# Lesson 4c: Formatting visuals in Power BI

## Workout Solution Steps

1. Create a new Power BI Report and from the Home Tab use Get Data to connect to an Excel workbook called Module 2 Lesson 4c Workout.xlsx. Select the L4c Assets worksheet and load into the report:
2. Create the following 2 visuals:
* A column chart which shows the total Market Value USD by Asset Class L1
* A pie chart which shows the % Market Value USD by Location
1. Res-size and the position the visuals so they are similar to the example below:



1. Select the column chart and click on the Formatting icon on the Visualizations Pane. Select the Visual Section and make the following changes:



* Expand the Y Axis section, scroll down and take the Title off:



* Do the same for the X Axis section – take the Title off
1. Switch to the General Section and make the following changes:



* Expand the Title Section and change the Title to “Asset Class L1 USD Value”, center aligned and size 16
* Expand the Effects Section and turn the Visual Border ON
1. Select the Pie chart and make the following changes:

### Visual Section

* Expand the legend section and change the position to Top Centre
* Expand the Detail Labels section and change the label contents to Percent of Total and the position to Inside. Use the Values section to change it to 0 decimals

### General Section

* Expand the Title Section and set the Title to center aligned and size 16
* Expand the Effects Section and turn the Visual Border ON
1. Use the Insert Tab to insert a Text Box and add some text “Assets Analysis”. Change the text to size 36, center aligned and bold. Position it so it sits at the top of the page
2. Use the View Tab to apply a theme of your choice to the report (the example below uses HighRiseL
3. Save the Report as Module 2 Lesson 4c Report.pbix