

# Mastering Power BI: From Data to Decision

Transform your data analytics career with these proven Power BI techniques. Stand out by creating reports that drive real business decisions.

### by ELOTECH IT CONSULT



### Start with Power Query - Clean Before You Build

#### Select Correct Data Types

Assign proper formats (text, number, date) to each column. Use "First Row as Headers" when needed.

#### Remove Duplicates & Blanks

Eliminate redundant information to avoid skewed results. Keep your data lean.

#### **Transform with Purpose**

Use Split Columns, Merge Columns, and Custom Columns to structure your data properly.

### **Choose the Right Visual for Your Data**

#### **Comparison Charts**

- Bar/Column for categories
- Line for trends over time
- Scatter for correlations

#### **Composition Charts**

- Pie/Donut for parts of whole
- Treemaps for hierarchies
- Funnel for process stages

The right visualization makes your message instantly clear. Match your chart to your story.



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## Layout Matters - Guide the Eye

#### **Place Key Metrics at Top**

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Position critical KPIs and summary cards along the top header where users look first.

#### **Align Supporting Visuals Left**

Arrange detailed charts vertically on the left side to follow natural scanning patterns.

#### **Create Visual Flow**

Guide users from overview to details with consistent spacing and grouping of related elements.

#### Made with GAMMA

### Add Layers with Tooltips & Drillthrough

#### **Enhanced Tooltips**

Configure tooltips to reveal additional context and metrics when users hover.

- Add supporting metrics
- Show mini visuals
- Highlight exceptions

#### Powerful Drillthrough

Enable deeper analysis without cluttering your main dashboard.

- Create detail pages
- Set up drill filters
- Maintain visual consistency

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## Build Smart Navigation Systems



#### **Smart Filters**

Design intuitive filter panes and slicers that help users focus on relevant data subsets.

### Bookmarks

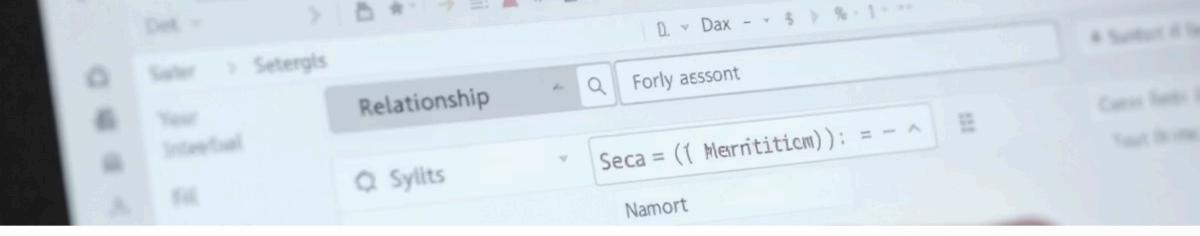
Create preset views that capture specific dashboard states for quick reference and comparison.



#### **Action Buttons**

Add interactive elements that toggle visibility, navigate between pages, or trigger specific filters.

Combine these features to transform static reports into interactive, app-like experiences.



### Master DAX & Data Modeling

#### Create Optimized Measures

Build reusable calculations that respond to context and filters. Focus on performance.

#### Design Smart Relationships

Connect tables properly to ensure accurate filtering. Understand cardinality and filter flow.

#### Implement Row-Level Security

Control who sees what data with dynamic security rules. Protect sensitive information.

Strong DAX skills give you complete control over your data story. They're essential for advanced analysis.

### Leverage AI Q&A for Accessibility

The Q&A visual transforms how non-technical users interact with your reports. They can simply ask questions and get visual answers.

#### Implementation Tips:

- Train the Q&A with synonyms
- Add featured questions
- Review usage to improve

Connect with me to continue learning these powerful data storytelling techniques!

85%

#### **User Adoption**

Higher engagement with interactive Q&A features

**40%** 

Time Saved

Reduction in ad-hoc report requests