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Watch the video of the steps.

Then launch Power BI **Desktop**!



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Power BI

Microsoft CERTIFIED ASSOCIATE

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Search

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Home

Open

Sign out

Options and settings

About

Select a data source or start with a blank report

Blank report

OneLake catalog

Excel workbook

erver

Learn with sample data

Get data from other sources

Recommended

Recent

Shared with me

Filter

Name	Location	
Northern Lights ETL w duration an...	C:\Users\sales\OneDrive\De	
Northern Lights.pbix	C:\Users\sales\Dropbox\0Ac	
Northern Lights ETL.pbix	C:\Users\sales\OneDrive\De	ago
A Maple Company ETL.pbix	C:\Users\sales\Dropbox\0Ac	ago
A Maple Company ETL.pbix	C:\Users\sales\OneDrive\De	ago
demo 2.pbix	C:\Users\sales\OneDrive\De	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



Use this button.

Or Blank Report then find an Excel button

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ENG US

1:56 PM 10/2/2025

Open

Desktop

Search Desktop

Organize New folder

- Desktop
  - Home
  - 0studentPackagesCourses
  - Student Files
  - 0studentPackagesActive
  - consulting
  - Resume
  - PPSC
  - Immigration
  - family
  - Gallery
  - OneDrive - Personal

Gallery
OneDrive - Personal
Dropbox
Desktop
Documents
Downloads
Music
Pictures
Videos
Whyte
This PC
Libraries

A Black Maple Companyr.xlsx
Microsoft Excel Worksheet
4.14 MB

1

You should receive this and other files when you register.



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Excel Files (*.xl;*.xlsx;*.xlsm;*.xlsb

Open Cancel

2

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Share

Prep data for AI Copilot

Copilot

Visualizations

Build visual

Filters

Data

Values

Add data fields here

Drill through

Cross-report Off

Keep all filters On

Add drill-through fields here

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Search

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File Home Insert Modeling View Optimize Help External tools

Share

Cut Copy Format painter Paste Clipboard

Get data Excel workbook OneLake catalog

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	
	2/8/2007	2/13/2007	2	122.89	
	/22/2007	2/27/2007	2	122.89	
	007	9/17/2007	2	122.89	
		9/26/2007	2	122.89	
		10/17/2007	2	122.89	
		10/20/2007	2	122.89	
		1/20/2007	2	122.89	
			2	122.89	
			2	122.89	
			2	122.89	
			2	122.89	
		07	2	122.89	

1

Select Branches, Customers, Products and Sales.



2

Load Transform Data Cancel

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Visualizations

Build visual

Values

Add data fields here

Drill through

Cross-report Off

Keep all filters On

Add drill-through fields here

Filters Data

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File Home Insert Modeling View Optimize Help External tools

Share

Cut Copy Format painter Paste — Clipboard

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

Transform data Refresh — Queries

New visual Text box More visuals — Insert

New visual calculation New measure Quick measure — Calculations

Sensitivity — Sensitivity

Publish — Share

Prep data for AI Copilot — Copilot

1

Build visuals with your data

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

Visualizations

Build visual

Filters

Data

Search

Branches
Customers
Products
Sales



The files you chose appear in the Data Pane.

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On

fields here

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

Data

Transform data Refresh

Queries

Manage relationships

Relationships

New measure New column New table Calculation group

Calculations

New parameter

Parameters

Manage roles View as

Security

Q&A setup Language Linguistic schema

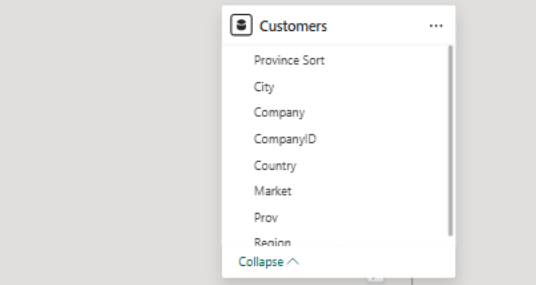
Q&A

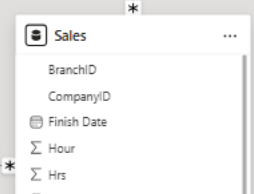
Sensitivity

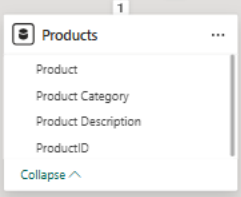
Sensitivity

Publish

Share







All tables +

Properties

Cards

Show the database in the header when applicable

No

Show related

Yes

Pin related fi

No

Data

Tables Model

Search

Branches
Customers
Products
Sales

1 Collapse

2 Fit

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Search

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Paste Cut Copy

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

Data

Transform data Refresh

Queries

Manage relationships

Relationships

New measure New column New table

Calculations

Manage View

Publish

Share

3 Switching back to Report View

1



Arrange the tables like this then “fit” the screen.

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Customers
- Province Sort
- City
- Company
- CompanyID
- Country
- Market
- Prov
- Region

Collapse

Branches
- Branch Location
- BranchID

Collapse

Products
- Product
- Product Category
- Product Description
- ProductID

Collapse

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

Collapse

Model

Branches
Customers
Products
Sales

All tables

2 Fit

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Search

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File Home Insert Modeling View Optimize Help External tools

Share

Paste Cut Copy Format painter — Clipboard

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

Transform data Refresh — Queries

New visual Text box More visuals — Insert

New visual calculation New measure Quick measure — Calculations

Sensitivity — Sensitivity

Publish — Share

Prep data for AI Copilot — Copilot

Create Table

1

	Column1
1	
+	



Best Practice Alert!

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

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Change the name to Sales KPI

2

e: Sales KPI

3

Load Edit Cancel

Visualizations

Build visual

Values

Add data fields here

Drill through

Cross-report Off

Keep all filters On

Add drill-through fields here

Filters

Data

Search

Branches

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

Data

Transform data Refresh

Queries

New visual Text box More visuals

Insert

New visual calculation New Quick

Sensitivity Publish Prep data for Copilot

Right click the new Sales KPI table...

1



Adding our first Measure to the Measures Table.

Choose New Measure

2

Sales

Sales KPI

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

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Search

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File Home Insert Modeling View Optimize Help External tools Table tools Measure tools

Share

Name: Total Hours
Home table: Sales KPI
Structure

Format: Whole number
$ % , .00 0
Formatting

Data category: Uncategorized
Properties

New measure
Quick measure
Calculations

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

2 Hit Enter!

1

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



Use the {tab} key to speed things up!

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Visualizations
Build visual

Data
Search
Branches
Customers
Products
Sales
Sales KPI
Column1
Total Hours

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Search

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File Home Insert Modeling View Optimize Help External tools Table tools Measure tools

