



INSTITUTIONAL RESEARCH
AND PLANNING

Power BI General Tutorial and Tips

Created by the Office of Institutional Research

Official documentation on using the Power BI service can be found here:

<https://docs.microsoft.com/en-us/power-bi/consumer/>

If you have suggestions on topics that could be included in this document, please contact us at:

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Page Navigation

In Power BI, report sections are called Pages and can be accessed in the left vertical menu entitled Pages. If the Pages menu is hidden, you can bring it up by hitting the Pages button in the horizontal menu at the top of the window (see Figure 1).

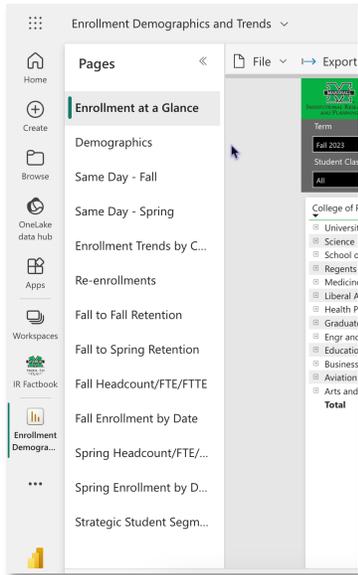


Figure 1 - Power BI organizes different report sections into pages. Access report pages using the Pages menu on the left side of the screen.

Navigating Matrices

Power BI allows the creation of matrices. To expand a matrix, simply click on the plus sign next to the row you want to expand. Similarly, click on the minus sign to collapse the row back (see Figure 2). If you do not see a + or a -, then a hierarchy in the matrix does not exist, so you will not be able to expand and collapse rows.

| Entry | Fall 2021 |
|-----------------------------------|---------------|
| App College | Same Day Apps |
| ▲ Aviation | |
| AMT, Transient | |
| Pre-Aviation | |
| ⊕ Business | 750 |
| ⊕ Education & Prof Dev | 577 |
| ⊕ Engr and Comp Sci | 536 |

Figure 2 - Drill down and up using minus and plus signs in matrices.

Filtering Visuals

Most visuals are interactive, so you can click on a category, and it will filter all other visuals on the page to only include that data. Figures 3 and 4 below show how interacting with a visual can filter other objects on the page.

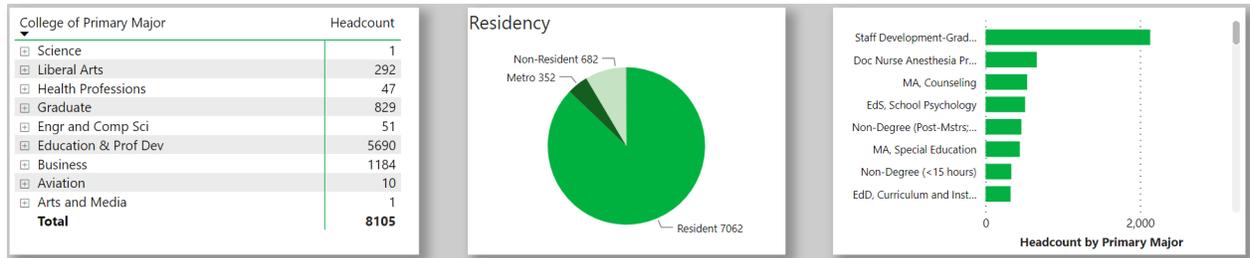


Figure 3 - A matrix and chart before any interactions, such as clicking on the chart or the matrix.

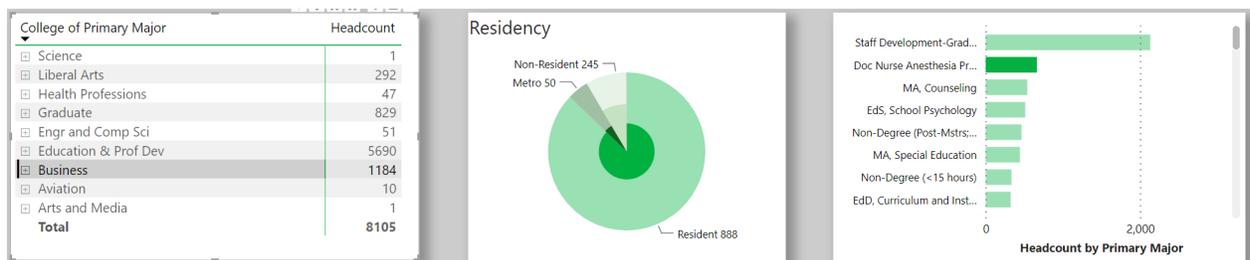


Figure 4 - Clicking on "Business" in the matrix limits the visuals to only those in the college of business.

To view all filters affecting a visual, simply hover over the visual and click the filter symbol in the menu that appears at the top of the visual. This will provide you with a comprehensive list of the slicers/filters being used on the visual/page.

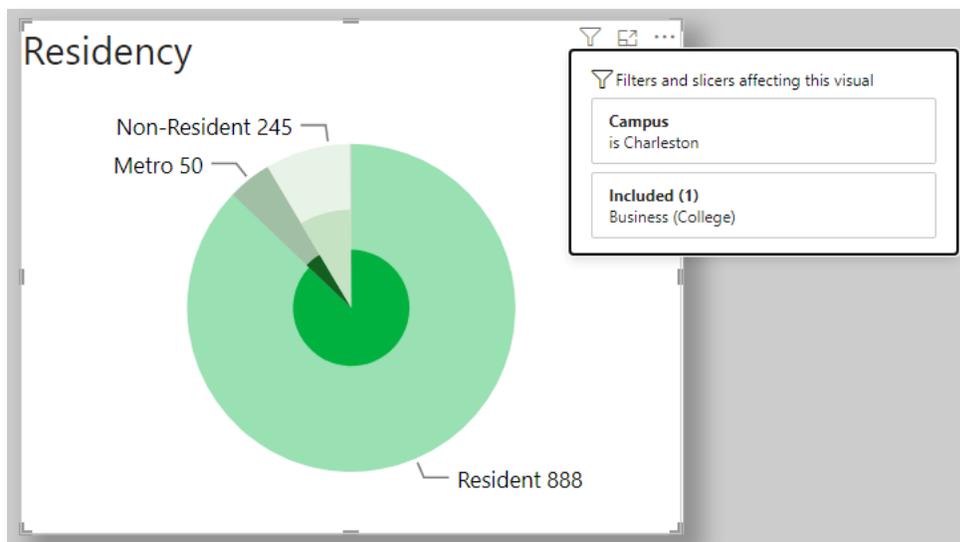


Figure 5 - Clicking filter symbol displays a list of filters/slicers acting on the visual.

To clear all slicers being applied to a page, click the “clear all slicers” button located in the header of the page.

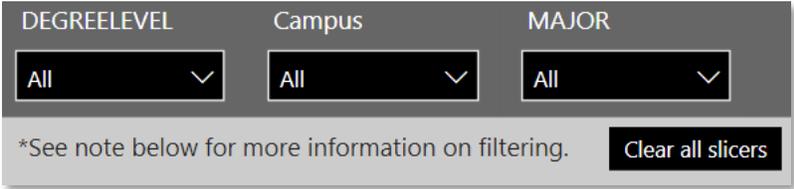


Figure 6 - Clicking “clear all slicers” resets the slicers acting on the page.