# Transcript of [Creating a Power BI Report](http://theideaplace.net/wp-content/uploads/2022/05/Full-Power-BI-Report-audio.mp3) with a Screen Reader

Kelly:

Hi, this is Kelly Ford with Microsoft and I wanted to show you a little bit about how you can create a Power BI report using a screen reader and the desktop Power BI app.

Kelly:

I've opened the app and I'm going to tab to something that says Get Data.

JAWS:

Get data button. PC. Excel workbook. One of 167.

Kelly:

So, there are many different ways to get data.

JAWS:

Text slash CSV. Two of 167. Excel Workbook one of 167.

Kelly:

I've already made an Excel workbook that I'm going to use in this demonstration.

JAWS:

Open dialogue. File name. Edit. Explorer pane. Folder layout pane. Shell folder view. Accessibility reports. Demo files. Five. Explorer pane. Explorer pane. Folder.

Kelly:

So, I'm going to pick a demo files folder on my computer.

JAWS:

Baseball data.

Kelly:

And this happens to be a file with some baseball data on attendance. I'm going to hit enter on that.

JAWS:

HTTPS slash slash msi dot I dot Microsoft. Please wait, we establish connection to baseball data dot excel xlxs page. Please wait when we establish connection to baseball data dot xlxs. Https slash slash ms page. Blank. Search edit. Search button. Context menu. Display options menu. Leaving menus refresh button. Level one. Baseball data dot xlxs. Open. PC. Level two. Miscellaneous teams info not checked.

Kelly:

So, I've tabbed to a tree view of the tables that were found here and I am gonna to check a table that says

JAWS:

Checked.

Kelly:

miscellaneous info.

JAWS:

Virtual PC. 16 columns and one rows. Column one row one. TM no list. Team attendance T.

Kelly:

Now I turned on my JAWS virtual PC cursor for a moment just to check the column headers.

JAWS:

Bat age column four VH column 5 VPF column 6.

Kelly:

I'm familiar with this data, so I know this is the information that I want.

JAWS:

PC. Refresh button. Analysis miscellaneous load button.

Kelly:

I'm going to say load.

JAWS:

Blank. Dot alert. There are pending alert. There are pending changes in your queries that haven’t been applied. There are pending changes. Cancel button. We're just waiting for. Cancel button.

Kelly:

things to load.

JAWS:

MSI slash slash I dot Microsoft dot. PC. Https slash. Http. List with three items. Show screen reader tips link. PC.

Kelly:

So, now the data has loaded. As I said, there are many different ways to get information here

JAWS:

Alert one result.

Kelly:

and focus of this demonstration isn't as much about how to get data into the tool as it is how to handle things once you're in the tool with some data. Power BI works for authoring best with any virtual scan or browse mode off.

JAWS:

On. Off. PC.

Kelly:

So, I've hit the JAWS key and Z to make sure that the virtual PC cursor is off. You get around to the different areas in Power BI by pressing control F6 or control shift F6.

JAWS:

Tab Tab, Page one tab selected one of one.

Kelly:

So, this is the page tabs area for a report. Reports can have multiple pages.

JAWS:

Toolbar. Save button.

Kelly:

A save button.

JAWS:

File tab.

Kelly:

A file button that will come to back to.

JAWS:

Visualizations button expanded.

Kelly:

So, Power BI consists of a series of containers for displaying data or what are known as Visualizations. We could start here, but I'm going to continue to go around all the areas.

JAWS:

Fields button expanded.

Kelly:

So, this is the Fields and this deals with the data that we just imported.

JAWS:

Search edit.

Kelly:

I can tab once and I could search for a field name. Because I'm familiar with this data.

JAWS:

Tree view. Table miscellaneous team info closed one of one. Name miscellaneous team info storage mode import data refresh. Five slash 16 Slash 2022 149.

Kelly:

I know what I'm looking for. So, I have a little bit of information about miscellaneous.

JAWS:

Table miscellaneous team info open. Numeric field number AS dot checked closed. Name miscellaneous.

