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Lauch
Power BI
Desktop!

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Power BI





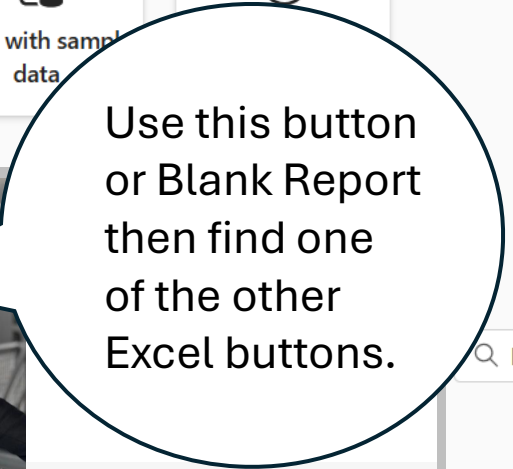
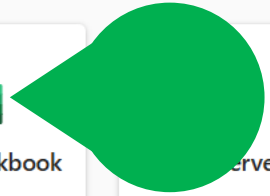
Home



Open

Select a data source or start with a blank report

Blank report OneLake catalog Excel workbook Server Learn with sample data



Recommended

Recent Shared with me

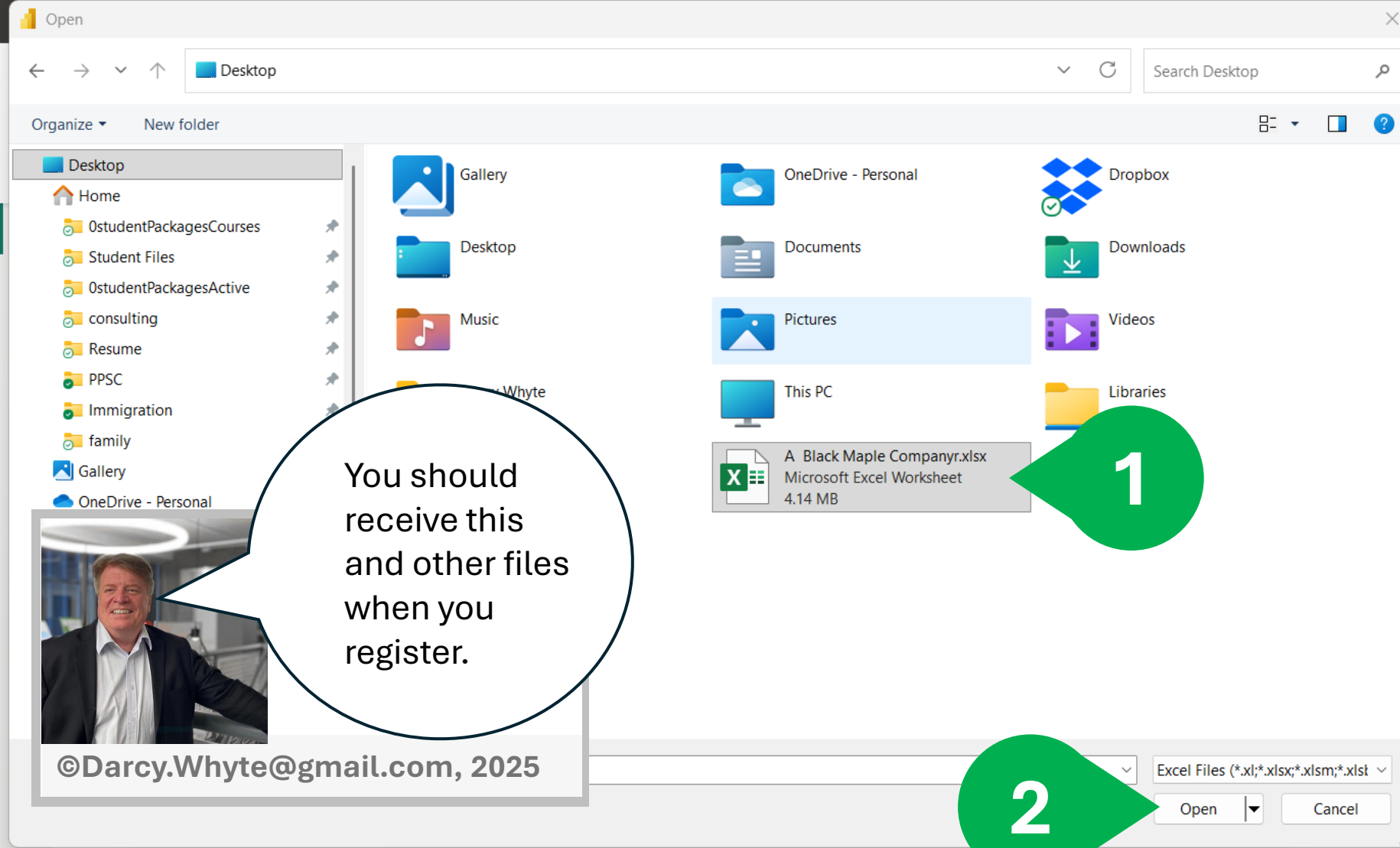
Name	Location	Opened
Northern Lights ETL w duration an...	C:\Users\sales\OneDrive\...	4 hours ago
Northern Lights.pbix	C:\Users\sales\Dropbox\0Active\consulting\0studentPackagesCourses\Student Files\Northern Lights.pbix	a day ago
Northern Lights ETL.pbix	C:\Users\sales\OneDrive\Desktop\Northern Lights ETL.pbix	2 days ago
A Maple Company ETL.pbix	C:\Users\sales\Dropbox\0Active\consulting\0studentPackagesCourses\Student Files\A Maple Company ETL.pbix	3 days ago
A Maple Company ETL.pbix	C:\Users\sales\OneDrive\Desktop\A Maple Company ETL.pbix	6 days ago
demo 2.pbix	C:\Users\sales\OneDrive\Desktop\demo 2.pbix	8 days ago
timesheet.pbix	C:\Users\sales\OneDrive\Desktop\timesheet.pbix	8 days ago
demo 1.pbix	C:\Users\sales\OneDrive\Desktop\demo 1.pbix	9 days ago



