Power BI - Slicer

Last Updated : 06 Sep, 2025

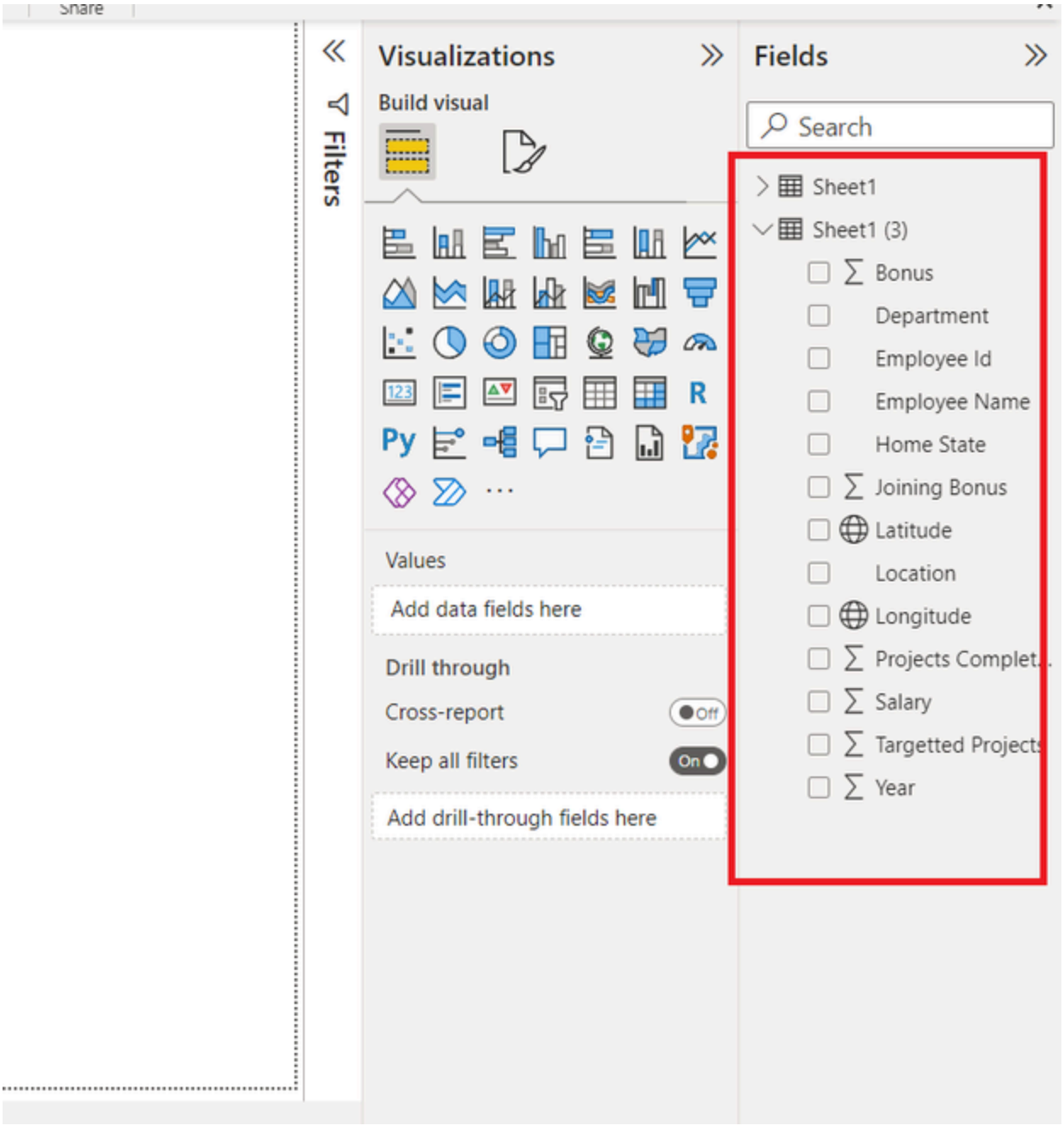
Power BI slicers are interactive filters that allow us to easily refine and analyze specific parts of our data. They provide a simple way to focus on important part of a dataset which helps in making data exploration and decision-making faster.