Kelly:

So, there it's a numeric field and the name of it. We're going to look for a field called Attendance.

JAWS:

Numeric field number TAS. Numeric field number off. Numeric field attend slash G. Not checked. Numeric field attendance unchecked closed. Name miscellaneous.

Kelly:

So, this is the first field we want. And we are going to check this field.

JAWS:

Power BI reports attendance clustered column chart press enter to edit.

Kelly:

So, what power BI did by default was put that field into our report into an object that it said was a clustered column chart. That's not what we want in this case. So, I'm going to press control F6 until I get to Visualizations.

JAWS:

Tab Tab, Page one tab selected. One of. Toolbar. Save button. File tab. Visualizations. Button expanded.

Kelly:

Because I had a visualization selected when I tabbed.

JAWS:

Tab. Build visual tab selected. One of three.

Kelly:

There is for dealing building the visual there's other options here.

JAWS:

Format visual tab selected. Two of three.

Kelly:

Formatting and things. We're going to go back to building the visual. That means what kind of visual and what information do we want?

JAWS:

Cluster column charts toggle button press has pop-up.

Kelly:

So, we're going to use this field to show the total attendance for baseball games, and we're going to use what's called a card. So, we're going to arrow right and left until we find card.

JAWS:

One hundred percent stacked. One hundred percent. Line chart toggle. Area chart. Stacked area. Line. Stacked. Line. Cluster. Chart toggle. Waterfall chart toggle. Pie chart toggle. Donut chart toggle. Map toggle. Filled map toggle. Page toggle. Card toggle. Button has pop-up.

Kelly:

I can press Enter.

JAWS:

Toggle button pressed card change to cluster column chart through a card.

Kelly:

Alright, and now power BI told me that it changed the column chart to a card. Let's hit shift tab once

JAWS:

Tab. Build visual tab selected. One of. Format visual tab selec. Alert. Analytics feature. Format visual tab selected. Two of three.

Kelly:

We're going to go into the formatting of the visual once.

JAWS:

Search edit. Tab. Visual tab selected. One of two. General Tab selected. Two of two.

Kelly:

There's kind of a couple of tabs here on the formatting. Let's go into general.

JAWS:

Format page settings button. Properties button collapsed.

Kelly:

And we're going to expand Properties by tabbing to it and pressing enter.

JAWS:

Expanded. Size button expanded. Height 280 at expand box. So, I'm told that this is 280. That's the size that's in pixels. Width at expand box. 280.

Kelly:

It's also 280 in width.

JAWS:

Like aspect ratio switch off position button collapsed. Expanded.

Kelly:

I'm going to expand position.

JAWS:

Horizontal ten edit expand box 10.

Kelly:

So, the horizontal position tells me that it's 10 pixels in.

JAWS:

Vertical zero edit expand box. Zero.

Kelly:

The vertical is 0, so, it should be up at the top left of my overall display.

JAWS:

Advanced options button collapsed. Properties reset and default button unavailable. Title button collapsed.

Kelly:

So, the title we're going to expand that again.

JAWS:

Expanded. Title switch off.

Kelly:

And we're going to give it a title.

JAWS:

Press on. Text edit.

Kelly:

Here it says text. And we are going to call this Attendance.

JAWS:

Text conditional formatting button.

Kelly:

So, let's go back to the report with control F, shift F6 a couple of times.

JAWS:

File tab. Toolbar save button. Tab Tab, Page 1 tab selected Power BI reports attendance cards press Enter to edit.

Kelly:

So, here we heard it say attendant card press Enter to edit. In the same way that if you were reviewing the report with a screen reader, you press Enter.

JAWS:

Attendance 13M graphic.

Kelly:

So, we heard it say Attendance 13M. Power BI does some rounding by default. So, overall, right now we don't need to make anymore changes to this card.

JAWS:

Attendance card, press Enter to edit.

Kelly:

That doesn't really do a super amount, that just tells you the overall attendance. We're going to add another control to the report. It's important here that you make sure that nothing selected on the report, so, hit Escape one more time.