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Filter by keyword Filter

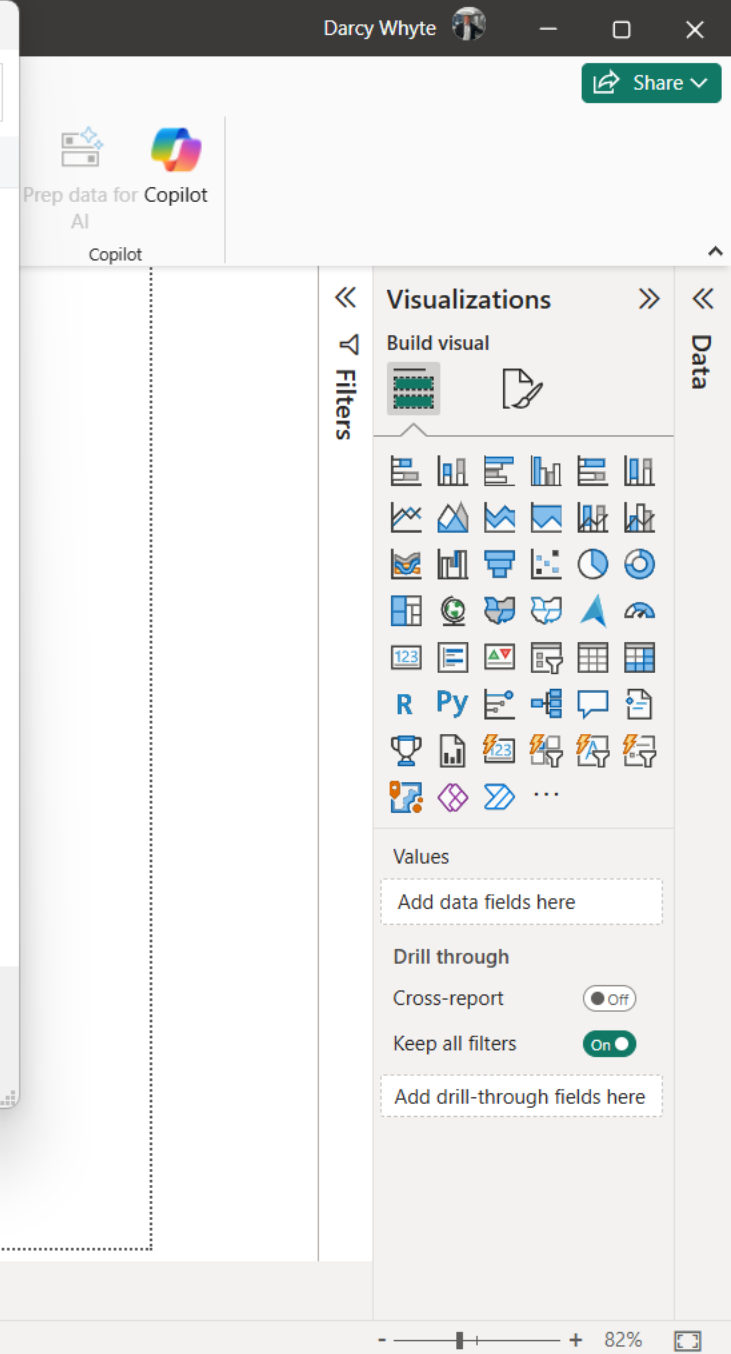
Sign out Options and settings About



You should receive this and other files when you register.



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Clipboard: Paste, Cut, Copy, Format painter

Get data, Excel workbook catalog, OneLake

Navigator

Display Options

- A Maple Company Star.xlsx [8]
 - Branches
 - Customers
 - Date
 - Holiday
 - Info
 - Products
 - Projection
 - Sales

Sales

Preview downloaded on Tuesday, September 23, 2025

Invoice Date	Start Date	Finish Date	Hrs	Pay Rate	CompanyID
2/11/2007	2/14/2007	2/16/2007	2	122.89	
5/21/2007	5/21/2007	6/3/2007	2	122.89	
4/2/2007	4/11/2007	4/23/2007	2	122.89	
5/27/2007	5/30/2007	6/4/2007	2	122.89	
7/14/2007	7/20/2007	7/22/2007	2	122.89	
11/8/2007	11/11/2007	11/18/2007	2	122.89	
11/22/2007	11/25/2007	11/28/2007	2	122.89	
1/29/2007	2/1/2007	2/10/2007	2	122.89	
11/15/2007	11/18/2007	11/22/2007	2	122.89	
1/30/2007	1/30/2007	2/11/2007	2	122.89	
2/15/2007	2/8/2007	2/13/2007	2	122.89	
2/22/2007	2/27/2007	2/27/2007	2	122.89	
9/17/2007	9/17/2007	9/17/2007	2	122.89	
9/26/2007	9/26/2007	9/26/2007	2	122.89	
10/17/2007	10/17/2007	10/17/2007	2	122.89	
10/20/2007	10/20/2007	10/20/2007	2	122.89	
1/20/2007	1/20/2007	1/20/2007	2	122.89	
2/1/2007	2/1/2007	2/1/2007	2	122.89	
2/2/2007	2/2/2007	2/2/2007	2	122.89	
2/3/2007	2/3/2007	2/3/2007	2	122.89	
2/4/2007	2/4/2007	2/4/2007	2	122.89	
2/5/2007	2/5/2007	2/5/2007	2	122.89	
2/6/2007	2/6/2007	2/6/2007	2	122.89	
2/7/2007	2/7/2007	2/7/2007	2	122.89	
2/8/2007	2/8/2007	2/8/2007	2	122.89	
2/9/2007	2/9/2007	2/9/2007	2	122.89	
2/10/2007	2/10/2007	2/10/2007	2	122.89	
2/11/2007	2/11/2007	2/11/2007	2	122.89	
2/12/2007	2/12/2007	2/12/2007	2	122.89	
2/13/2007	2/13/2007	2/13/2007	2	122.89	
2/14/2007	2/14/2007	2/14/2007	2	122.89	
2/15/2007	2/15/2007	2/15/2007	2	122.89	
2/16/2007	2/16/2007	2/16/2007	2	122.89	
2/17/2007	2/17/2007	2/17/2007	2	122.89	
2/18/2007	2/18/2007	2/18/2007	2	122.89	
2/19/2007	2/19/2007	2/19/2007	2	122.89	
2/20/2007	2/20/2007	2/20/2007	2	122.89	
2/21/2007	2/21/2007	2/21/2007	2	122.89	
2/22/2007	2/22/2007	2/22/2007	2	122.89	
2/23/2007	2/23/2007	2/23/2007	2	122.89	
2/24/2007	2/24/2007	2/24/2007	2	122.89	
2/25/2007	2/25/2007	2/25/2007	2	122.89	
2/26/2007	2/26/2007	2/26/2007	2	122.89	
2/27/2007	2/27/2007	2/27/2007	2	122.89	
2/28/2007	2/28/2007	2/28/2007	2	122.89	
2/29/2007	2/29/2007	2/29/2007	2	122.89	



Select Branches, Customers, Products and Sales.



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Load Transform Data Cancel

Visualizations

Build visual

Filters

Values

Add data fields here

Drill through

Cross-report Off

Keep all filters On

Add drill-through fields here

File Home Insert Modeling View Optimize Help External tools

Clipboard: Paste, Cut, Copy, Format painter

Data: Get data, Excel workbook catalog, OneLake Server, SQL Server, Enter data, Dataverse, Recent sources

Queries: Transform data, Refresh

Insert: New visual, Text box, More visuals

Calculations: New visual calculation, New measure, Quick measure

Sensitivity: Sensitivity

Share: Publish

Copilot: Prep data for Copilot AI



Visualizations >> Data <<

Build visual

Filters

Search

- > Branches
- > Customers
- > Products
- > Sales

Build visuals with your data
 Select or drag fields from the Data pane onto the report canvas.

