Anatomy of Power BI for Data Journalism

01 **Canvas**

Create your data visualizations in this workspace. Drag and drop fields here or select an icon from the Visualizations pane. This is done by either dragging and dropping fields onto the canvas or clicking on one of the visuals in the visualizations tab

Ribbons

Navigate through all your Power BI commands here. Place visual elements like images or text boxes onto your page; add measures to tables; update data types of fields; open hidden panes like Bookmarks. Similar to Microsoft Office interface, the ribbon comprises groups sections by function: For instance, Insert pertains to adding elements.

Marketplace

Add custom visuals created by fellow users. The Power BI Visuals Marketplace is continuously updated and is a great place to find how to showcase your data in new, exciting ways.

File Menu

Open and save desktop files to your computer or cloud storage like OneDrive. Find shortcuts for importing and exporting your reports and templates.

02 Power Query Editor

03 Publish to Web

Get Data

Import from 100+ different data sources such as files (Excel, CSV, PDF), databases (SQL), cloud storage (SharePoint, Google Drive, Data.world, OData) and others like Python script, Azure and Power BI datasets.

Fields pane

Find all imported data tables and drag-and-drop what you need onto your canvas. Use this pane to add new measures or columns and remove or rename fields.

Data view

Preview each of your datasets imported into Power BI. You can also use this view to create calculated columns.
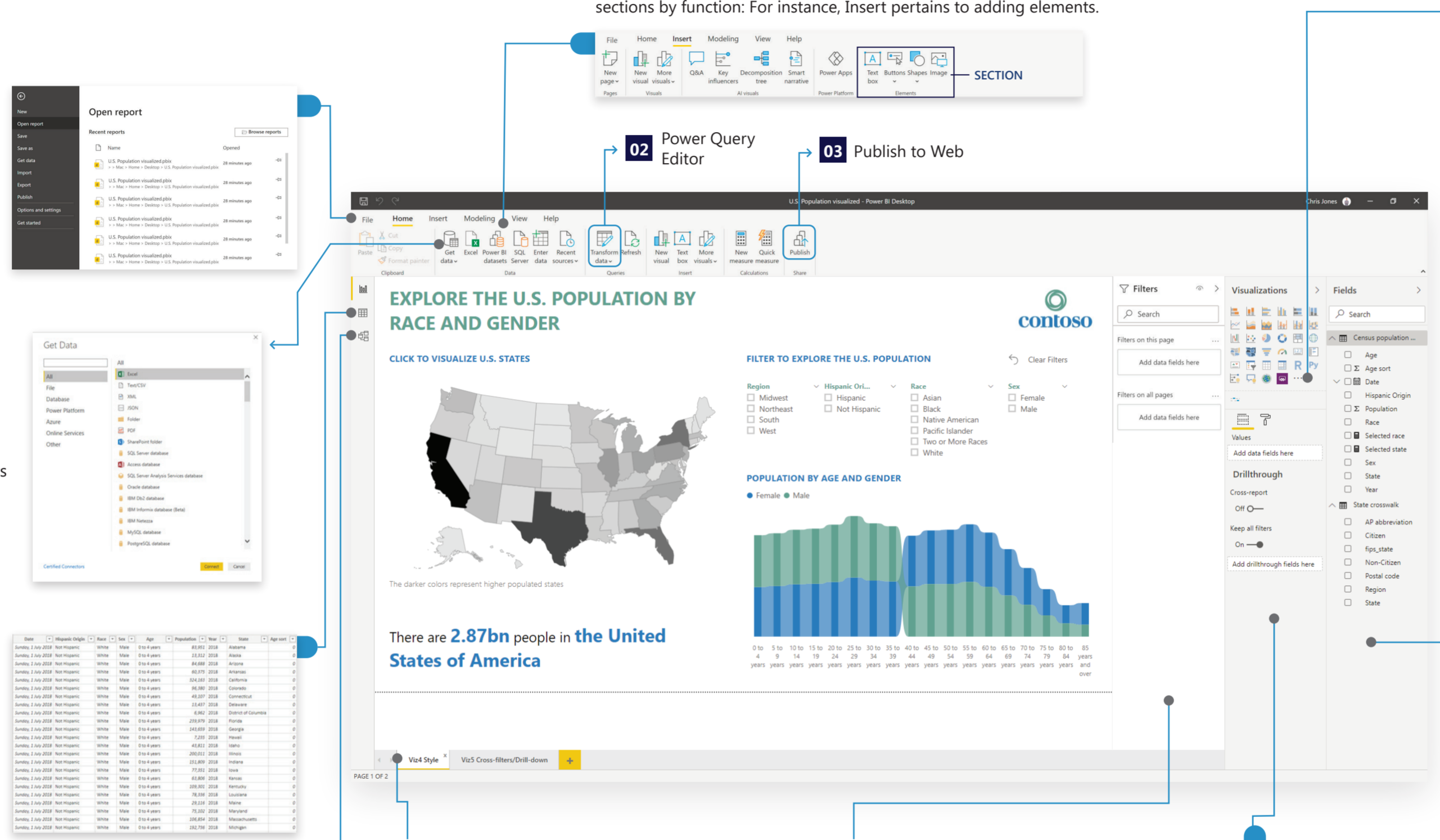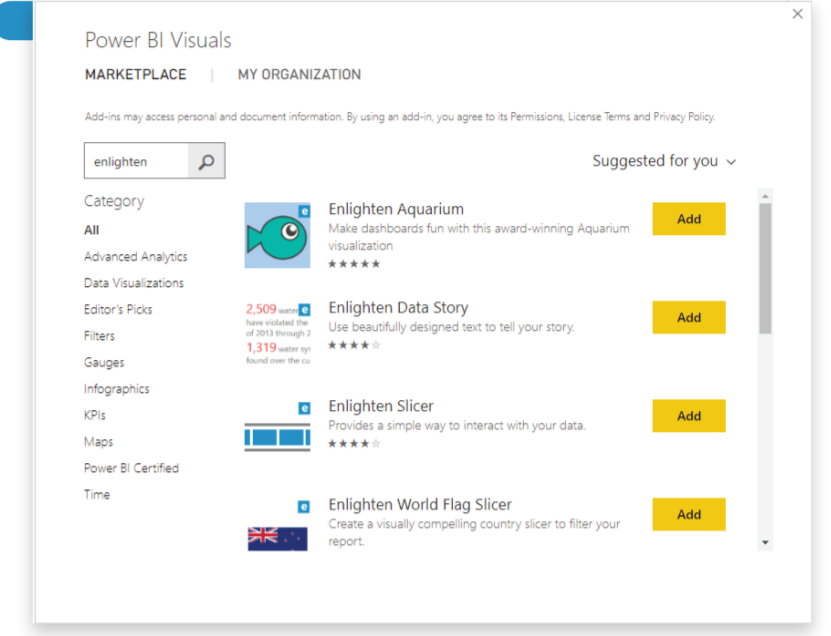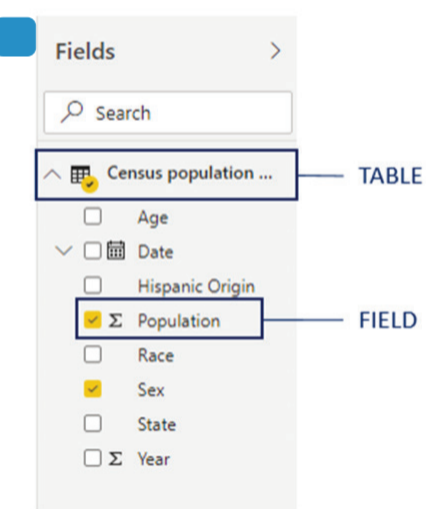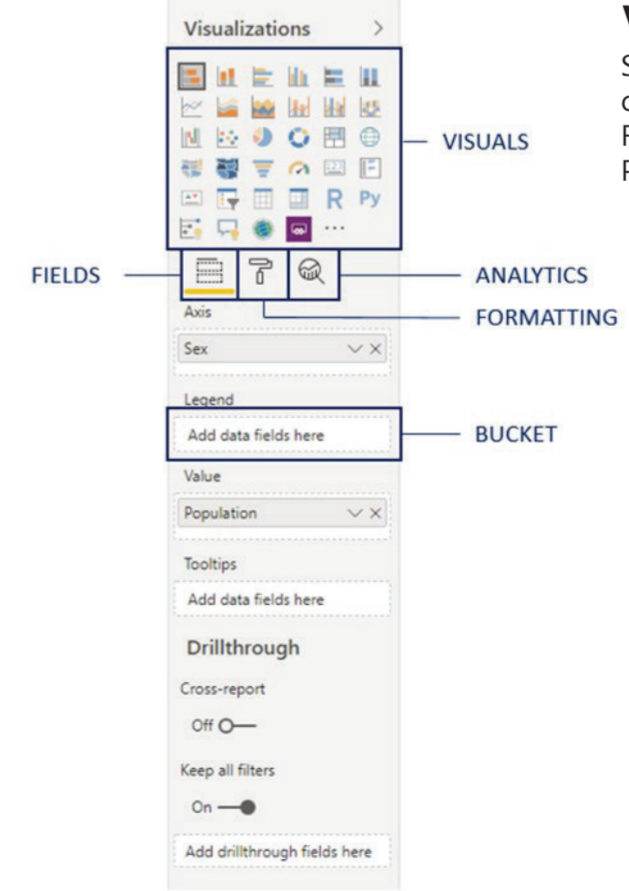
Relationships