JAWS:

Power BI report.

Kelly:

When you hear just Power BI report or Power BI, you know that nothing’s selected. You can also tell that by going back to the Visualizations.

JAWS:

Tab tab page one tab selected. Toolbar. Save button. File tab. Visualizations button expanded.

Kelly:

Again, we’re on the Visualizations and if we hit tab,

JAWS:

Tab. Build visual tab selected. One of two. Stack bar chart toggle button has pop-up.

Kelly:

and tab again to the types of Visualizations Here you can hear a stacked bar chart. That was the first one in the list, and, I've just learned that, overtime, that means that nothing selected on the chart. In this case, we are going to try a different visual.

JAWS:

Stack column chart toggle button as pop-up.

Kelly:

And we're going to try a stacked column chart.

JAWS:

Power BI reports stack column chart press enter to edit stacked column chart.

Kelly:

Unlike when we created the card where we went to fields first, this time we went to the Visualizations first. We can still now add the fields to this visual.

JAWS:

Tab, tab, page one tab selected. Toolbar. Save button. File tab. Visualizations. Fields. Button expanded.

Kelly:

We can use control F6,

JAWS:

Search edit.

Kelly:

to get to the fields area.

JAWS:

Tree view. Table miscellaneous team info open.

Kelly:

In this case we want to add two fields.

JAWS:

Numeric field number AS. Numeric field number TAS. Unchecked close. Numeric field number off. Name miscellaneous team info dot number off. Numeric field attend slash G. Unchecked closed. Numeric field attendance. Unchecked closed.

Kelly:

We are going to add both Attendance and Team Info. Now we're on attendance right now. So, we'll add that.

JAWS:

Numeric field attendance. Checked closed. Five of sixteen. Numeric field attendance. Checked closed. Numeric field bat age. Unchecked. Name. Managers not checked. Numeric field PH. Unchecked closed.

Kelly:

I'm just arrowing down.

JAWS:

Numeric field DPF. Not checked. Numeric field sux. Not checked. Numeric field sux percent. Name miscellaneous team info sux percent. Calendar field TM. Not checked closed. Name miscellaneous team info TM.

Kelly:

And now we're going to add Team or TM as this data happened to classify it.

JAWS:

TM checked closed. Sixteen of sixteen. TM checked closed.

Kelly:

So, we've added two fields to this chart. Let's go back to the Visualizations area.

JAWS:

Visualizations, button expanded. Tab. Build Visual tab. Stack column chart title button press. Tab. Build visual tab.

Kelly:

Let's go over to the format information.

JAWS:

Format label tab selected. Two of three. Search edit. Tab. Visual tab selected. One of. General tab selected.

Kelly:

Again, we're tabbing and then using the right arrow to go to General. Because I wanna check where this visual get put by default by Power BI.

JAWS:

Format page settings button. Properties button collapsed.

Kelly:

We're going to expand Properties.

JAWS:

Expanded. Size button expanded. Height 280 edit spin box. 280.

Kelly:

So, again, the height is again 280, kind of the default.

JAWS:

Width 280 edit spin box. 280.

Kelly:

The width is 280. I know that I'm making a column chart, so, I probably want this to be significantly wider to show more of the baseball teams. I'm going to try a pretty big number in this case, like 1200, and see what happens.

JAWS:

One, twelve. One hun. 1200. Lock aspect ratio switch off. Position button collapsed. Expanded. Horizontal 10 edit spin box. Ten.

Kelly:

So, that's at horizontal 10.

JAWS:

Vertical 290 edit spin box. 290.

Kelly:

And vertical 290. Now, if you remember the position for the first item that we put on the report it's horizontal position was also 10, but it's vertical position was zero and its height was 280. So, by building up a model in my mind, I know that this item is below the first item that I put on the chart. I have told it to go fairly wide at 1000 pixels and it should be lined up on the left edge with the first visual that was the total. Let's go see if we're happy with kind of how the chart communicates or not though.

JAWS:

File tab. Toolbar. Save button. Tab tab page one tab selected. One of one.