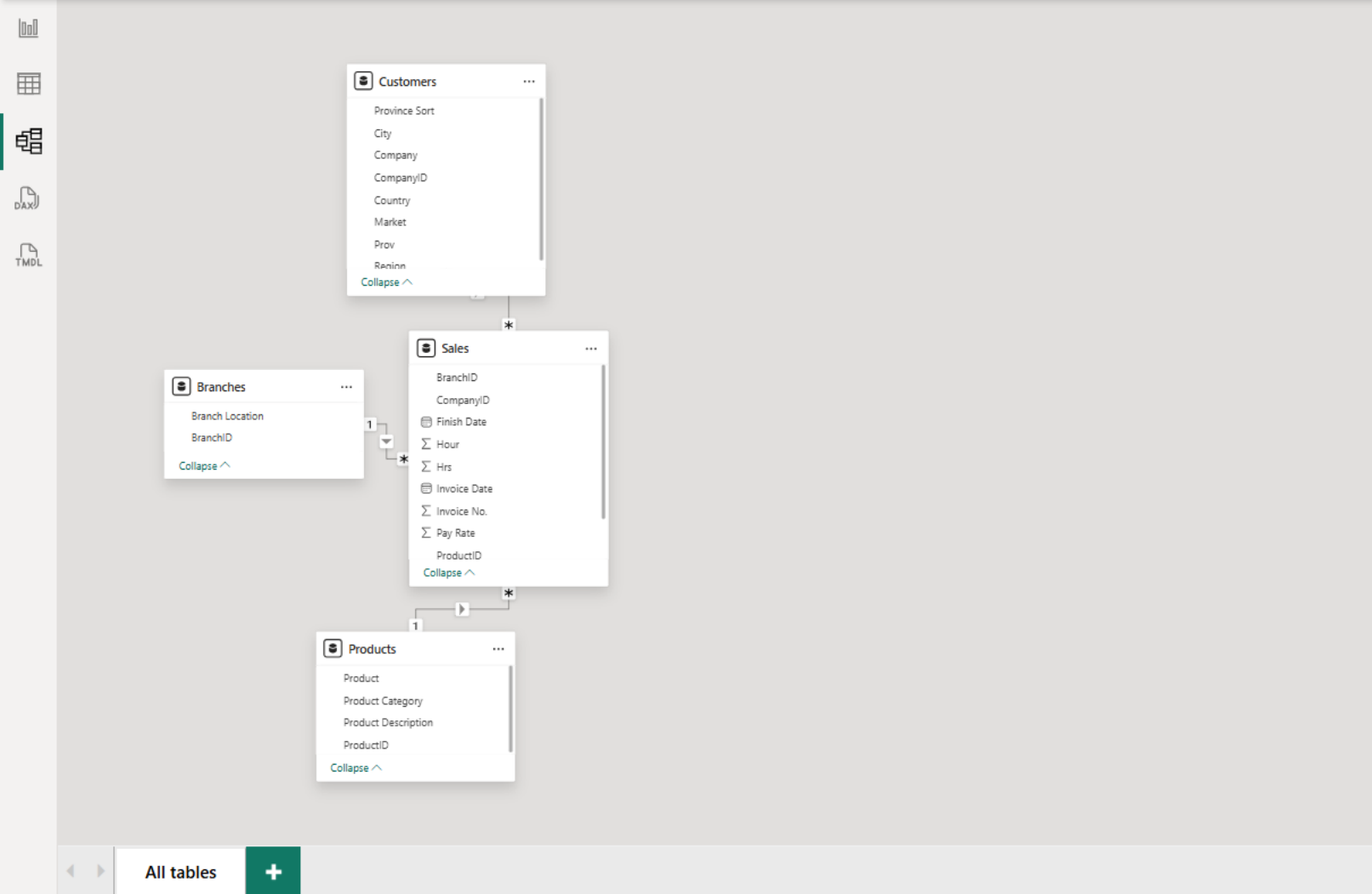


The files you chose appear in the Data Pane.

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File Home Help External tools Share

Paste Cut Copy Get Excel OneLake SQL Enter data Data Recent sources Transform Refresh data Queries Manage relationships Calculations New measure column New table Calculation group New parameter Parameters Security Q&A Language Linguistic schema Sensitivity Publish



Properties Data

Cards

Show the database in the header when applicable No

Show related Yes

Pin related No

Search

- Branches
- Customers
- Products
- Sales

1

Collapse

2 Fit

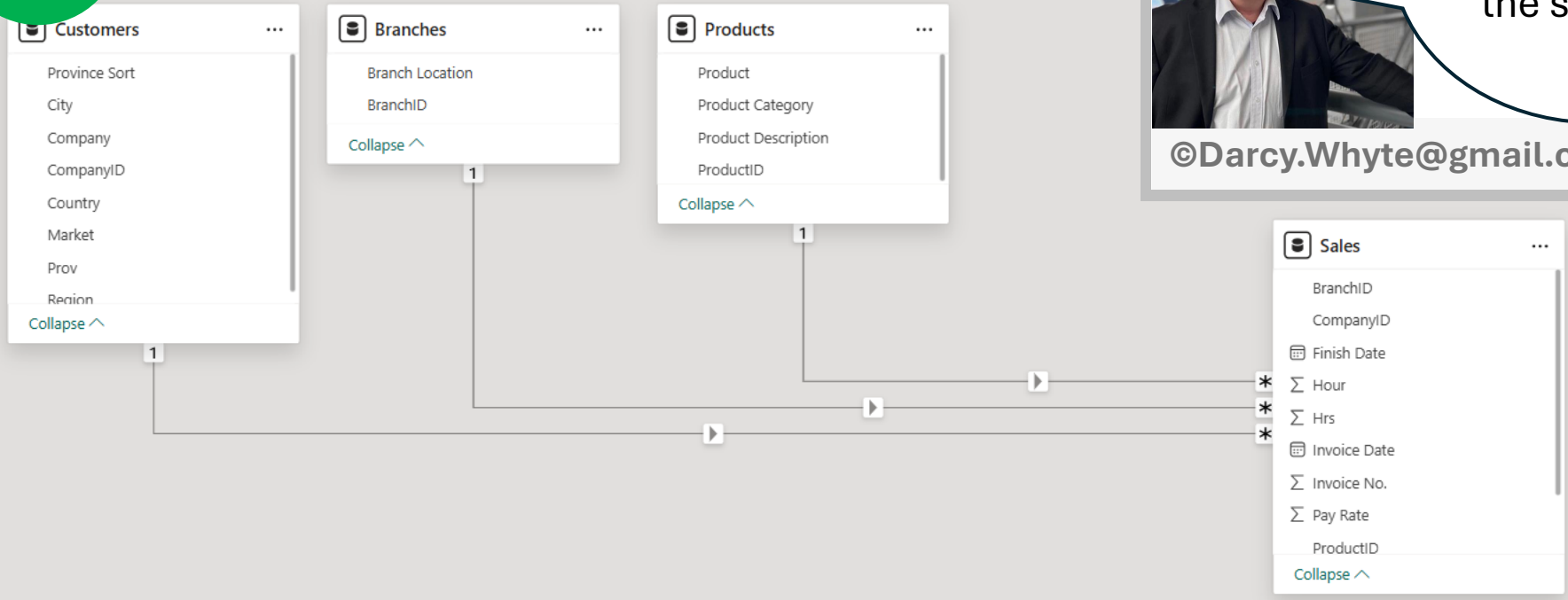
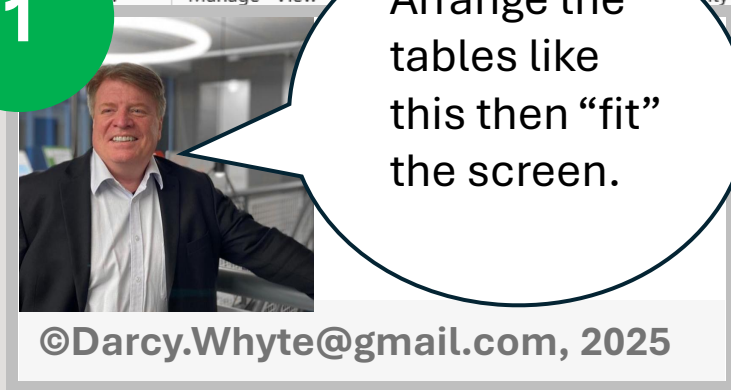
File Home Help External tools Share

Paste Cut Copy Get Excel OneLake SQL Enter Data Dataserve Recent sources Transform Refresh data Manage relationships New New New Calculations Manage View Publish

3 Switching back to Report View

1

Arrange the tables like this then "fit" the screen.



