and sales in y axis as shown Below :-



And file by name firstday .pbix