Kelly:

So, we're getting to the report by using control shift F6.

JAWS:

Power BI reports attendance card presenter to edit.

Kelly:

We are going to tab.

JAWS:

Attendance by teams stacked column chart press enter to edit.

Kelly:

So, right now that said attendance by teams stacked column chart. Let's interact with this visual by pressing Enter.

JAWS:

Graphic. TM group.

Kelly:

Tabbing once.

JAWS:

Plot area extended. Select list box.

Kelly:

To the plot area, we're going to hit enter.

JAWS:

Plot area extended. Select list box. Not selected TM Atlanta Braves. Attendance 789846. One of thirty.

Kelly:

So, that said Team, Atlanta Braves and gave me an attendance number.

JAWS:

Not selected TM Los Angeles Dodgers. Attendance 788092.

Kelly:

Then, the Los Angeles Angels.

JAWS:

Not selected TM St Louis Cardinals attendance 694877. Not selected TM San Diego Padres attendance 626355. Not selected TM New York Yankees attendance 619215.

Kelly:

So, I'm just tearing through all these different teams. So, now I've added two visuals to my chart. I've added an Attendance.

JAWS:

Plot area extended select list box.

Kelly:

And it was Overall.

JAWS:

Attendance iTM stacked column stacked column chart presenter to edit.

Kelly:

But I don't really like a name like

JAWS:

Attendance card presenter. Attendance by TM stacked column chart press enter to edit.

Kelly:

Attendance by team. So, we're gonna go back to the visuals area.

JAWS:

Tab tab. Page one tab selected. Toolbar. Save button. File tab. Visualizations button. Expand. Tab. Build visuals tab selected one of three. Format visual tab selected.

Kelly:

Arrow over to Format.

JAWS:

Search edit. Tab. Visual tab selected. One of two.

Kelly:

Back to General.

JAWS:

General tab select. Format page settings button. Properties button collapsed. Title button collapsed.

Kelly:

We're going to go to Title.

JAWS:

Expanded. Title switch pressed on. Text edit. Attendance by TM.

Kelly:

Now Power BI gave it a title of Attendance by TM because it got that TM from the field name.

JAWS:

Blank, name of visual.

Kelly:

But I can just.

JAWS:

Text edit Attendance by tm. M. T.

Kelly:

Attendance by Team.

JAWS:

Save as dialogue. File name. Edit combo.

Kelly:

I now hit control S ‘cause I don't want to lose the work I've done. I'm just going to call it Baseball Attendance.

JAWS:

Edit. Working on it. Https slash sla.

Kelly:

So, now my report saved.

JAWS:

Fields button expanded.

Kelly:

I could go add more visuals to this report.

JAWS:

Visualizations button expanded.

Kelly:

For example, another common visual to use in Power BI is what's known as a slicer.

JAWS:

File tab. Toolbar. Save button.

Kelly:

That lets you kind of slice and dice the data if you will.

JAWS:

Tab Tab, Page one tab selected. Power BI reports attendants card press enter to edit.

Kelly:

So, by default this card shows me all the teams.

JAWS:

Attendance 13M graphic.

Kelly:

And it's 13 million. If I want to study a team in detail, I can go back to the column chart and see that teams. But what happens if I want to study a few teams at once?

JAWS:

Power BI report.

Kelly:

I can't really do that yet. So, what I'm gonna to do is I'm gonna add another visual this time one called a slicer. So, you probably heard that I hit escape a couple times until I heard it just a Power BI report that tells me that nothing is selected on the report.

JAWS:

Tab Tab, Page one tab select. Toolbar. Save button. File tab, Visualizations. Button expanded.

Kelly:

We got back to Visualizations. I'm going to hit tab.

JAWS:

Tab. Build visual tab selected. One of two. Stack bar chart toggle button has pop-up.

Kelly:

OK, and again my second way to know that there's nothing selected was when it said stacked bar chart. So, we're going to look for a slicer. I know that it's typically faster, I think, to find that with a left arrow.