A slicer helps filter data directly in our report such as selecting specific Employee Names or Salary ranges to display only the relevant information we need.

Creating a Slicer In Power BI

We'll see the steps to create a **hierarchical slicer** using a dataset named Employee Table which includes the **Employee Name** and **Salary** columns.

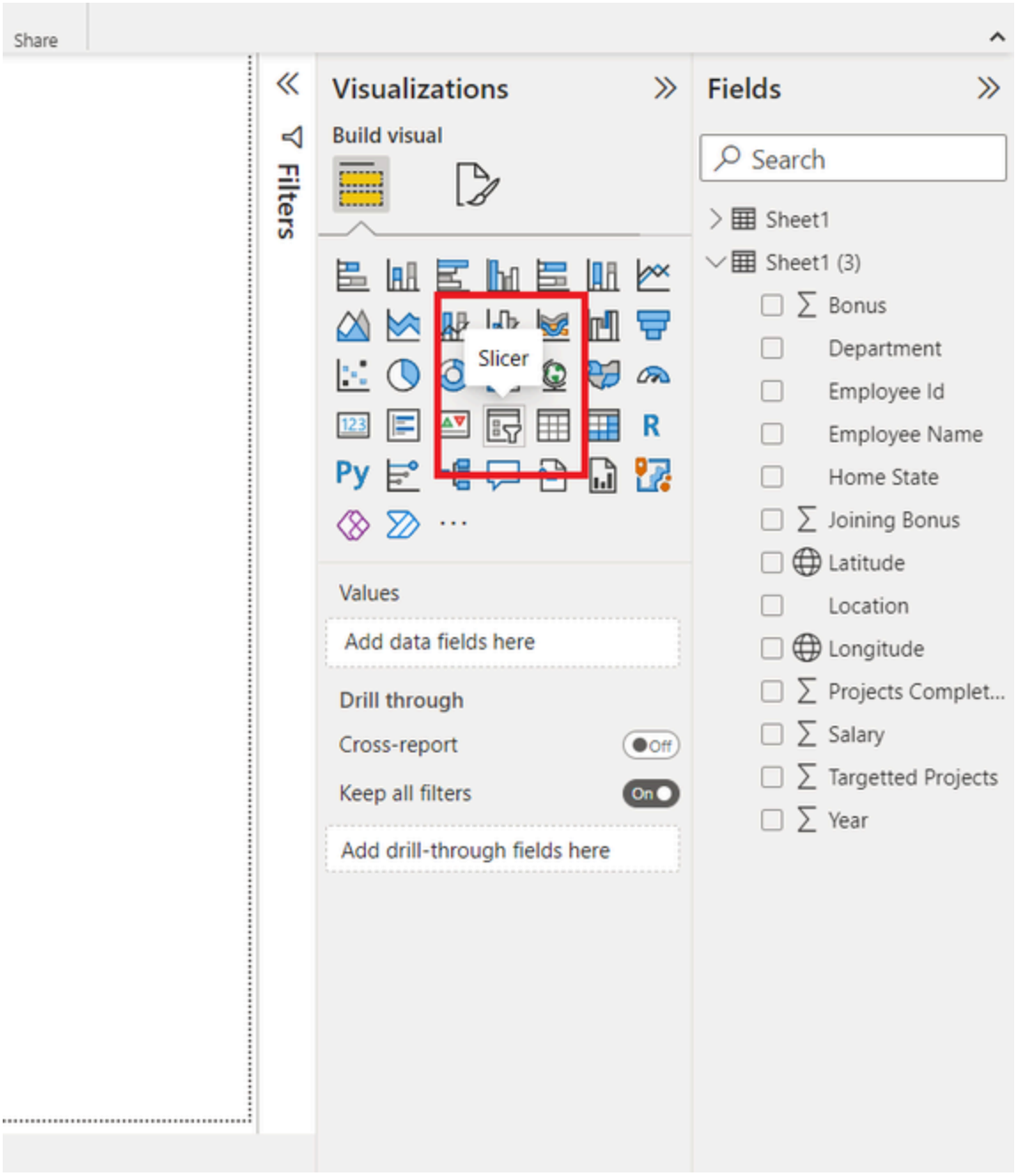
You can download dataset from here.