Share

Name: Total Hours
Home table: Sales KPI
Structure

Format: Whole number
$ % , .00 0
Formatting

Data category: Uncategorized
Properties

New measure
Quick measure
Calculations

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

Right click the new Sales KPI table again

1

Choose New Measure

2

Build visuals with your data

Select or drag fields from the **Data** pane onto the re



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

Values
Add data
Drill through
Cross-report
Keep all filters
Add drill

Column1
Total Hours

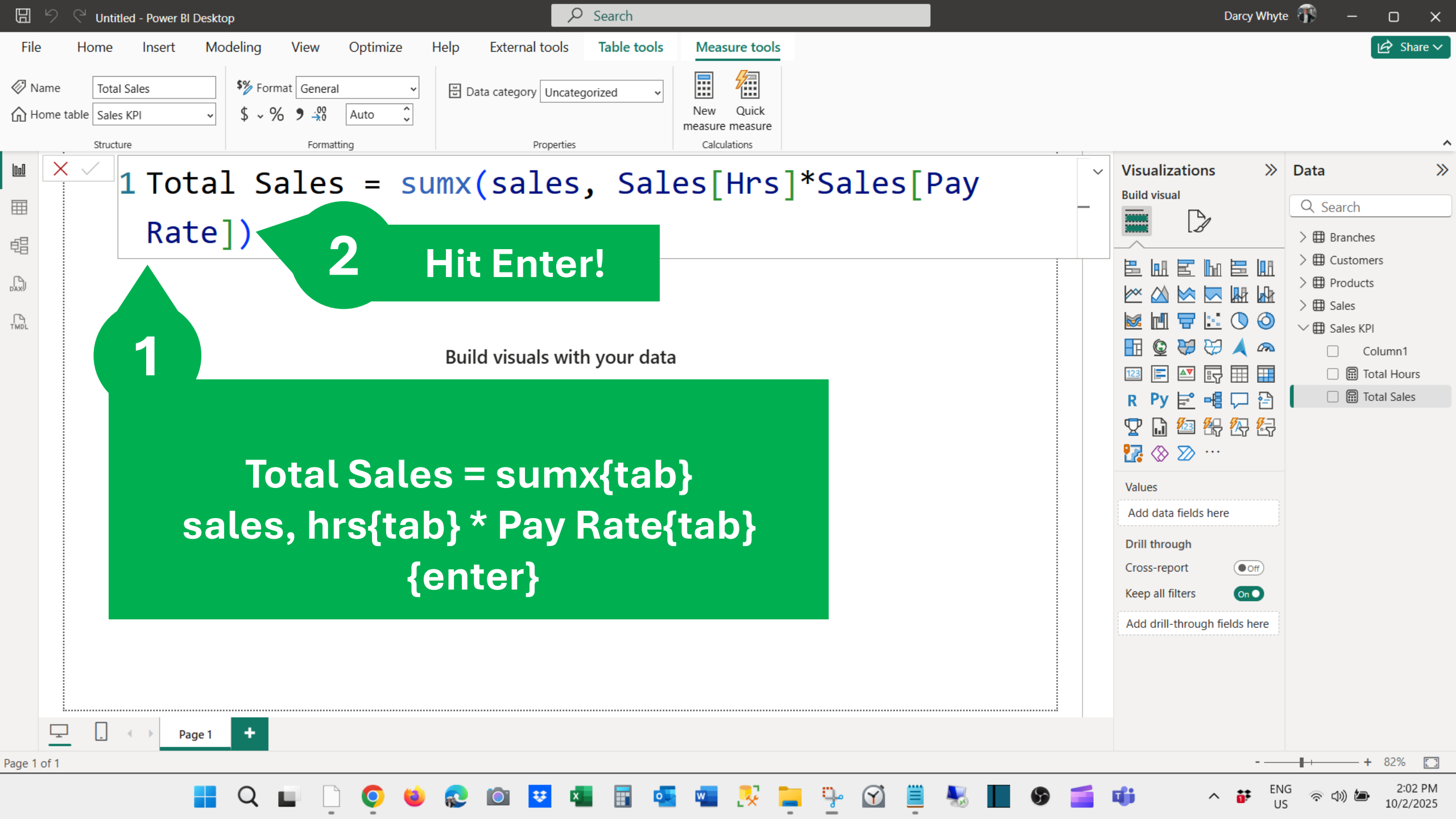
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Name
Total Sales
Home table
Sales KPI
Structure
Format
General
Auto
Formatting
Data category
Uncategorized
Properties
New measure
Quick measure
Calculations
1 Total Sales = sumx(sales, Sales[Hrs]*Sales[Pay Rate])
2
Hit Enter!
1
Build visuals with your data
Total Sales = sumx{tab} sales, hrs{tab} * Pay Rate{tab} {enter}
Visualizations
Build visual
Values
Add data fields here
Drill through
Cross-report
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Add drill-through fields here
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Total Sales
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Share

Name Total Sales

Home table Sales KPI

Structure

Format General

Removing the Column1 from the Measures Table.



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```
1 Total Sale
  Rate])
```

```
s]*Sa
```

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

1

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

Keep all filters

Add drill-thro

Delete from Model

2

Delete column

Are you sure you want to delete 'Column1'?

3

Yes

Cancel

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Search

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Share

Name: Total Sales
Home table: Sales KPI
Structure

Format: General
$ % , .00 Auto
Formatting

Data category: Uncategorized
Properties

New measure
Quick measure
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.

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



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Visualizations
Build visual

Drill through
Cross-report Off
Keep all filters On
Add drill-through fields here

Data
Search
Sales KPI
Total Hours
Total Sales
Branches
Customers
Products
Sales

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Clipboard

Get data | Excel workbook | OneLake catalog | SQL Server | Enter data | Dataverse | Recent sources

Data

Transform data | Refresh

New visual | Text box | More visuals

Insert

New visual calculation | New measure | Quick measure

Calculations

Sensitivity

Sensitivity

Publish

Share

Prep data for AI | Copilot

Copilot

1 Drag Total Hours to the canvas.

Expand 2

3 Drag the Product to the Visual.



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

Data

Search

Sales KPI
- Total Hours
- Total Sales

Branches

Customers

Products
- Product
- Product Category
- Product Descrip...
- ProductID

Sales

X-axis
Product

Y-axis
Total Hours

Legend
Add data fields here

Small multiples
Add data fields here

Tooltips

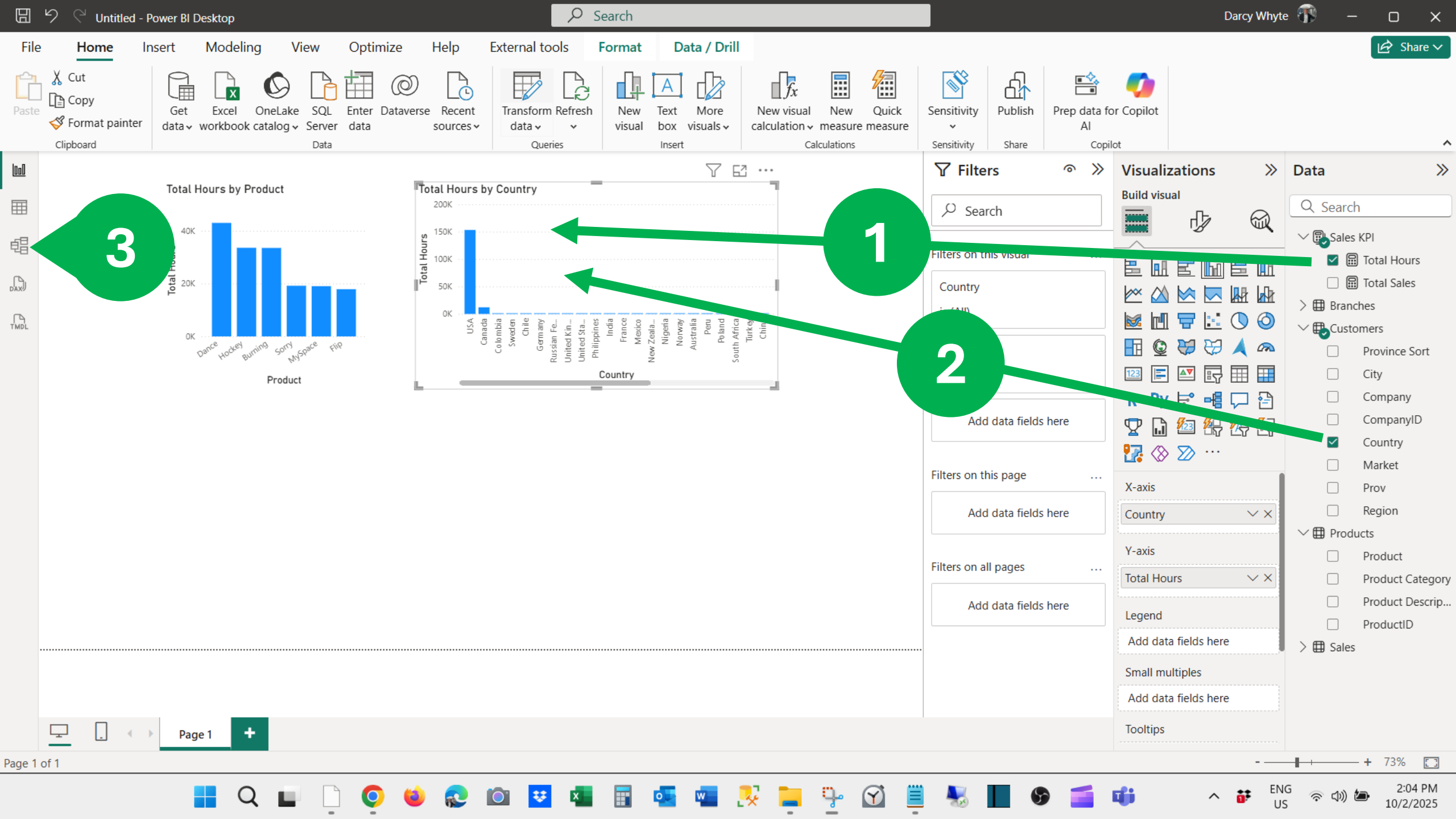
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20K
0K
Total Hours
Dance
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Burning
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Flip
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Total Hours by Country
200K
150K
100K
50K
0K
Total Hours
USA
Canada
Colombia
Sweden
Chile
Germany
Russian Fe...
United Kin...
United Sta...
Philippines
India
France
Mexico
New Zeala...
Nigeria
Norway
Australia
Peru
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Filters on this page
Add data fields here
Filters on all pages
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Product Descrip...
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Get data Excel workbook OneLake catalog SQL Server Enter data Dataverse Recent sources — Data

New measure New column New table Calculation group — Calculations

New parameter — Parameters

Manage roles View as Q&A Language

Hit Enter!

4