2 Fit

Clipboard: Paste, Cut, Copy, Format painter

Data: Get data, Excel workbook catalog, OneLake Server, SQL Server, Enter data, Dataverse, Recent sources

Queries: Transform data, Refresh

Insert: New visual, Text box, More visuals

Calculations: New visual calculation, New measure, Quick measure

Sensitivity: Sensitivity

Share: Publish


Copilot: Prep data for Copilot AI

Create Table

Column1		
1		
+		

Best Practice Alert!

We're creating a Measures Table to keep things organized.



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Name: Sales KPI

Buttons: Load, Edit, Cancel

1

2

3

Change the name to Sales KPI

Visualizations

Build visual

Filters

Data

Search

- Branches
- Customers
- Products
- Sales

Values

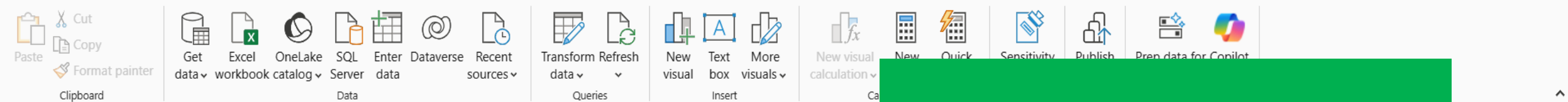
Add data fields here

Drill through

Cross-report Off

Keep all filters On

Add drill-through fields here



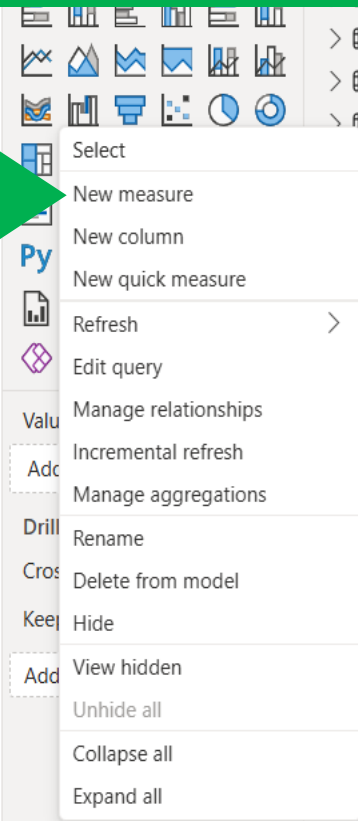
Right click the new Sales KPI table... 1



Adding our first Measure to the Measures Table.

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Choose New Measure 2



Name: Total Hours
 Format: Whole number
 Data category: Uncategorized
 Home table: Sales KPI
 Structure Formatting Properties Calculations

1 Total Hours = sum(Sales[Hrs])

2 Hit Enter!

1

Actual Typing:
 Total Hours = sum{tab}
 hr{tab}
 {enter}

Visualizations >> Data >>

Build visual

Search

- Branches
- Customers
- Products
- Sales
- Sales KPI
 - Column1
 - Total Hours

Use the {tab} key to speed things up!



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Name: Total Hours
 Format: Whole number
 Data category: Uncategorized
 Home table: Sales KPI
 Structure Formatting Properties Calculations

Right click the new Sales KPI table again

1

```
1 Total Hours = sum(Sales[Hrs])
```

Choose New Measure

2

Build visuals with your data
 Select or drag fields from the Data pane onto the report



- Select
- New measure
- New column
- New quick measure
- Refresh
- Edit query
- Manage relationships
- Incremental refresh
- Manage aggregations
- Rename
- Delete from model
- Hide
- View hidden
- Unhide all
- Collapse all
- Expand all

Name: Total Sales
 Format: General
 Data category: Uncategorized
 Home table: Sales KPI
 Structure: Formatting: Properties: Calculations: New measure Quick measure

```
1 Total Sales = sumx(sales, Sales[Hrs]*Sales[Pay Rate])
```

2 Hit Enter!

1

Build visuals with your data

**Total Sales = sumx{tab
 sales, hrs{tab} * Pay Rate{tab}
 {enter}**

Visualizations

Build visual

Search

- Branches
- Customers
- Products
- Sales
- Sales KPI
 - Column1
 - Total Hours
 - Total Sales

Values

Add data fields here

Drill through

Cross-report: Off

Keep all filters: On

Add drill-through fields here

Name: Total Sales
Home table: Sales KPI

Structure

1 Total Sales Rate]

[Hrs]*Sa

Remove the Column1 from the Measures Table.

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Right click the Column1 in the Sales KPI table... 1

Delete column

Are you sure you want to delete 'Column1'?

3 Yes Cancel

Delete from Model 2

Sales KPI

- Column1
- Total Hours
- Total Sales

- Add to field well
- Select
- Create hierarchy
- New measure
- New column
- New quick measure
- Rename
- Delete from model
- Hide
- View hidden
- Unhide all
- Collapse all
- Expand all
- New group
- Add to filters
- Add to drill through

Name: Total Sales
 Format: General
 Data category: Uncategorized
 Home table: Sales KPI
 Structure Formatting Properties Calculations

```
1 Total Sales = sumx(sales, Sales[Hrs]*Sales[Pay Rate])
```

Sales KPI becomes the first table.

It's now a "Measures Table" and has a calculator icon.



Visualizations

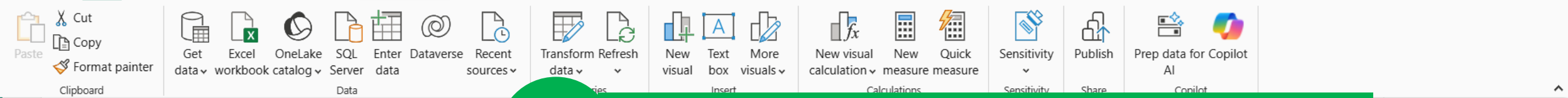
Data

- Sales KPI
- Total Hours
- Total Sales
- Branches
- Customers
- Products
- Sales

Best Practice Alert!
 Technically, the measures can be in any table. But it's better to keep them in a special place.



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1 Drag the Total Hours to the canvas.

Expand **2**

3

Drag the Product to the Visual.

