

Exploring Power BI Dashboards

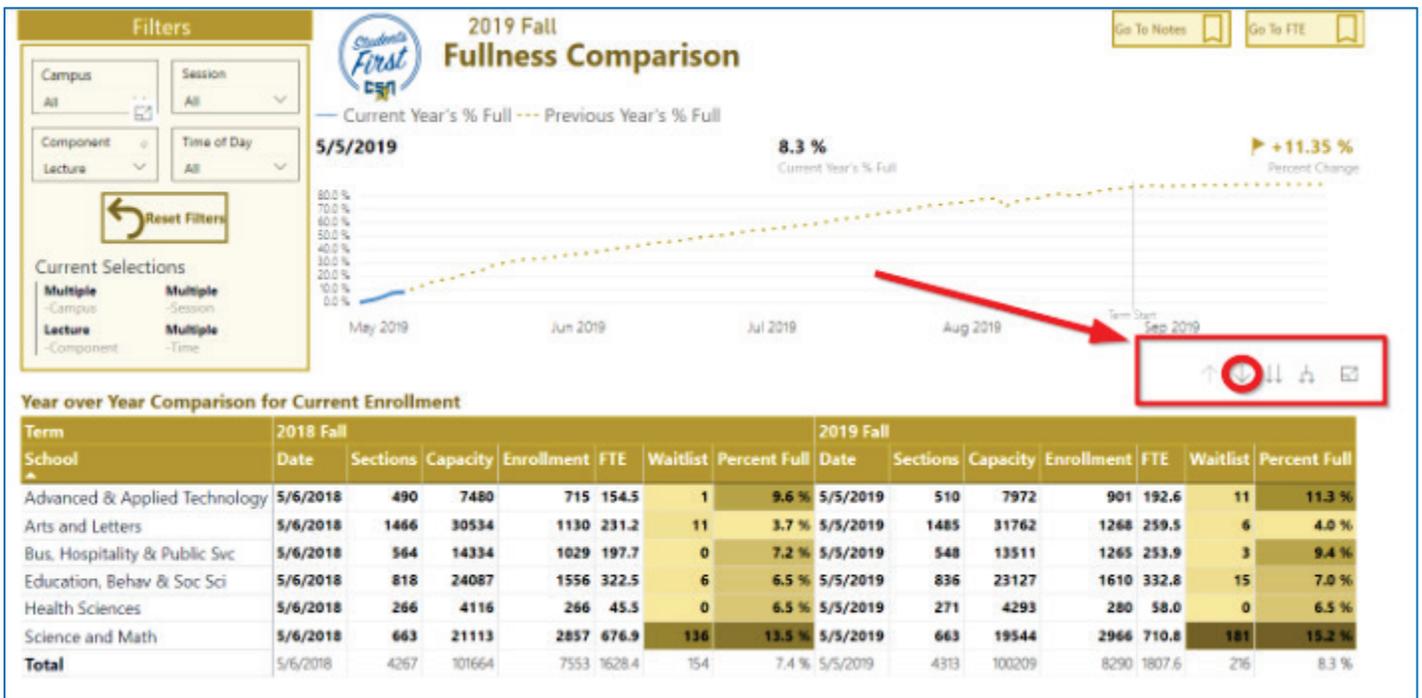
This brief tutorial is meant to introduce users to some of the interactive tools available in a Power BI dashboard. Two main ideas will be covered: navigation and filtering.