```
1 Date = CALENDARAUTO()
```

2

1 If you haven't already

3

Date = au{tab}



Creating a Date Table is considered a best practice.

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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
Date

Your new Date Table appears.

5

Branches
Customers
Date
Products
Sales

All tables +

84%

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New measure New column New table Calculation group — Calculations

New parameter — Parameters

Manage roles View as — Security

Q&A setup Language Linguistic schema — Q&A

Sensitivity — Sensitivity

Publish — Share

```
1 Date = CALENDARAUTO()
```

Customers
- Province Sort
- City
- Company
- CompanyID
- Country
- Market
- Prov
- Region

Collapse

Branches
- Branch Location
- BranchID

Collapse

Products
- Product
- Product Category
- Product Description
- ProductID

Collapse

Date
- Date

Collapse

Sales KPI
- Total Hours

Collapse

Sales
- BranchID
- CompanyID
- Finish Date
- Hour
- Hrs
- Invoice Date
- Invoic
- Pay Ra
- Produ

Collapse

Properties

Data

Tables Model

Search

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



Arrange like this!

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All tables +

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Clipboard | Data | Queries | Relationships | Calculations | Parameters | Security | Q&A | Sensitivity | Share

```
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".



Customers
- Province Sort
- City
- Company
- CompanyID
- Country
- Market
- Prov
- Region

Collapse

Branches
- Branch Location
- BranchID

Collapse

Date
- Date

Collapse

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

Sales KPI
- Invoice No.
- Pay Rate
- ProductID

Collapse

Properties

Data

Tables Model

Search

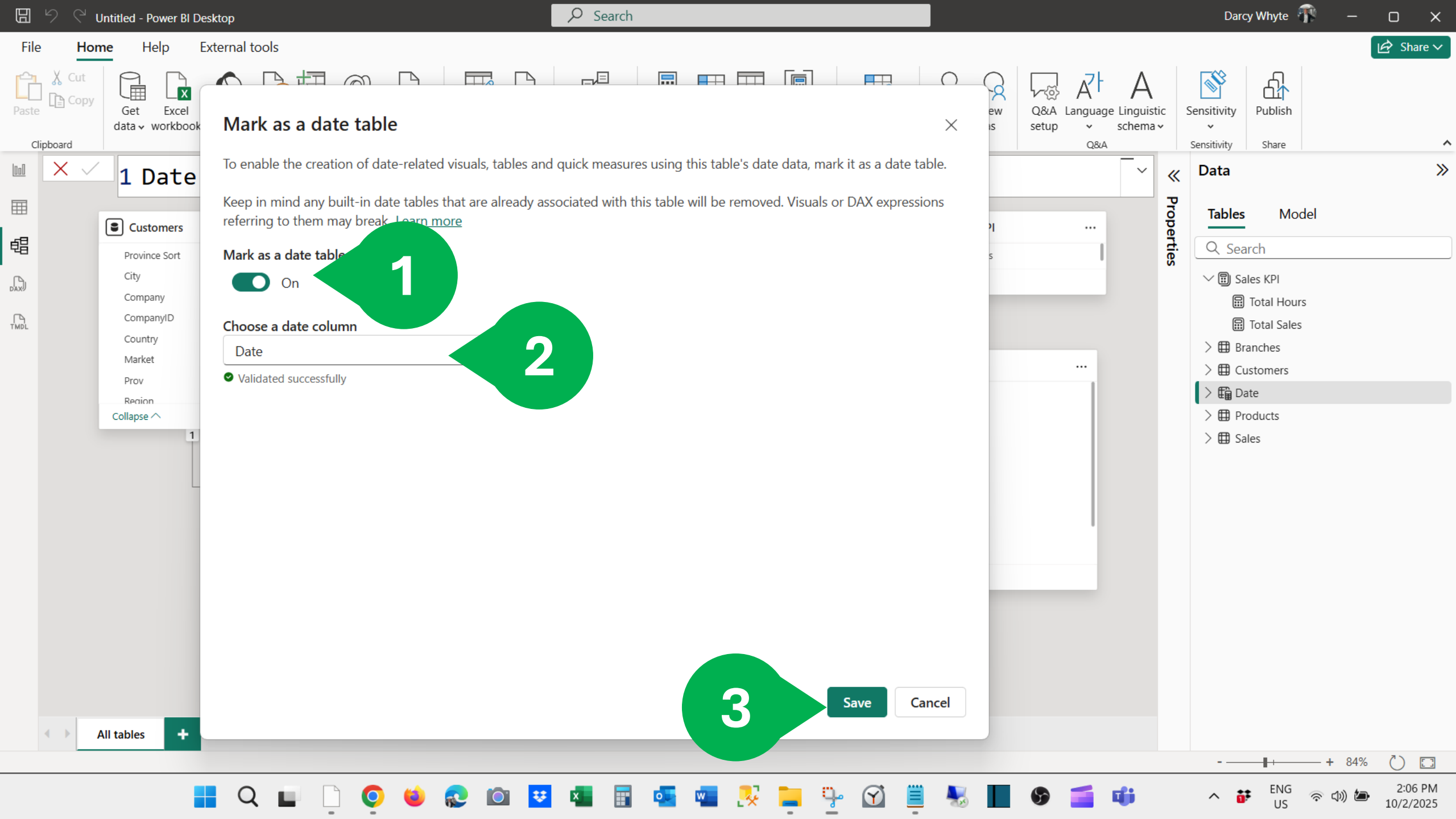
- Sales KPI
  - Total Hours
  - Total Sales
- Branches
- Customers
- Date
- Products
- Sales