Find and link common variables among multiple datasets and create connections to enable interactions in your visualizations.

Pages

A Power BI report can have multiple pages where you can create different visualizations from the same dataset.

Filters pane

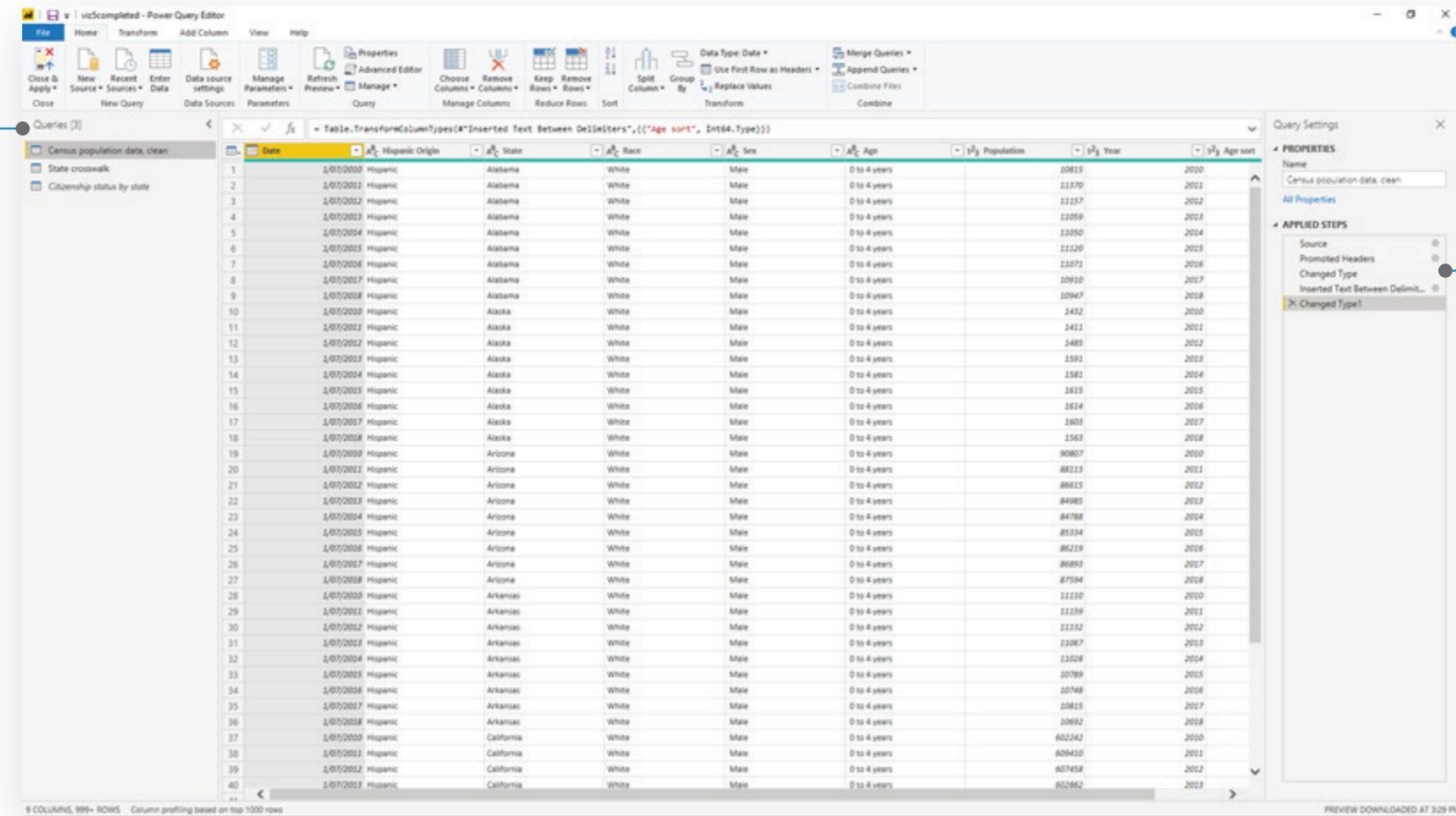Apply data filters to a specified visualization, a whole page of your report, or the entire report.

