

# MICROSOFT POWER BI ADVANCED DASHBOARD DESIGN CONCEPTS AND STRATEGIES

**Duration: 2 days; Instructor-led**

## WHAT WILL YOU LEARN?

Presenting data with Microsoft Power BI is simple as anyone can draw charts on the canvas and start visualizing numbers graphically. Unfortunately, it is not easy to design a good and appealing dashboard. This 2-day course is designed for Power BI creators who wish to learn how to create beautiful and effective dashboards, while avoiding all the common design pitfalls and mistakes.

## OBJECTIVES

After completing this course, students will be able to:

- Learn the 15 golden rules of dashboard design concepts in Microsoft Power BI.
- Obtain a visual chart reference for different types of dashboard objectives and use them in their day-to-day lives.

## PREREQUISITES

Attendees preferably have a basic knowledge of using Microsoft Power BI Desktop to create reports and dashboards. It is also a good course for people who want to kickstart their Power BI reporting and dashboard ventures.

## COURSE CONTENTS

### Intro: Strategizing a Power BI Dashboard

- What people think a dashboard is and what it really is.
- The 15 Golden Rules of dashboard design.
- Lab 00 – Sample Personal Finance dashboard

### Rule 1: Design for a Target

- Design each dashboard for a single target person, group or specific goal.
- Lab 01
  - Sample Dashboard Rule 0
  - Sample Dashboard Rule 1

### Rule 2: Keep Everything at a Glance

- Design each dashboard to present all information in a single non-scrollable screen.
- Lab 02
  - Sample Dashboard Rule 2
  - Sample Dashboard Sizes
  - Sample Dashboard Mobile
  - Sample Dashboard Hierarchical

### Rule 3: Keep it Simple

- The foundation of a good design is simplicity!
- Lab 03
  - Sample Dashboard Rule 3
  - Sample Dashboard Rule 3 Dark

### Rule 4: Align All Elements

- Always align all elements on the dashboard.
- Lab 04
  - Sample Dashboard Rule 4
  - Sample Dashboard Placeholder

### Rule 5: Be Consistent in Your Design

- Repetition means familiarity.
- Implement a pattern of design.
- Lab 05
  - Sample Dashboard Rule 5

### Rule 6: Highlight the Most Relevant Information

- A good dashboard contains only information that is relevant to its scope.
- Lab 06
  - Sample Dashboard Rule 6

### Rule 7: Be Clear

- A good dashboard should use simple terminology and explain all abbreviations.
- Lab 07
  - Sample Dashboard Rule 7

### Rule 8: Start from Zero

- The value of the y-axis should start from zero albeit some exceptions.
- Lab 08
  - Sample Dashboard Rule 8
  - Sample Dashboard Body Temperature

### Rule 9: Shorten All the Numbers

- Dashboard users usually aren't interested in seeing precise figures.
- Lab 09
  - Sample Dashboard Rule 9

**Rule 10: Show the Context**

- Indicating a context for a number is more informative.
- Lab 10
  - Sample Dashboard Rule 10

**Rule 11: Choose the Right Colors**

- Colors are not only decorative, but they convey messages and cause emotions.
- Lab 11
  - Sample Dashboard Rule 11
  - Sample Dashboard ColorHelper

**Rule 12: Dashboards are NOT Reports**

- A dashboard is just an overview to monitor a certain situation and should not go deep into the details.
- Lab 12
  - Sample Dashboard Rule 12

**Rule 13: Show Variations**

- A dashboard should present comparisons and highlight changes where possible.
- Lab 13
  - Sample Dashboard Rule 13
  - Sample Dashboard Variations

**Rule 14: Leave the Noise Off**

- Very often, there are too much information which are useless to be presented.
- Lab 14
  - Sample Dashboard Rule 14

**Rule 15: Pick the Right Charts**

- Too many times people present the right data but with the wrong chart.
- Lab 15
  - Sample Dashboard Rule 15