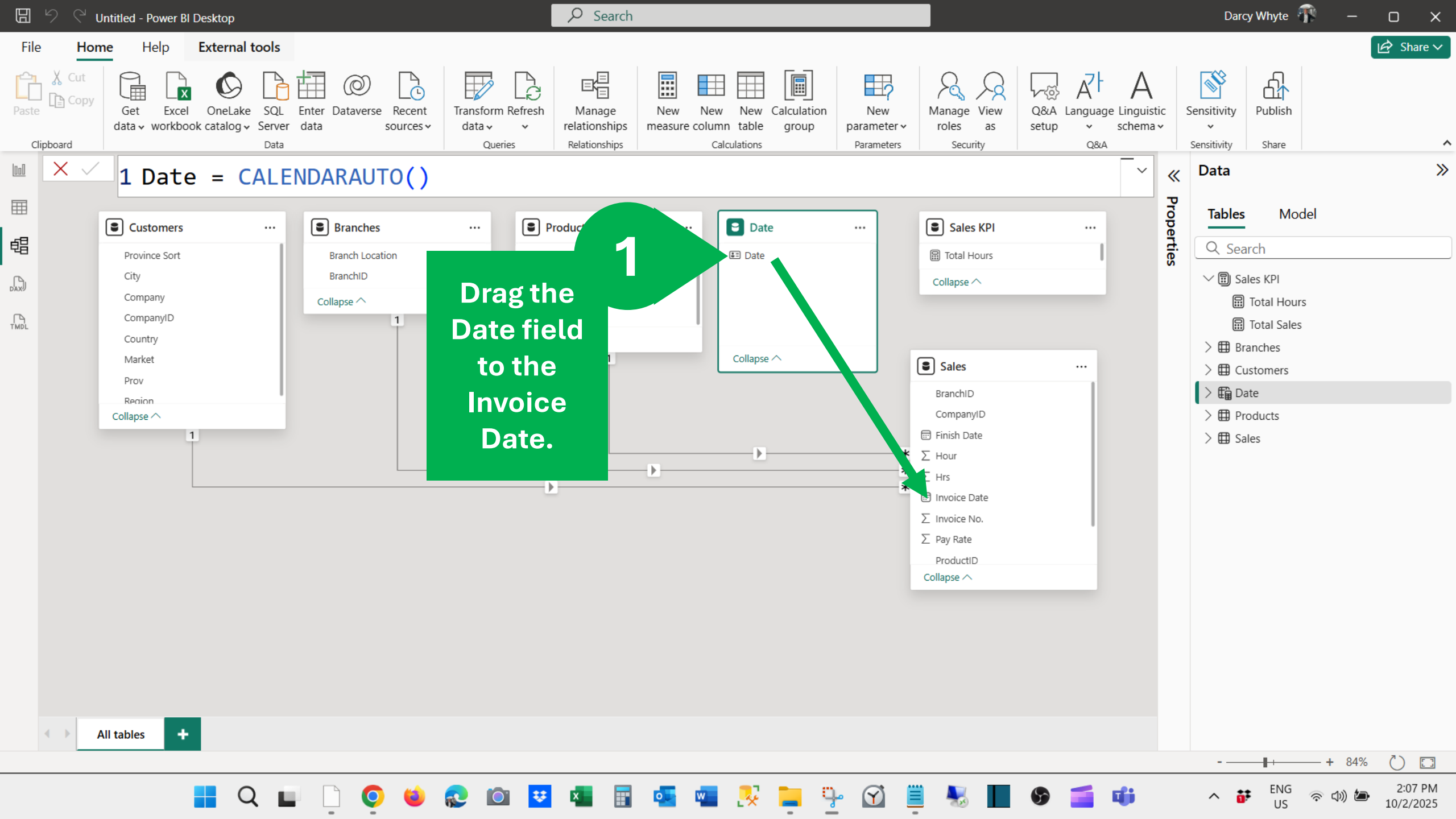
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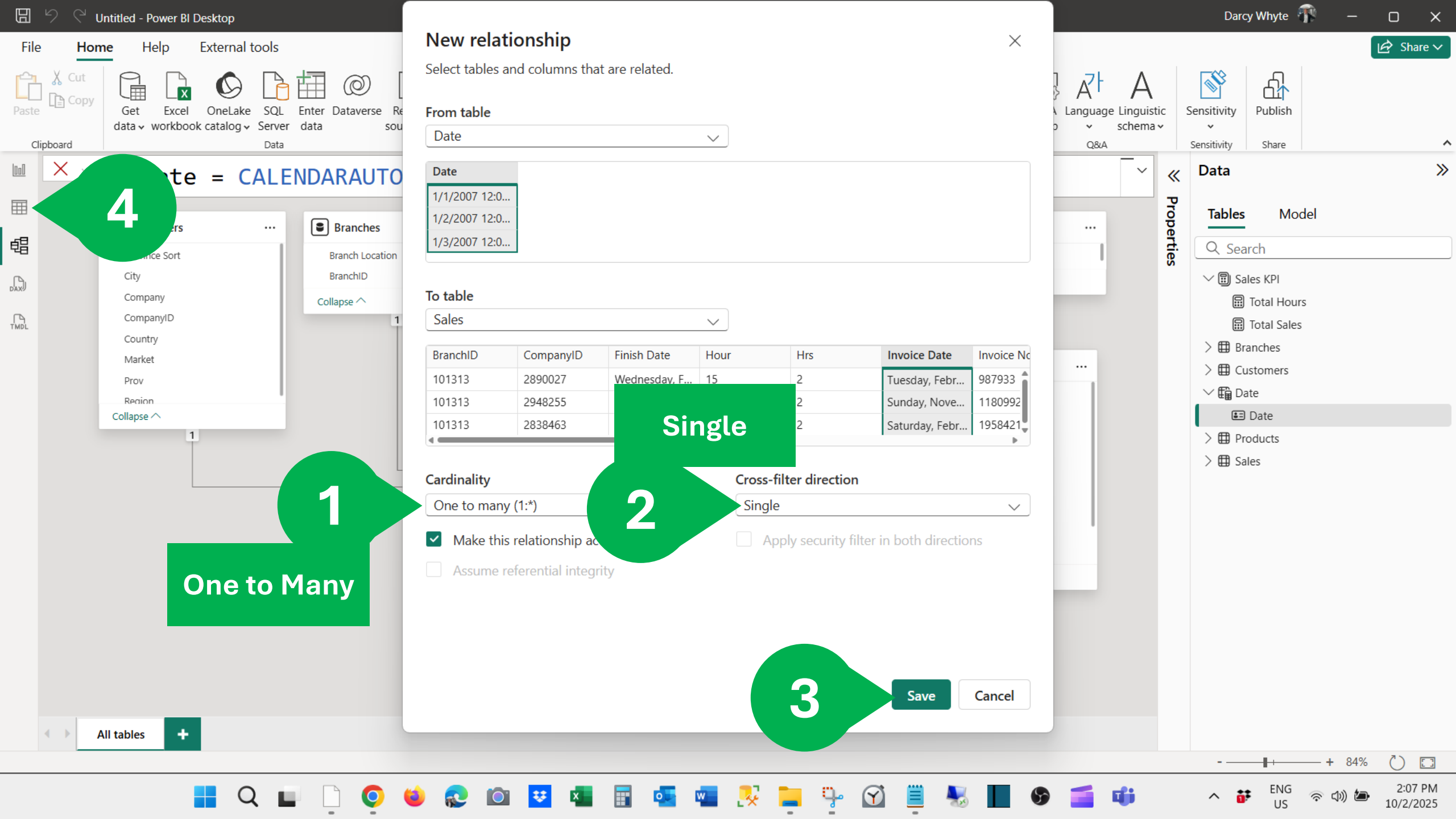
All tables +

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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
1
Choose a date column
Date
2
Validated successfully
3
Save
Cancel
All tables
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Market
Prov
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Branch Location
BranchID
Collapse
Date
Date
Collapse
Sales KPI
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Collapse
Sales
BranchID
CompanyID
Finish Date
Hour
Hrs
Invoice Date
Invoice No.
Pay Rate
ProductID
Collapse
1
Drag the Date field to the Invoice Date.
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Q&A
Sensitivity
Publish
Share
4
Branches
Branch Location
BranchID
Collapse
City
Company
CompanyID
Country
Market
Prov
Region
Collapse
1
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 Nc
101313
2890027
Wednesday, F...
15
2
Tuesday, Febr...
987933
101313
2948255
2
Sunday, Nove...
1180992
101313
2838463
2
Saturday, Febr...
1958421
Single
Cardinality
One to many (1:*)
Cross-filter direction
Single
Make this relationship ac
Apply security filter in both directions
Assume referential integrity
1
One to Many
2
3
Save
Cancel
Data
Tables
Model
Search
Sales KPI
Total Hours
Total Sales
Branches
Customers
Date
Date
Products
Sales
Properties
All tables
84%
ENG
US
2:07 PM
10/2/2025

Untitled - Power BI Desktop

Search

Darcy Whyte

Share

Home Help External tools Table tools Column tools

If you haven't already

1

2 Right Click

Structure Formatting Properties Sort Groups Relationships Calculations

Sort by column | Data groups | Manage relationships | New column

Don't summarize

Uncategorized

Date/time

1 AUTO()

Date

1/1/2007 12:
1/2/2007 12:
1/3/2007 12:
1/4/2007 12:
1/5/2007 12:
1/6/2007 12:
1/7/2007 12:
1/8/2007 12:
1/9/2007 12:
1/10/2007 12:
1/11/2007 12:
1/12/2007 12:
1/13/2007 12:
1/14/2007 12:
1/15/2007 12:
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

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

3

Data

Search

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



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

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

ENG US

2:08 PM
10/2/2025

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Search

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File Home Help External tools Table tools Column tools

Share

Name: Year
Data type: Whole number
Structure

Format: Whole number
$ % , .00 0
Formatting

Summarization: Don't summarize
Data category: Uncategorized
Properties

Sort by column
Data groups
Manage relationships
New column

```
1 Year = year([Date])
```