Navigation

There are three main navigational techniques used in this dashboard

Drilling Down

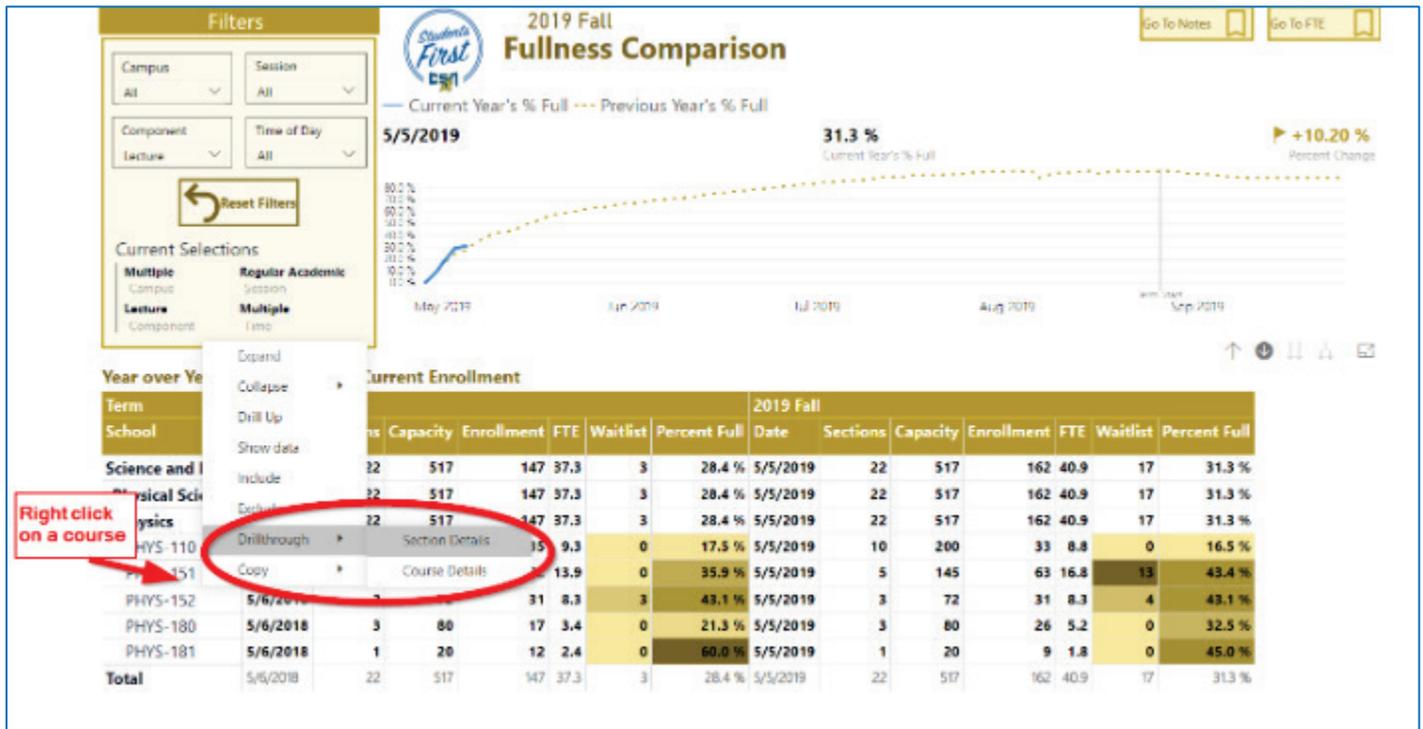
When you hover over any interactive visual with your cursor, a set of controls will appear in the top right of the table. In those controls, if you click on the down arrow (just once), you will activate the "drill down" tool. With the drill down tool activated, clicking on a specific piece of the visual will drill down to the next level of detail.