Data

Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Products
 - Product
 - Product Category
 - Product Descrip...
 - ProductID
- Sales

Filters on this visual

Product is (All)

Total Hours is (All)

Add data fields here

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

X-axis: Product

Y-axis: Total Hours

Legend: Add data fields here

Small multiples: Add data fields here

Tooltips

File Home Insert Modeling View Optimize Help External tools Format Data / Drill Share

Paste Cut Copy Format painter Clipboard

Get data Excel OneLake SQL Server Enter data Dataverse Recent sources

Transform data Refresh Queries

New visual Text box More visuals Insert

New visual calculation New measure Quick measure Calculations

Sensitivity Publish Prep data for Copilot AI Copilot

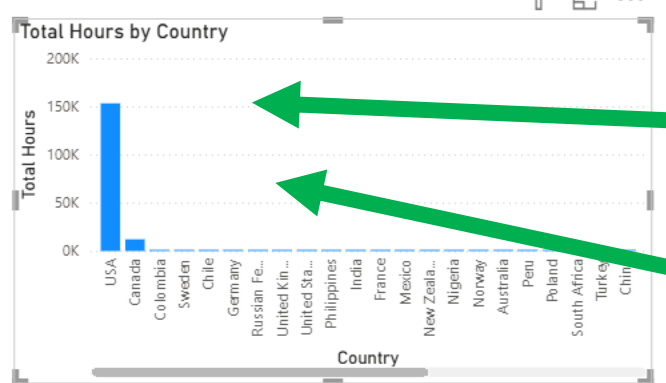
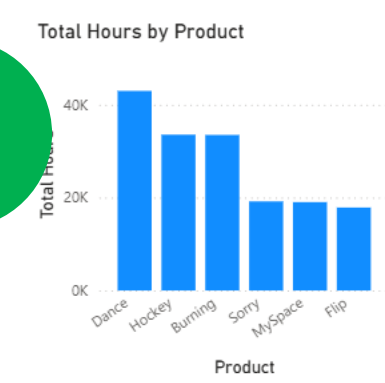
Visuals

Table

Matrix

Table

Table



Filters

Visualizations

Data

Build visual

Filters on this visual

Country

Add data fields here

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

X-axis

Country

Y-axis

Total Hours

Legend

Add data fields here

Small multiples

Add data fields here

Tooltips

Sales KPI

Total Hours

Total Sales

Branches

Customers

Province Sort

City

Company

CompanyID

Country

Market

Prov

Region

Products

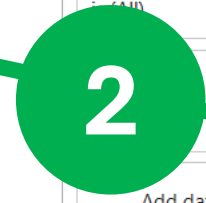
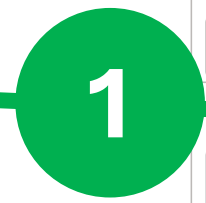
Product

Product Category

Product Descrip...

ProductID

Sales



Windows taskbar with icons for Start, Search, File Explorer, Edge, Chrome, Firefox, OneDrive, Teams, Word, Excel, Outlook, and system tray with date/time 2:04 PM 10/2/2025.

File Home Help External tools

Paste Cut Copy

Get data Excel OneLake SQL Server Enter data Dataverse Recent sources

Clipboard

Transform Refresh data

Manage relationships

New measure New column New table Calculation group

New parameter

Manage View O&A Language

1 Date = CALENDARAU{tab}

2

Date = au{tab}

3 Hit Enter!

1

Your new Date Table appears.

Creating a Date Table is considered a best practice.

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Products

- Product
- Product Category
- Product Description
- ProductID

Sales

- BranchID
- CompanyID
- Finish Date
- Hour
- Hrs
- Invoice Date
- Invoice No.
- Pay Rate
- ProductID
- Collapse ^

Sales KPI

- Total Hours
- Collapse ^

Date

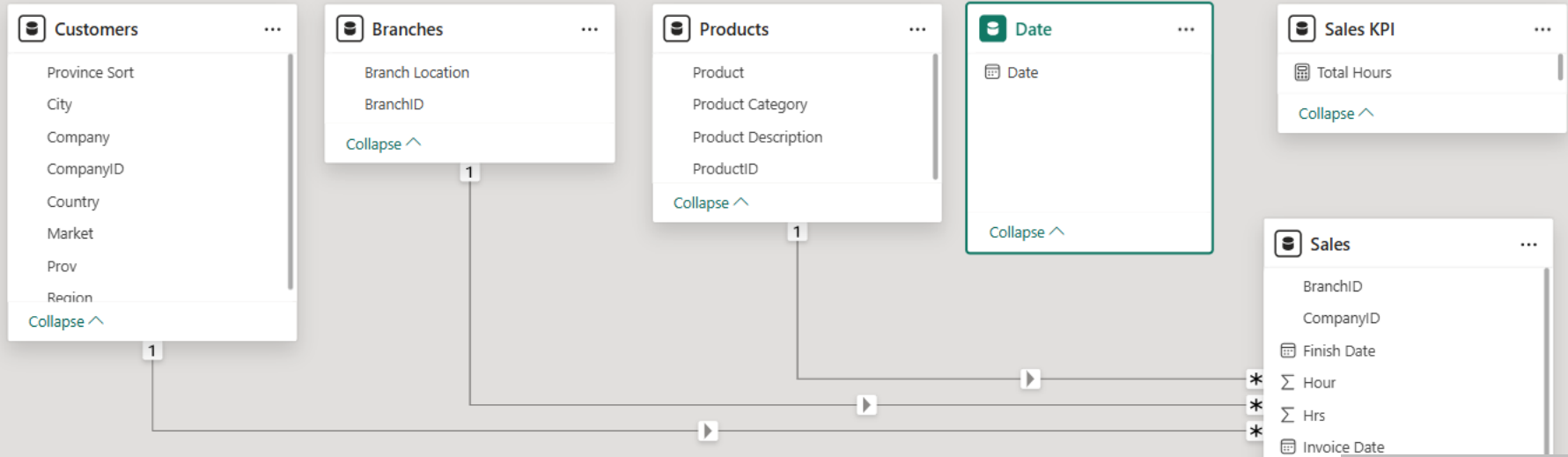
- Branches
- Customers
- Date
- Products
- Sales

All tables +

File Home Help External tools Share

Paste Cut Copy Get Excel OneLake SQL Enter data Dataverse Recent sources Transform Refresh data Queries Manage relationships Calculations Parameters Security Q&A Language Linguistic schema Sensitivity Publish

1 Date = CALENDARAUTO()



Data Tables Model

Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date**
- Products
- Sales



Arrange like this!

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File Home Help External tools Share

Paste Cut Copy Get Excel OneLake SQL Enter data Data Server Recent sources Transform Refresh data Queries Manage relationships Relationships New measure column Calculations New table Calculation group New parameter Parameters Manage roles Security Q&A Language Linguistic schema Sensitivity Publish

1 Date = CALENDARAUTO()

Right click the Date table. 1

2

Mark as Date Table

This tells Power BI your new table is a "Date Table".



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Data Tables Model

Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date**
- Products
- Sales

- Add related tables
- New measure
- New column
- Manage relationships
- Select columns
- Select measures
- Delete from model
- Hide in report view
- Mark as date table
- Unhide all
- Collapse all
- Expand all

Clipboard: Paste, Cut, Copy, Get data, Excel workbook, Q&A setup, Language Q&A, Linguistic schema, Sensitivity, Publish

1 Date

Customers

- Province Sort
- City
- Company
- CompanyID
- Country
- Market
- Prov
- Region
- Collapse ^

Mark as a date table

To enable the creation of date-related visuals, tables and quick measures using this table's date data, mark it as a date table.