2 Hit Enter!

1

Year = year{tab}
[{tab}

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

Data

Search

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



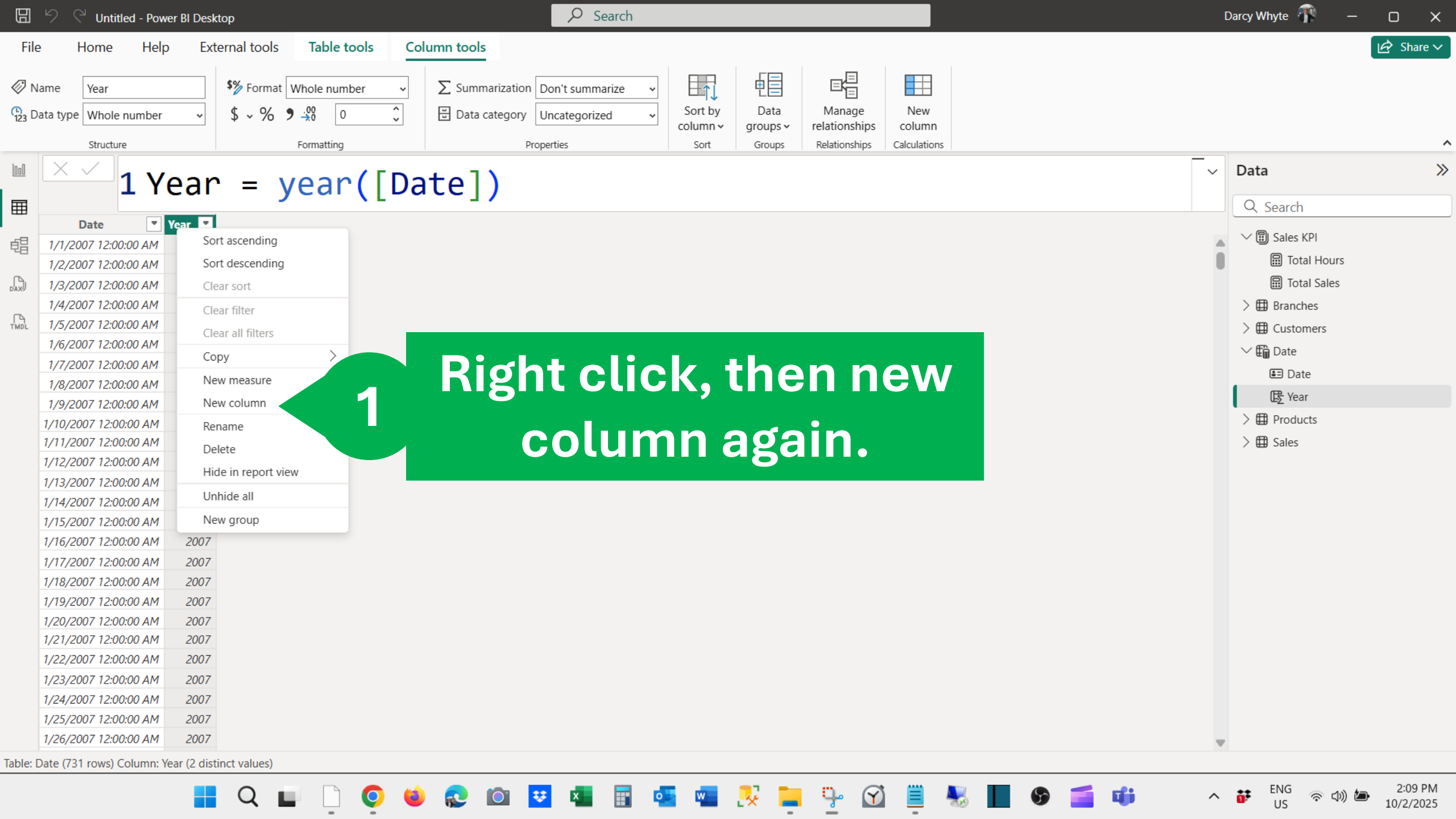
You may be familiar with the YEAR function from Excel.

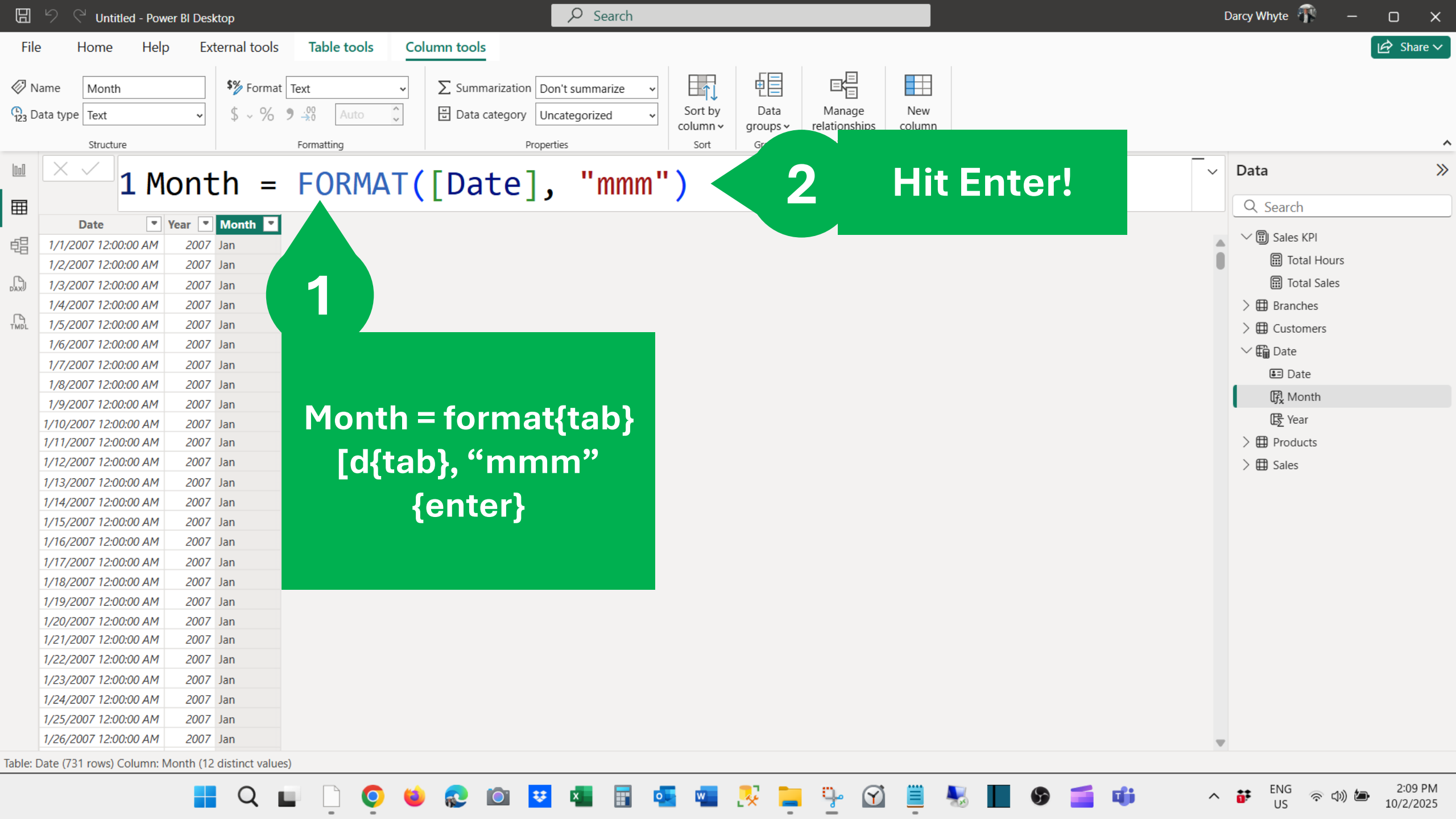
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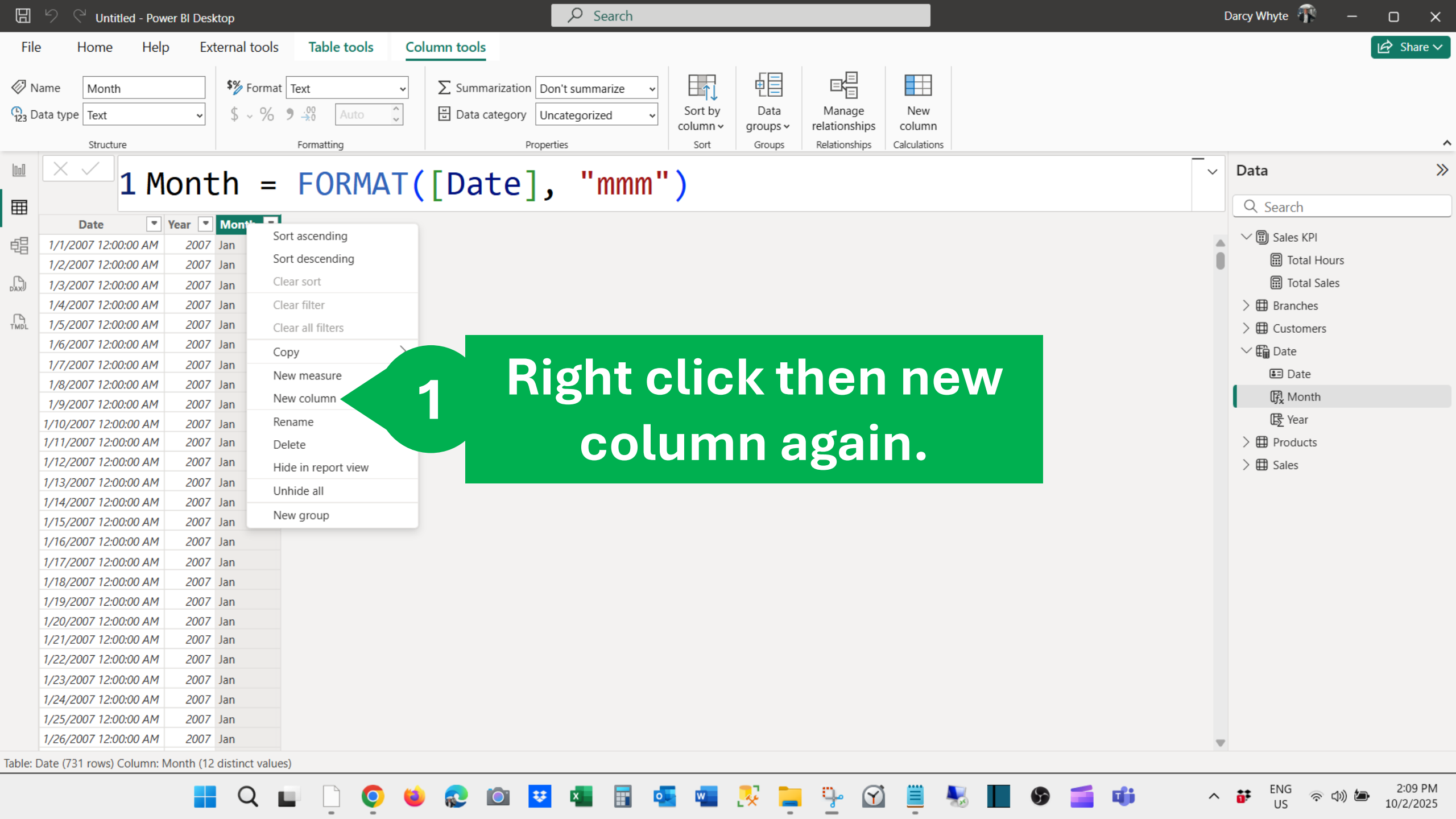
Table: Date (731 rows) Column: Year (2 distinct values)