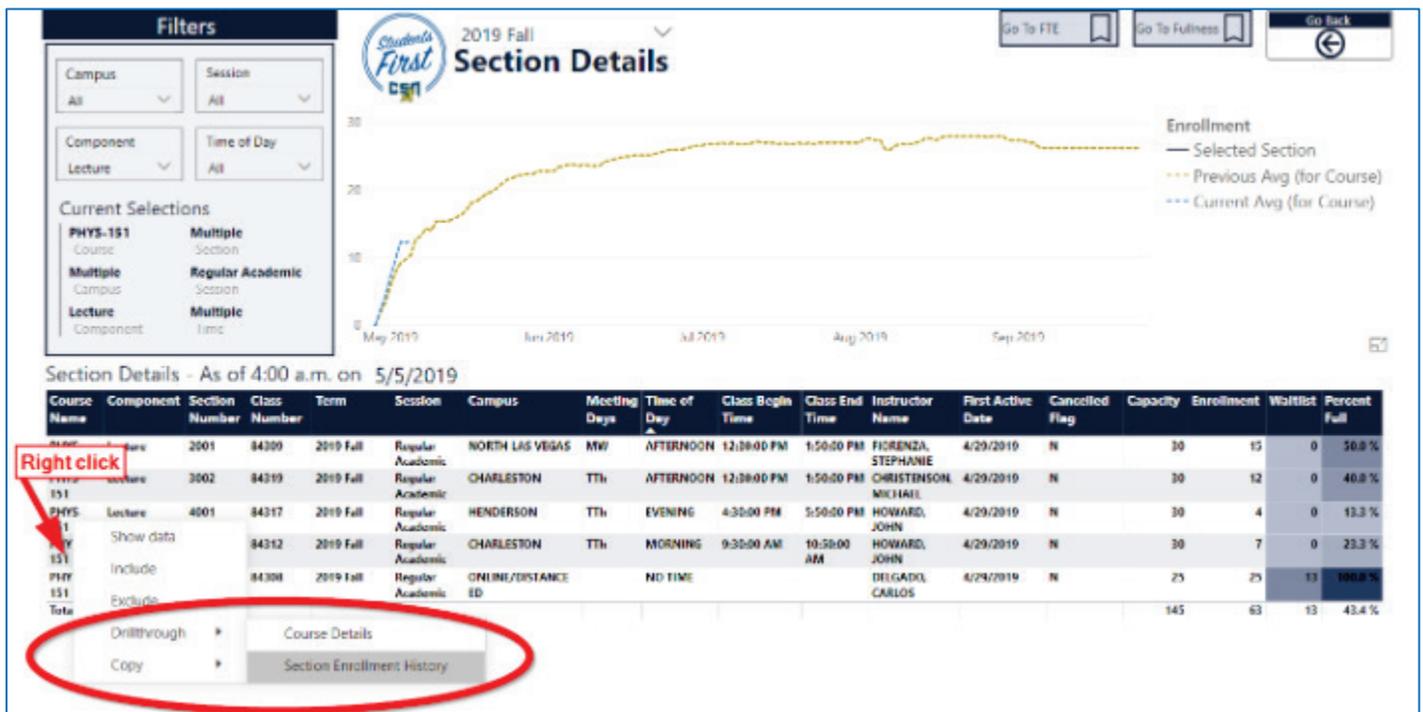
The other icons in the control bar allow various versions of drilling down. Explore them and see if you can figure out the difference!

Drillthrough

In some cases, you can RIGHT CLICK on a visual to expose a menu that includes a drillthrough option. Drillthrough takes you to a new page that has new details ONLY ABOUT THE ROW YOU CLICKED!