Visualizations pane

Select different types of data charts such as stacked columns, bar, tornado or ribbon. Below the pane are the Fields, Format and Analytics submenus. Click on the Paint-Roller icon to format your charts.

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02 ## Power Query Editor

Model your data in a separate editor. The Power Query Editor is a separate window where you import, clean and update datasets. The interface looks very similar to the main Power BI Desktop screen but only have four primary elements: Ribbon, Queries, Properties and Applied Steps.
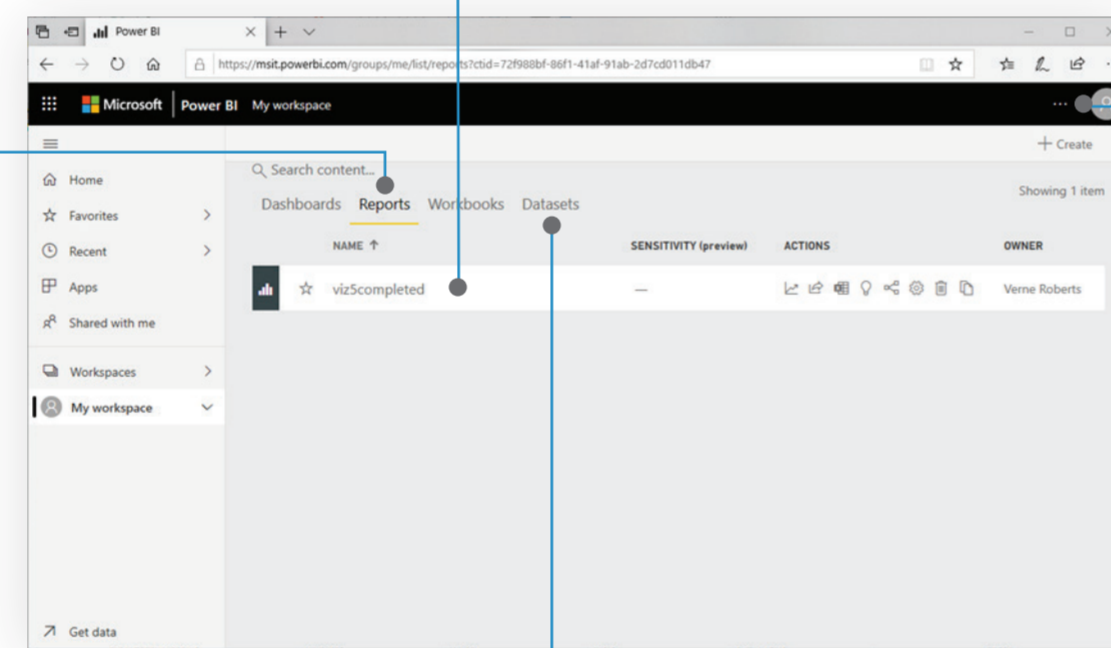
Applied steps