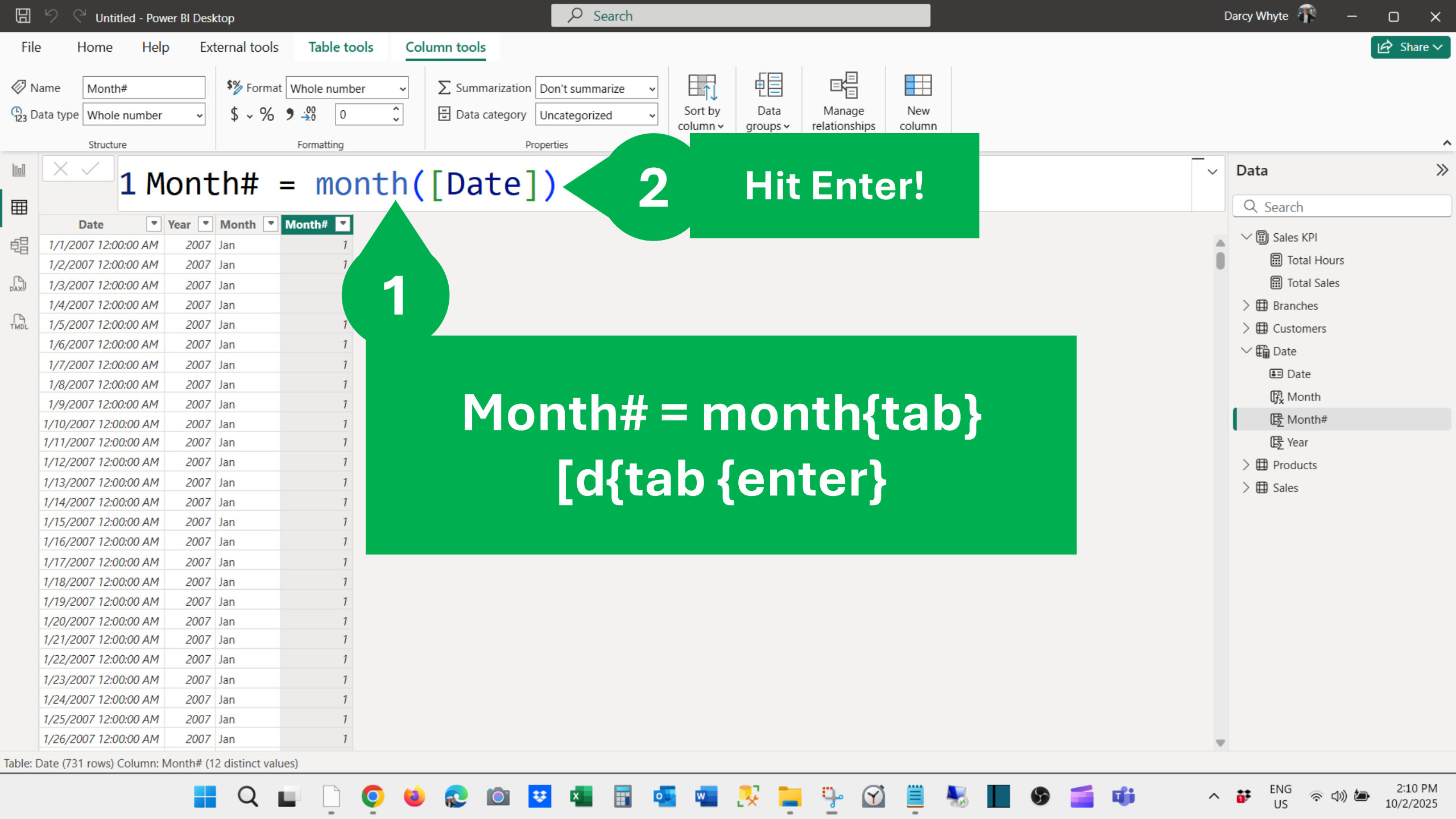
ENG US

2:08 PM
10/2/2025

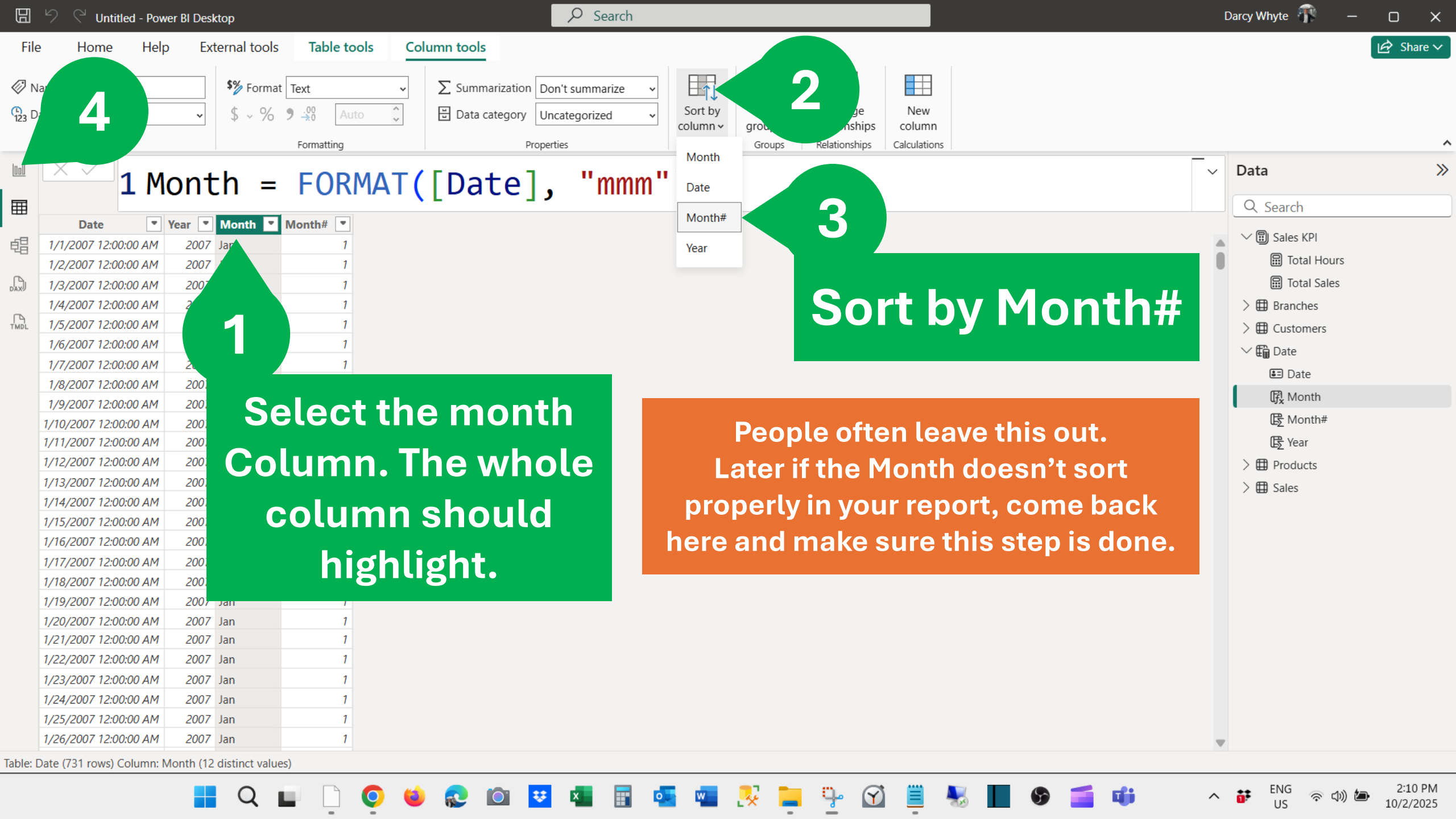

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Search
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Column tools
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Name
Year
Data type
Whole number
Format
Whole number
Summarization
Don't summarize
Data category
Uncategorized
Sort by column
Data groups
Manage relationships
New column
Structure
Formatting
Properties
Sort
Groups
Relationships
Calculations
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
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
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