JAWS:

Power automate power apps. Paginate. Mark narrative. New date. R script. Matrix. Table toggle. Slicer toggle button has pop-up. Slicer toggle button that pop up.

Kelly:

We're going to press Enter to add a slicer.

JAWS:

Power BI report. Slicer press enter to edit. Created a slicer.

Kelly:

We hear that Power BI created a slicer. Now we want to go pick which fields we want in there.

JAWS:

Tab Tab, Page one tab selected. Toolbar. Save button. File tab. Visualizations. Fields button expanded. Search edit.

Kelly:

Got the fields hit tab.

JAWS:

Tree view table miscellaneous team info open one of one.

Kelly:

Tab.

JAWS:

Names miscellaneous teams info. PC.

Kelly:

I could use the search feature, but I'm just going to down arrow again.

JAWS:

Numerical field number AS. Unchecked.

Kelly:

Because what I want again is that same team field in this slicer.

JAWS:

Numeric field. Numeric. Managers. Unchecked. Numeric. Numeric field PPF. Name miscellaneous teams. Numeric field percent. Name miscellaneous name TM. Not checked closed. Name miscellaneous team info TM

Kelly:

Before we add that field, I want to show you what you can also do here. So, anytime I'm working in this field area.

JAWS:

More options menu checked. One of fifteen.

Kelly:

I have a whole bunch of options for this field. This time I brought up the context menu using either shift F 10 or the computer application key.

JAWS:

Create hierarchy two of fif. New measure three of. New column four. New quick measure five. Rename six of. Delete from model seven of fifteen. Rename six of.

Kelly:

I could have done a rename right here if I wanted to and put the word Team here instead of just TM.

JAWS:

Delete from mode. Hide eight of. View hidden nine of collapse all eleven. Expand. New group. Thirteen of fifteen. Add to filters submenu fourteen of fifteen.

Kelly:

The active filters is kind of an interesting one because Power BI has various ways to filter. Filters are a bit like slicers, but they appear outside the report and they can be for the current visual, the page, or the overall report. When you add a visual, any fields you put get filters for that visual by default. Sometimes you'd rather have them on the page or the report, and you can also control whether your report readers have access to visuals. If I hit right arrow,

JAWS:

Visual level filters. One of three. Page level filters. Report level filters three of three.

Kelly:

I can control where this goes.

JAWS:

Add to filters submenu fo. Leaving menus. TM not checked closed. Name miscellaneous team info TM.

Kelly:

I hit escape a couple times to get out of that menu.

JAWS:

TM checked closed. TM checked closed.

Kelly:

Now I've added Team to my slicer. Let's go back to the report and see how that works.

JAWS:

Filters button. Report button. Power BI report. Attendance card press enter to edit. Attendance by teams stack column chart press enter to edit. TM slicer press enter to edit.

Kelly:

TM slicer. But, I didn't check one other thing that's important. Where did Power BI put this? So, let's go before we monkey around with the details. Let's go check the positioning information.

JAWS:

Tab tab. Page one tab selected. Toolbar. Save button. File tab. Visualizations. Button expanded.

Kelly:

So, we're in the Visualizations.

JAWS:

Tab. Build visual tab selected. Format visual.

Kelly:

Tab to build visual it’ll write to format.

JAWS:

Search edit. Tab. Visual tab selected. General tab selected. Two of two.

Kelly:

General.

JAWS:

Format pane settings, button. Properties button collapsed.

Kelly:

Expand properties.

JAWS:

Expanded. Size button expanded. Height 150 edit spin box. 150.

Kelly:

So, Power BI gave it a default height of 150. It's probably OK, but I'm not quite sure yet 'cause I wanna check some other things.

JAWS:

Width 1200 edit spin box. 1200.

Kelly:

It gave it a width of 1200. That's pretty big. Let's see where it put.

JAWS:

Lock aspect ratio sli. Position button collapsed. Expanded. Horizontal 10 edit spin box. 10.

Kelly:

So, again, it's horizontal 10, So, I believe it's going to be lined up with everything else.

JAWS:

Vertical 570 edit spin box. 570.