Track all changes made in your query. This history lets you review and debug your actions. You can remove, update and insert any steps in the process and view the data model at different stages at that step. Applied Steps are also great in running the same steps with similar datasets, thereby setting up a repeatable process.
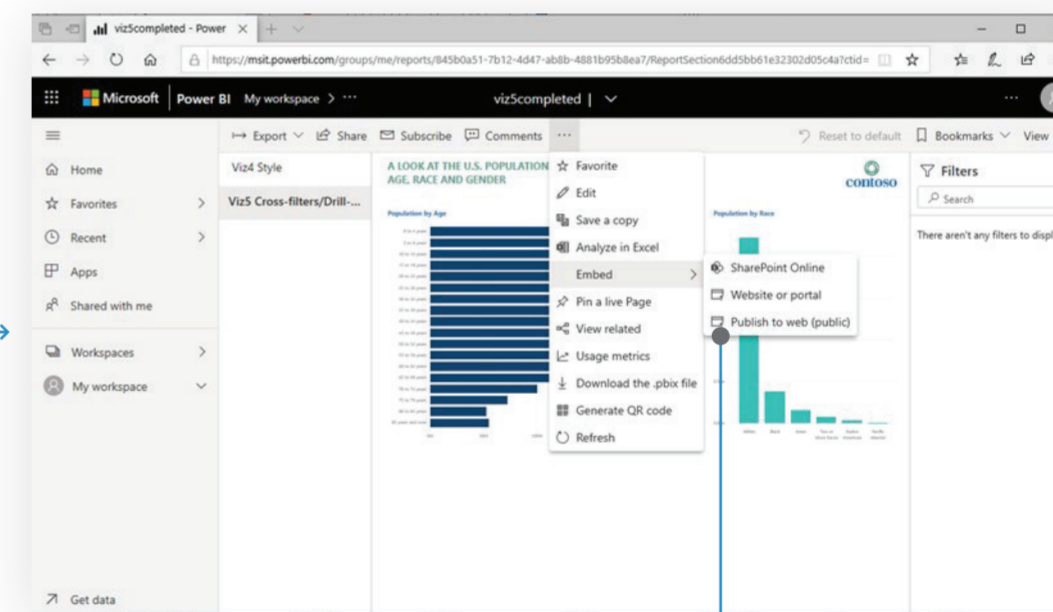
Queries pane

Track all the imported data sources and switch among them.

03 ## Power BI service

Share your report across your organization and generate embed codes to publish for public viewing and interaction. The cloud-based service provides the same editing experience but not for data cleaning and modelling.
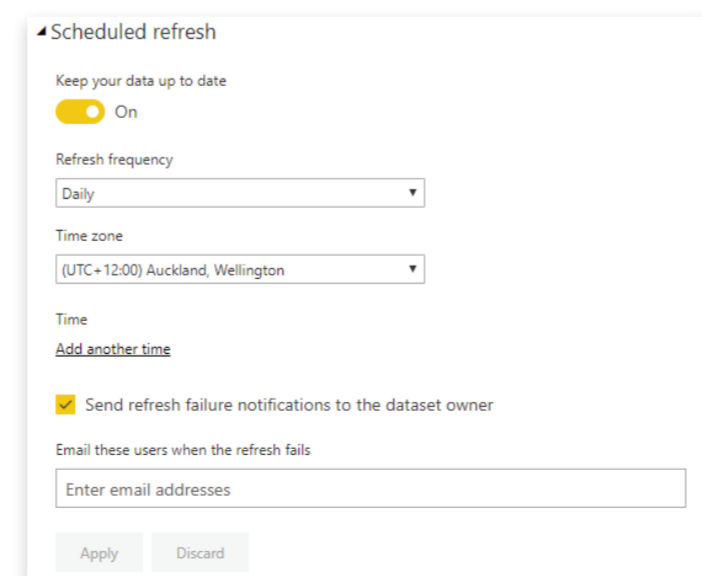
Reports

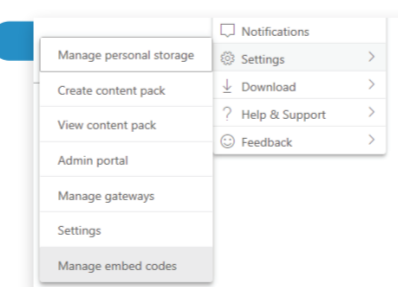View all reports published to Power BI Service.

Datasets

Configure and schedule automated data refreshes and view Quick Insights of your data.

Manage embed codes

Review or revoke codes. You can find this submenu under Settings by clicking on the ellipses.

Publish to web

Generate an embed code for a report to share with the public.