Table: Date (731 rows) Column: Year (2 distinct values)
ENG US
2:09 PM
10/2/2025

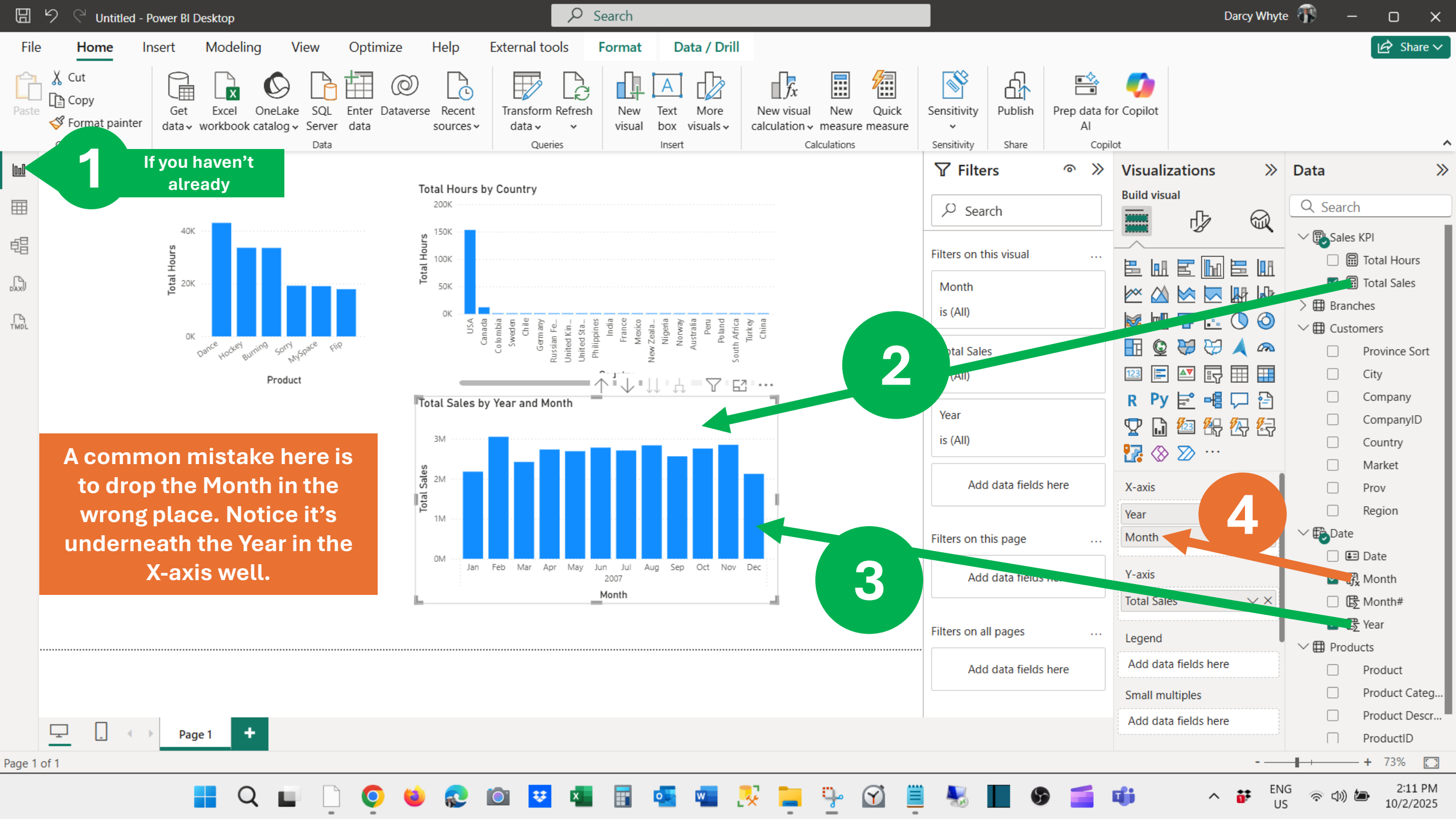

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Data type
Text
Format
Text
Summarization
Don't summarize
Data category
Uncategorized
Sort by column
Data groups
Manage relationships
New column
Structure
Formatting
Properties
Sort
1 Month = FORMAT([Date], "mmm")
2
Hit Enter!
1
Month = format{tab} [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
Search
Sales KPI
Total Hours
Total Sales
Branches
Customers
Date
Date
Month
Year
Products
Sales
Table: Date (731 rows) Column: Month (12 distinct values)
ENG US
2:09 PM 10/2/2025