Keep in mind any built-in date tables that are already associated with this table will be removed. Visuals or DAX expressions referring to them may break. [Learn more](#)

Mark as a date table

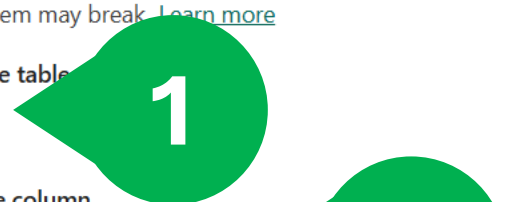
On

Choose a date column

Date

Validated successfully

Save Cancel



Properties

Data

Tables Model

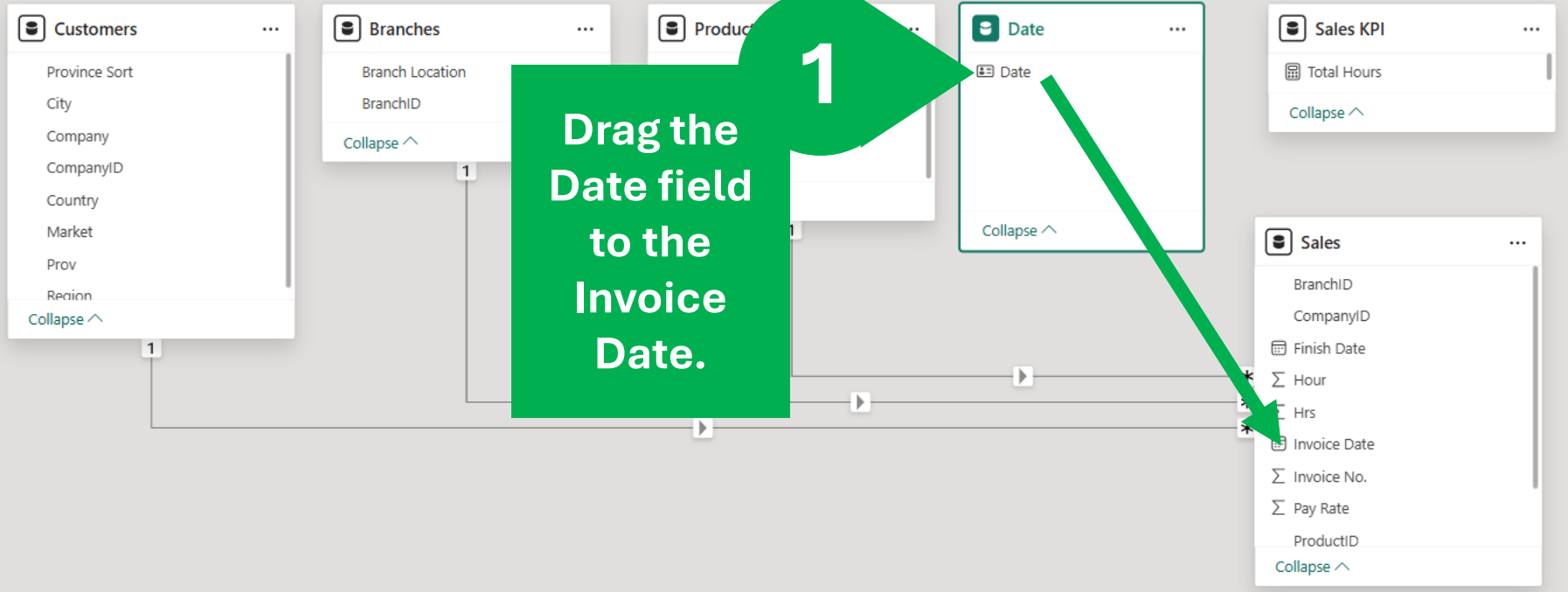
Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date**
- Products
- Sales

File Home Help External tools Share

Paste Cut Copy Get data Excel workbook OneLake catalog SQL Server Enter data Dataaverse Recent sources Transform data Refresh data Queries Manage relationships Relationships New measure column Calculations New table Calculation group New parameter Parameters Manage roles Security View as Q&A setup Language Q&A Linguistic schema Publish Sensitivity Share

1 Date = CALENDARAUTO()



Properties

Data Tables Model

Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date**
- Products
- Sales

File Home Help External tools

Paste Cut Copy

Get data Excel workbook OneLake catalog SQL Server data

Clipboard

te = CALENDARAU

Branches

- Branch Location
- BranchID
- Collapse

City

Company

CompanyID

Country

Market

Prov

Region

Collapse

All tables +

New relationship

Select tables and columns that are related.

From table
Date

Date
1/1/2007 12:0...
1/2/2007 12:0...
1/3/2007 12:0...

To table
Sales

BranchID	CompanyID	Finish Date	Hour	Hrs	Invoice Date	Invoice No
101313	2890027	Wednesday, F...	15	2	Tuesday, Febr...	987933
101313	2948255			2	Sunday, Nove...	1180992
101313	2838463			2	Saturday, Febr...	1958421

Cardinality
One to many (1:*)

Cross-filter direction
Single

Make this relationship active

Apply security filter in both directions

Assume referential integrity

3 Save Cancel

Share

Language Linguistic schema

Sensitivity Publish

Q&A

Data

Tables Model

Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date
 - Date**
- Products
- Sales

4

1
One to Many

2
Single

3

1 Right Click

Name Date Data type Date

Structure Formatting Properties Sort Groups Relationships Calculations

CALENDARAUTO()

Date
1/1/2007 12:00:00 AM
1/2/2007 12:00:00 AM
1/3/2007 12:00:00 AM
1/4/2007 12:00:00 AM
1/5/2007 12:00:00 AM
1/6/2007 12:00:00 AM
1/7/2007 12:00:00 AM
1/8/2007 12:00:00 AM
1/9/2007 12:00:00 AM
1/10/2007 12:00:00 AM
1/11/2007 12:00:00 AM
1/12/2007 12:00:00 AM
1/13/2007 12:00:00 AM
1/14/2007 12:00:00 AM
1/15/2007 12:00:00 AM
1/16/2007 12:00:00 AM
1/17/2007 12:00:00 AM
1/18/2007 12:00:00 AM
1/19/2007 12:00:00 AM
1/20/2007 12:00:00 AM
1/21/2007 12:00:00 AM
1/22/2007 12:00:00 AM
1/23/2007 12:00:00 AM
1/24/2007 12:00:00 AM
1/25/2007 12:00:00 AM
1/26/2007 12:00:00 AM
1/27/2007 12:00:00 AM
1/28/2007 12:00:00 AM

- Sort ascending
- Sort descending
- Clear sort
- Clear filter
- Clear all filters
- Copy
- New measure
- New column
- Rename
- Delete
- Hide in report view
- Unhide all
- New group

2

Adding columns to our Date Table for "Slicing" data later.



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Data

Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date
 - Date
 - Products
 - Sales

Table: Date (731 rows) Column: Date (731 distinct values)

Name: Year
 Format: Whole number
 Summarization: Don't summarize
 Data type: Whole number
 Data category: Uncategorized

1 Year = year([Date]) **2 Hit Enter!**

Date	Year
1/1/2007 12:00:00 AM	2007
1/2/2007 12:00:00 AM	2007
1/3/2007 12:00:00 AM	2007
1/4/2007 12:00:00 AM	2007
1/5/2007 12:00:00 AM	2007
1/6/2007 12:00:00 AM	2007
1/7/2007 12:00:00 AM	2007
1/8/2007 12:00:00 AM	2007
1/9/2007 12:00:00 AM	2007
1/10/2007 12:00:00 AM	2007
1/11/2007 12:00:00 AM	2007
1/12/2007 12:00:00 AM	2007
1/13/2007 12:00:00 AM	2007
1/14/2007 12:00:00 AM	2007
1/15/2007 12:00:00 AM	2007
1/16/2007 12:00:00 AM	2007
1/17/2007 12:00:00 AM	2007
1/18/2007 12:00:00 AM	2007
1/19/2007 12:00:00 AM	2007
1/20/2007 12:00:00 AM	2007
1/21/2007 12:00:00 AM	2007
1/22/2007 12:00:00 AM	2007
1/23/2007 12:00:00 AM	2007
1/24/2007 12:00:00 AM	2007
1/25/2007 12:00:00 AM	2007
1/26/2007 12:00:00 AM	2007

1

**Year = year{tab}
{tab}**

Data

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date
 - Date
 - Year**
- Products
- Sales



You may be familiar with the YEAR function from Excel.