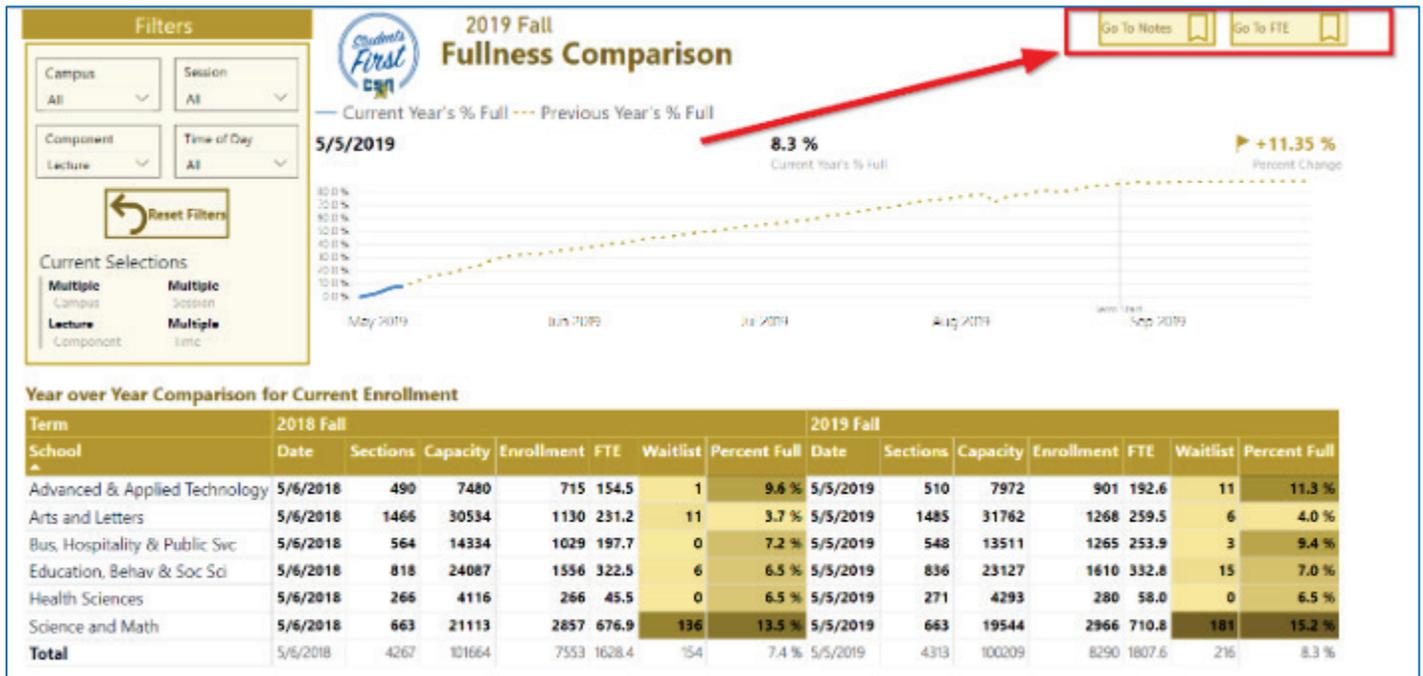


In some cases, you can drill through multiple times to uncover even greater detail. Try right-clicking on a visual to see if drillthrough is an option!



Bookmarks

Bookmarks link to a specific page in the overall report. Sometimes, there is a go back bookmark that works like the back button in your internet browser. Just click on the bookmark to go to the described page.

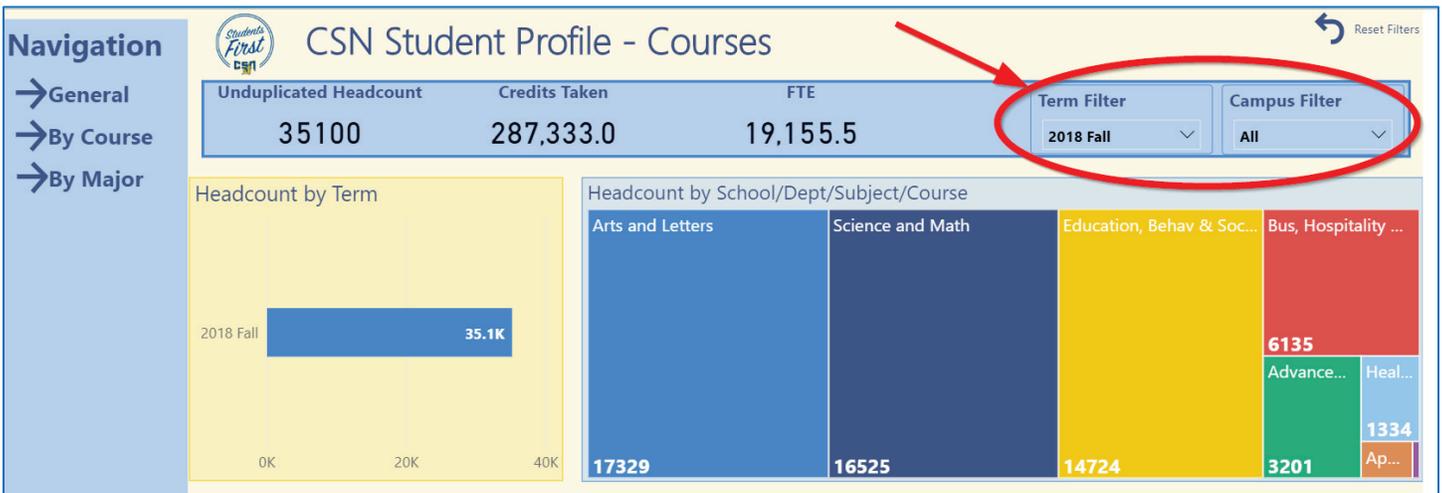


Filtering Data

There are two methods to filter data.

Slicers

Often times somewhere hidden in the report you will find drop down menus called slicers. These are control boxes that let you restrict the data in some way. When you select one of the choices in a slicer, the entire page becomes filtered by that choice. Further, whichever choice you select will STAY SELECTED UNTIL YOU DESELECT IT, RESET FILTERS, or REFRESH THE BROWSER.



Remember, if you change a slicer, you must change it back manually to get back to the previous results (or refresh the browser). Otherwise, the previous term will stay selected.

Cross-filtering/drilling

All of the visuals on a page are meant to interact with one another. If you click on a table, for example, it will normally update a graph to show only the data from the row you selected. Click the table again to undo the selection.



Same thing with drilling - If you drill down to a particular school, the data on the page will update to show only information from that school.

Conclusion

Remember, these data dashboards are meant to be interactive. Try to dig into them and explore the data. And, feel free to email or call if you run into any problems (josh.martin@csn.edu / x7579)