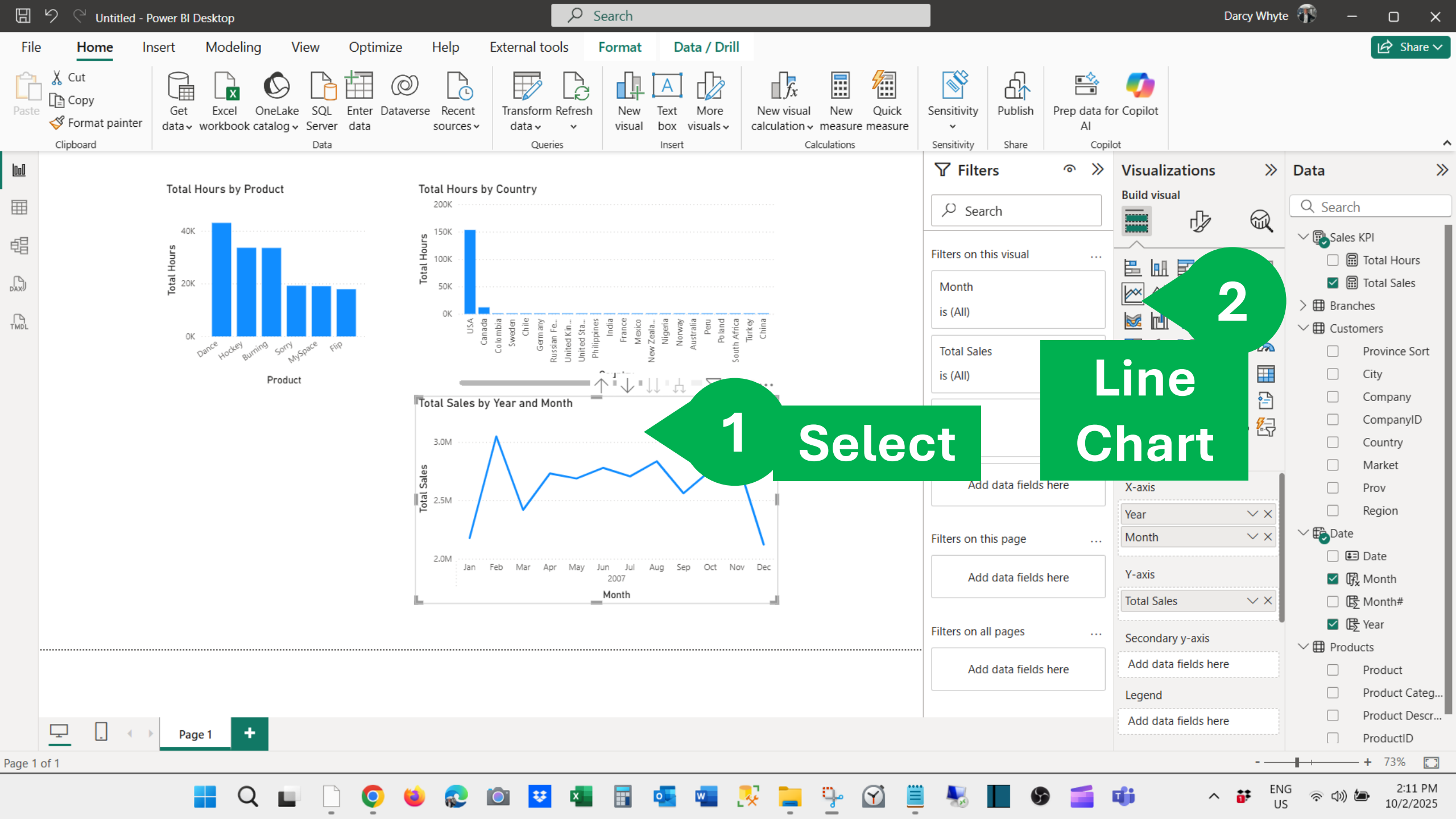

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Sort by column
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Manage relationships
New column
Structure
Formatting
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Sort
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Calculations
1 Month = 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
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
Month
Year
Products
Sales
Table: Date (731 rows) Column: Month (12 distinct values)
ENG US
2:09 PM
10/2/2025



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

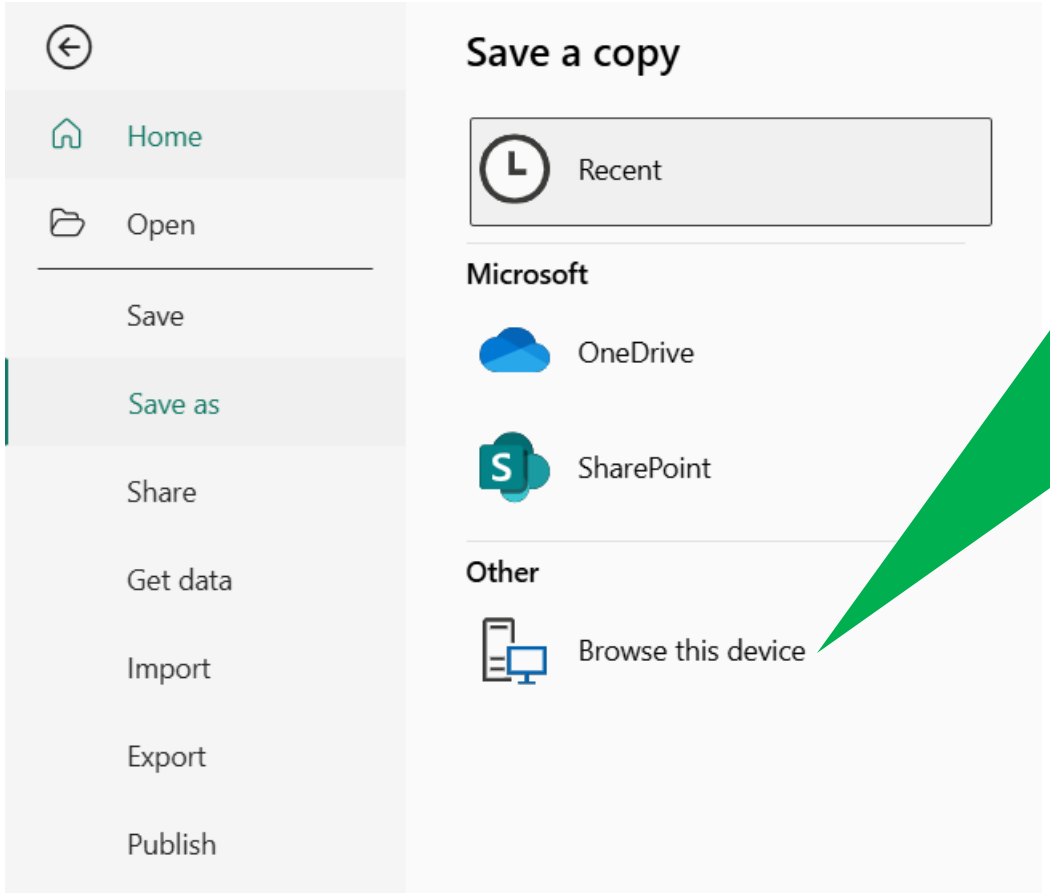

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Format
Text
Summarization
Don't summarize
Data category
Uncategorized
Sort by column
New column
Formatting
Properties
Groups
Relationships
Calculations
4
2
Month
Date
Month#
Year
1 Month = FORMAT([Date], "mmm"
3
Sort by Month#
Data
Search
Sales KPI
Total Hours
Total Sales
Branches
Customers
Date
Date
Month
Month#
Year
Products
Sales
Date
Year
Month
Month#
1
Select the month Column. The whole column should highlight.
People often leave this out. Later if the Month doesn't sort properly in your report, come back here and make sure this step is done.
Table: Date (731 rows) Column: Month (12 distinct values)
ENG US
2:10 PM
10/2/2025


Untitled - Power BI Desktop
Search
Darcy Whyte
File
Home
Insert
Modeling
View
Optimize
Help
External tools
Format
Data / Drill
Share
Cut
Copy
Format painter
Paste
Get data
Excel workbook
OneLake catalog
SQL Server
Enter data
Dataverse
Recent sources
Data
Transform data
Refresh
Queries
New visual
Text box
More visuals
Insert
New visual calculation
New measure
Quick measure
Calculations
Sensitivity
Sensitivity
Publish
Share
Prep data for AI
Copilot
1
If you haven't already
Total Hours by Country
Total Hours
Product
Dance
Hockey
Burning
Sorry
MySpace
Flip
Total Sales by Year and Month
Total Sales
Month
2007
A common mistake here is to drop the Month in the wrong place. Notice it's underneath the Year in the X-axis well.
2
3
4
Filters
Search
Filters on this visual
Month
is (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
Page 1
Page 1 of 1
73%
ENG US
2:11 PM
10/2/2025


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Search
Darcy Whyte
File
Home
Insert
Modeling
View
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Help
External tools
Format
Data / Drill
Share
Cut
Copy
Format painter
Paste
Clipboard
Get data
Excel workbook
OneLake catalog
SQL Server
Enter data
Dataverse
Recent sources
Data
Transform data
Refresh
Queries
New visual
Text box
More visuals
Insert
New visual calculation
New measure
Quick measure
Calculations
Sensitivity
Sensitivity
Publish
Share
Prep data for AI
Copilot
Total Hours by Product
Total Hours
40K
20K
0K
Dance
Hockey
Burning
Sorry
MySpace
Flip
Product
Total Hours by Country
Total Hours
200K
150K
100K
50K
0K
USA
Canada
Colombia
Sweden
Chile
Germany
Russian Fe...
United Kin...
United Sta...
Philippines
India
France
Mexico
New Zeala...
Nigeria
Norway
Australia
Peru
Poland
South Africa
Turkey
China
Total Sales by Year and Month
Total Sales
3.0M
2.5M
2.0M
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2007
Month
1
Select
2
Line Chart
Filters
Search
Filters on this visual
Month
is (All)
Total Sales
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
Secondary y-axis
Add data fields here
Legend
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
Page 1
Page 1 of 1
73%
ENG
US
2:11 PM
10/2/2025



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.