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Name: Year

Data type: Whole number

Format: Whole number

Summarization: Don't summarize

Data category: Uncategorized

Sort by column

Data groups

Manage relationships

New column

1 Year = year([Date])

Date	Year
1/1/2007 12:00:00 AM	
1/2/2007 12:00:00 AM	
1/3/2007 12:00:00 AM	
1/4/2007 12:00:00 AM	
1/5/2007 12:00:00 AM	
1/6/2007 12:00:00 AM	
1/7/2007 12:00:00 AM	
1/8/2007 12:00:00 AM	
1/9/2007 12:00:00 AM	
1/10/2007 12:00:00 AM	
1/11/2007 12:00:00 AM	
1/12/2007 12:00:00 AM	
1/13/2007 12:00:00 AM	
1/14/2007 12:00:00 AM	
1/15/2007 12:00:00 AM	
1/16/2007 12:00:00 AM	2007
1/17/2007 12:00:00 AM	2007
1/18/2007 12:00:00 AM	2007
1/19/2007 12:00:00 AM	2007
1/20/2007 12:00:00 AM	2007
1/21/2007 12:00:00 AM	2007
1/22/2007 12:00:00 AM	2007
1/23/2007 12:00:00 AM	2007
1/24/2007 12:00:00 AM	2007
1/25/2007 12:00:00 AM	2007
1/26/2007 12:00:00 AM	2007

- Sort ascending
- Sort descending
- Clear sort
- Clear filter
- Clear all filters
- Copy
- New measure
- New column
- Rename
- Delete
- Hide in report view
- Unhide all
- New group

1 Right click, then new column again.

Data

Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date
 - Date
 - Year**
- Products
- Sales

Name: Month
 Format: Text
 Summarization: Don't summarize
 Data type: Text
 Data category: Uncategorized

1 Month = FORMAT([Date], "mmm")

2 Hit Enter!

1
Month = format{tab}
[d{tab}, "mmm"
{enter}

Date	Year	Month
1/1/2007 12:00:00 AM	2007	Jan
1/2/2007 12:00:00 AM	2007	Jan
1/3/2007 12:00:00 AM	2007	Jan
1/4/2007 12:00:00 AM	2007	Jan
1/5/2007 12:00:00 AM	2007	Jan
1/6/2007 12:00:00 AM	2007	Jan
1/7/2007 12:00:00 AM	2007	Jan
1/8/2007 12:00:00 AM	2007	Jan
1/9/2007 12:00:00 AM	2007	Jan
1/10/2007 12:00:00 AM	2007	Jan
1/11/2007 12:00:00 AM	2007	Jan
1/12/2007 12:00:00 AM	2007	Jan
1/13/2007 12:00:00 AM	2007	Jan
1/14/2007 12:00:00 AM	2007	Jan
1/15/2007 12:00:00 AM	2007	Jan
1/16/2007 12:00:00 AM	2007	Jan
1/17/2007 12:00:00 AM	2007	Jan
1/18/2007 12:00:00 AM	2007	Jan
1/19/2007 12:00:00 AM	2007	Jan
1/20/2007 12:00:00 AM	2007	Jan
1/21/2007 12:00:00 AM	2007	Jan
1/22/2007 12:00:00 AM	2007	Jan
1/23/2007 12:00:00 AM	2007	Jan
1/24/2007 12:00:00 AM	2007	Jan
1/25/2007 12:00:00 AM	2007	Jan
1/26/2007 12:00:00 AM	2007	Jan

Data

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date
 - Date
 - Month
 - Year
- Products
- Sales

Table: Date (731 rows) Column: Month (12 distinct values)

Name: Month
 Data type: Text
 Format: Text
 Summarization: Don't summarize
 Data category: Uncategorized

1 Month = FORMAT([Date], "mmm")

Date	Year	Month
1/1/2007 12:00:00 AM	2007	Jan
1/2/2007 12:00:00 AM	2007	Jan
1/3/2007 12:00:00 AM	2007	Jan
1/4/2007 12:00:00 AM	2007	Jan
1/5/2007 12:00:00 AM	2007	Jan
1/6/2007 12:00:00 AM	2007	Jan
1/7/2007 12:00:00 AM	2007	Jan
1/8/2007 12:00:00 AM	2007	Jan
1/9/2007 12:00:00 AM	2007	Jan
1/10/2007 12:00:00 AM	2007	Jan
1/11/2007 12:00:00 AM	2007	Jan
1/12/2007 12:00:00 AM	2007	Jan
1/13/2007 12:00:00 AM	2007	Jan
1/14/2007 12:00:00 AM	2007	Jan
1/15/2007 12:00:00 AM	2007	Jan
1/16/2007 12:00:00 AM	2007	Jan
1/17/2007 12:00:00 AM	2007	Jan
1/18/2007 12:00:00 AM	2007	Jan
1/19/2007 12:00:00 AM	2007	Jan
1/20/2007 12:00:00 AM	2007	Jan
1/21/2007 12:00:00 AM	2007	Jan
1/22/2007 12:00:00 AM	2007	Jan
1/23/2007 12:00:00 AM	2007	Jan
1/24/2007 12:00:00 AM	2007	Jan
1/25/2007 12:00:00 AM	2007	Jan
1/26/2007 12:00:00 AM	2007	Jan

- Sort ascending
- Sort descending
- Clear sort
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- Clear all filters
- Copy
- New measure
- New column
- Rename
- Delete
- Hide in report view
- Unhide all
- New group

1 Right click then new column again.

Data

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date
 - Date
 - Month
 - Year
- Products
- Sales

Table: Date (731 rows) Column: Month (12 distinct values)

Name: Month# Format: Whole number Summarization: Don't summarize Data category: Uncategorized

Data type: Whole number \$ % 0

Sort by column Data groups Manage relationships New column

Structure Formatting Properties

1 Month# = month([Date]) 2 Hit Enter!

Date	Year	Month	Month#
1/1/2007 12:00:00 AM	2007	Jan	1
1/2/2007 12:00:00 AM	2007	Jan	1
1/3/2007 12:00:00 AM	2007	Jan	1
1/4/2007 12:00:00 AM	2007	Jan	1
1/5/2007 12:00:00 AM	2007	Jan	1
1/6/2007 12:00:00 AM	2007	Jan	1
1/7/2007 12:00:00 AM	2007	Jan	1
1/8/2007 12:00:00 AM	2007	Jan	1
1/9/2007 12:00:00 AM	2007	Jan	1
1/10/2007 12:00:00 AM	2007	Jan	1
1/11/2007 12:00:00 AM	2007	Jan	1
1/12/2007 12:00:00 AM	2007	Jan	1
1/13/2007 12:00:00 AM	2007	Jan	1
1/14/2007 12:00:00 AM	2007	Jan	1
1/15/2007 12:00:00 AM	2007	Jan	1
1/16/2007 12:00:00 AM	2007	Jan	1
1/17/2007 12:00:00 AM	2007	Jan	1
1/18/2007 12:00:00 AM	2007	Jan	1
1/19/2007 12:00:00 AM	2007	Jan	1
1/20/2007 12:00:00 AM	2007	Jan	1
1/21/2007 12:00:00 AM	2007	Jan	1
1/22/2007 12:00:00 AM	2007	Jan	1
1/23/2007 12:00:00 AM	2007	Jan	1
1/24/2007 12:00:00 AM	2007	Jan	1
1/25/2007 12:00:00 AM	2007	Jan	1
1/26/2007 12:00:00 AM	2007	Jan	1