Kelly:

And the vertical position is 570. So, what it did is it put it below everything else. If I don't like this, I can enter new numbers and move this around. As I said, I could accept these defaults, but for a list of teams that are one word, 1200 pixels in my mind seems pretty wide and I have some room in the upper right of this report, because if you remember my card that showed me the attendance was in the upper left and it was a 280 by 280 pixel square. So, I decided I am gonna to make some changes. So, I'm gonna to use shift tab to get all the way back to all the way back to the beginning of all this information.

JAWS:

Width 1200 edit spin box. Twelve hund. Height 100. Size button expanded. Properties button expanded. Size button. Height 150 edit spin box. 150.

Kelly:

So, I'm going to tell it to make the height 280 since that is kind of like a default.

JAWS:

Two. 280. Width 1200 edit spin box. 1200. Value must be less than or equal to 150.

Kelly:

I'm going to change my.

JAWS:

Height value must be less than or equal to 150. Edit spin box invalid entry. 280.

Kelly:

So, you can see it's giving me errors right now and that's OK 'cause I'll bet I get rid of them all.

JAWS:

Width 1200 edit spin box. 1200. Value must be.

Kelly:

I'm going to say width is 280.

JAWS:

Lock aspect ratio selec. Position button expanded. Horizontal 10 edit spin box. 10.

Kelly:

I want the horizontal in this case to be 290, because again I'm moving it over to the right of the first card I put on this report that started at position 10 and ran to the right for 280 pixels.

JAWS:

Two twenty-nine. 290. Vertical 570 edit spin box. 570.

Kelly:

And I'm going to put this at vertical again up at the top of zero.

JAWS:

Zero. Advanced options button. Zero. Vertical. Horizontal. Position. Lock asp. With two. Height 200. Size button expand. Properties button expanded. Size button. Height 280 edit spin box. 280.

Kelly:

Now I'm just reviewing all of these things.

JAWS:

Width 280 edit spin. Lock aspect ratio switch off. Position button expanded. Horizontal 290 edit spin box. Two. Vertical zero edit spin box. Zero. Advanced options button collapsed.

Kelly:

So, now they all seem correct and you'll notice I'm not getting any errors. We're going to do one other thing as long as we're in the whole formatting and visual building experience.

JAWS:

Vertical zer. Horizontal. Position button. Lock aspect. Width 200. Height two hun. Size button expan. Properties button. Format panes heading button. Tab. General tab selected. Visual tab selected. One of two. Search edit. Tab. Format visual tab. Build visual tab selected.

Kelly:

Back on the,

JAWS:

Format. Build visual tab.

Kelly:

build visual, let's just go through here once.

JAWS:

Slicer toggle button pressed. Get more visuals button men. List with two items. List with two items. TPM, miscellaneous team info TM button collapsed.

Kelly:

So, we're gonna to change the,

JAWS:

Remove field button. TM miscellaneous.

Kelly:

Notice how it says TM collapsed.

JAWS:

More options menu remove fields one of five. Rename for this visual. Two of five.

Kelly:

We can rename TM here to Team as well.

JAWS:

TM leaving menus. List with two items. List with. List with. Document read only.

Kelly:

And,

JAWS:

Get more visuals button menu. Slicer toggle button pressed as pop-up. Get more visual. List with two items. List with. Slic. Tab. Build visual tab selected. Format visual tab selected.

Kelly:

Back in the formatting again.

JAWS:

Search edit. Tab. Visual tab selected. One of two. General tab. Format panes settings button. Properties button collapsed. Title button collapsed. Display title options. Title. Effects button collapsed. Title. Title button collapsed. Display title options. Expanded. Title switch off.

Kelly:

We're going to put a title on this visual.

JAWS:

Pressed on. Text edit.

Kelly:

And we're gonna say.

JAWS:

The name of the visual.

Kelly:

Team Selection.

JAWS:

Text conditional form.

Kelly:

Now let's go back to our report.

JAWS:

Https. File tab. Toolbar. Save. Tab tab. Page one tab selected. Power BI report attendance card press enter to edit. Attendance 13M graphic.

Kelly:

So, attendance is 13 million.

JAWS:

Attendance card press enter to. Attendance by teams stacked column chart press enter to edit.

Kelly:

We're going to go past this stack column chart.

JAWS:

Teams selection slicer press enter to edit.

Kelly:

Now we're going to go to the slicer.

JAWS:

List combo box. List box dropdown two of two. Selections cleared.

Kelly:

And we get to pick which kind of slicer we want. We’ll say List.

JAWS:

Power BI reports team selection slicer presenter to edit. List com. Team list with ten items. Arizona Diamondbacks not checked one of ten.

Kelly:

Now you may be saying already what's up with that you know there's more than 10 teams in baseball and you heard it say there's only 10. So, Power BI by is dynamic and it loads data sometimes on the fly. So, as we arrow through this, you're going to hear more, but here's why we did, made a slicer. Let's say we're only interested in certain teams and we want to see attendance. So, I can arrow through the different teams. Now there is something important to know about Power BI. If you want to multi-select items with the checkboxes here, you need to use control space.

JAWS:

Baltimore Orioles not checked. Three of eight.

Kelly:

So, for example, if I want the Baltimore Orioles.

JAWS:

Checked. Boston Red Sox not checked. Four of.

Kelly:

Boston Red Sox.

JAWS:

Checked. Chicago Cubs, not checked.

Kelly:

And because I'm from Wisconsin.

JAWS:

Oakland Athletics not checked. New York Yankees not. New York Mets. Minnesota Twins. Milwaukee Brewers not checked. Sixteen. Checked.

Kelly:

I've now selected three teams.

JAWS:

Power BI reports team selection slicer press enter edit team combo box. Multiple selections.

Kelly:

So, there tells me I have multiple selections.

JAWS:

Clear selections button. Teams. attendance called presenter. Attendance one M graphic.

Kelly:

So, between those three teams, there's one million.

JAWS:

Attendance card.

Kelly:

And if we go to our chart.

JAWS:

Attendance by Teams stacked. Graphic TM group. Plot area extended select list box. Plot area extended select list box. Not selected TM Boston Red Sox. Attendance 412934. Not selected TM Milwaukee Brewers attendance 375811 not selected. TM Baltimore Orioles attendance 269576.

Kelly:

So, there we have the three teams that we've charted.

JAWS:

Plot area extended select list box.

Kelly:

And then hit control S just to save my report again. So, this so far, is just kind of the basics of how you can get information on the chart, a Power BI report. Let's recap a little bit. So, control F6 and control shift F6 to move around.

Kelly:

Report button. Filters button. Fields. Visualizations. Button expanded. File tab. Toolbar. Save button. Tab tab. Page one tab selected. One of one. Power BI report attendance card press enter to edit.

Kelly:

When you're on a report tab between items just like you would for reading.

JAWS:

Attendance by teams stacked column chart press enter to edit.

Kelly:

Just select them. Hit escape,

JAWS:

Power BI report.

Kelly:

to unselect anything on the report. Go to the Visualizations area.

JAWS:

Tab tab. Page one tab select. Toolbar. Save button. File tab. Visualizations button expanded.

Kelly:

Tab.

JAWS:

Tab. Build visual tab selected. One of two. Format pane tab selected. Two of two.

Kelly:

And arrow between the kind of things you can do with a Visualization, which would be build it or format it.

JAWS:

Build visual tab selected.

Kelly:

Which would be build it or format it.

JAWS:

Stacked bar chart toggle button as pop-up.

Kelly:

Again, if you hear a stacked bar chart, unless you've specifically made one, you know that nothing’s selected on the report. Enter to add something to a report. Then go to the fields area.

JAWS:

Fields. Button expanded. Search edit. Tree view. Table miscellaneous team open one of one. Name miscell. Numeric field number AS. Name miscellaneous.

Kelly:

And pick the fields you want.

I hope this gives you a bit of an idea of what you can do to start using Power BI for creating reports.