1

Month# = month{tab}
[d{tab {enter}}

Data

Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date
 - Date
 - Month
 - Month#
 - Year
- Products
- Sales

Table: Date (731 rows) Column: Month# (12 distinct values)

4

Format Text

Summarization Don't summarize Data category Uncategorized

Sort by column

2

1 Month = FORMAT([Date], "mmm")

Date	Year	Month	Month#
1/1/2007 12:00:00 AM	2007	Jan	1
1/2/2007 12:00:00 AM	2007	Jan	1
1/3/2007 12:00:00 AM	2007	Jan	1
1/4/2007 12:00:00 AM	2007	Jan	1
1/5/2007 12:00:00 AM	2007	Jan	1
1/6/2007 12:00:00 AM	2007	Jan	1
1/7/2007 12:00:00 AM	2007	Jan	1
1/8/2007 12:00:00 AM	2007	Jan	1
1/9/2007 12:00:00 AM	2007	Jan	1
1/10/2007 12:00:00 AM	2007	Jan	1
1/11/2007 12:00:00 AM	2007	Jan	1
1/12/2007 12:00:00 AM	2007	Jan	1
1/13/2007 12:00:00 AM	2007	Jan	1
1/14/2007 12:00:00 AM	2007	Jan	1
1/15/2007 12:00:00 AM	2007	Jan	1
1/16/2007 12:00:00 AM	2007	Jan	1
1/17/2007 12:00:00 AM	2007	Jan	1
1/18/2007 12:00:00 AM	2007	Jan	1
1/19/2007 12:00:00 AM	2007	Jan	1
1/20/2007 12:00:00 AM	2007	Jan	1
1/21/2007 12:00:00 AM	2007	Jan	1
1/22/2007 12:00:00 AM	2007	Jan	1
1/23/2007 12:00:00 AM	2007	Jan	1
1/24/2007 12:00:00 AM	2007	Jan	1
1/25/2007 12:00:00 AM	2007	Jan	1
1/26/2007 12:00:00 AM	2007	Jan	1

1

Select Column

Month Date Month# Year

3

Sort by Month#

It's an easy mistake to leave this out. If you do, in your report the Month column will sort differently. This makes it sort chronologically.

Data

Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
- Date
 - Date
 - Month
 - Month#
 - Year
- Products
- Sales

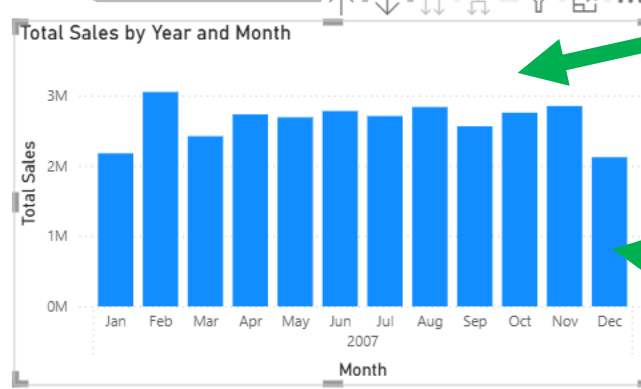
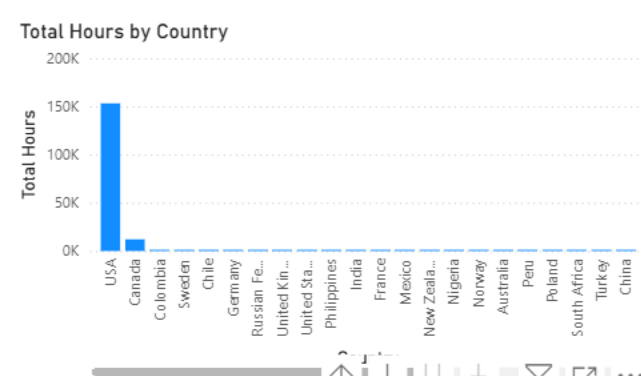
Table: Date (731 rows) Column: Month (12 distinct values)

File Home Insert Modeling View Optimize Help External tools Format Data / Drill Share

Paste Cut Copy Format painter Clipboard

Get data Excel OneLake SQL Server Enter data Dataverse Recent sources Transform data Refresh Queries New visual Text box More visuals Insert Calculations

Sensitivity Publish Prep data for Copilot AI Copilot



A common mistake here is to drop the Month in the wrong place. Notice it's underneath the Year in the X-axis well.



Filters

Search

Filters on this visual

Month is (All)

Total Sales (All)

Year is (All)

Add data fields here

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

Build visual

X-axis

Year

Month

Y-axis

Total Sales

Legend

Add data fields here

Small multiples

Add data fields here

Data

Search

Sales KPI

Total Hours

Total Sales

Branches

Customers

Province Sort

City

Company

CompanyID

Country

Market

Prov

Region

Date

Date

Month

Month#

Year

Products

Product

Product Categ...

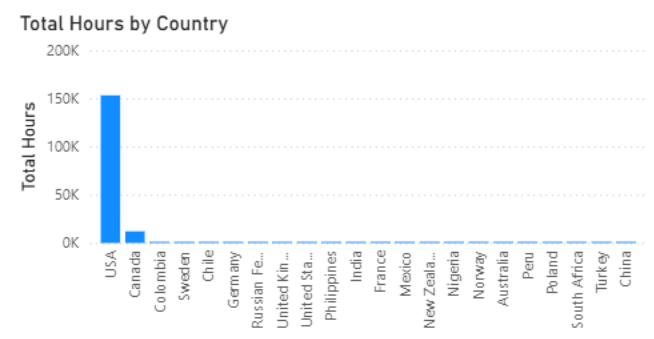
Product Descr...

ProductID

File Home Insert Modeling View Optimize Help External tools **Format** Data / Drill Share

Paste Cut Copy Format painter Clipboard

Get data Excel OneLake SQL Server Enter data Dataverse Recent sources Transform data Refresh Queries New visual Text box More visuals Insert Calculations New visual calculation New measure Quick measure Sensitivity Publish Prep data for Copilot AI Copilot



Filters Search

Filters on this visual

- Month is (All)
- Total Sales is (All)

Visualizations Build visual

Data Search

- Sales KPI
 - Total Hours
 - Total Sales
- Branches
- Customers
 - Province Sort
 - City
 - Company
 - CompanyID
 - Country
 - Market
 - Prov
 - Region
- Date
 - Date
 - Month
 - Month#
 - Year
- Products
 - Product
 - Product Categ...
 - Product Descr...
 - ProductID

Add data fields here

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

X-axis

- Year
- Month

Y-axis

- Total Sales

Secondary y-axis

Add data fields here

Legend

Add data fields here

1 Select

2 Line Chart



**Good
Work!**

**You may want to save your work.
After choosing **File/Save as** you
may want to choose **Browse this
device**. Then save at the desired
location.**