Employee Table columns

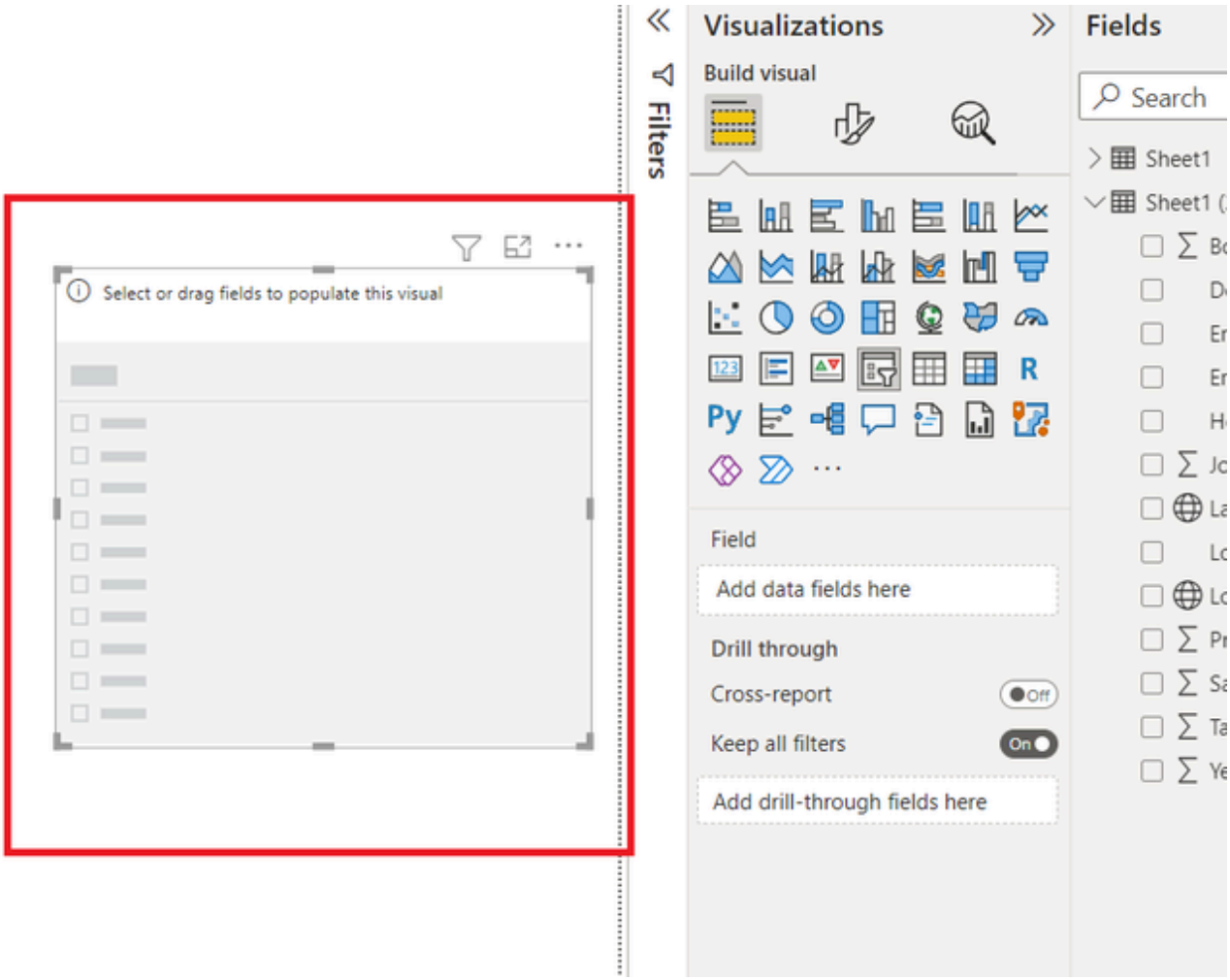
Follow these steps to create a slicer:

Step 1: In the **Visualizations** pane, click on the **Slicer** option to add it to the report.



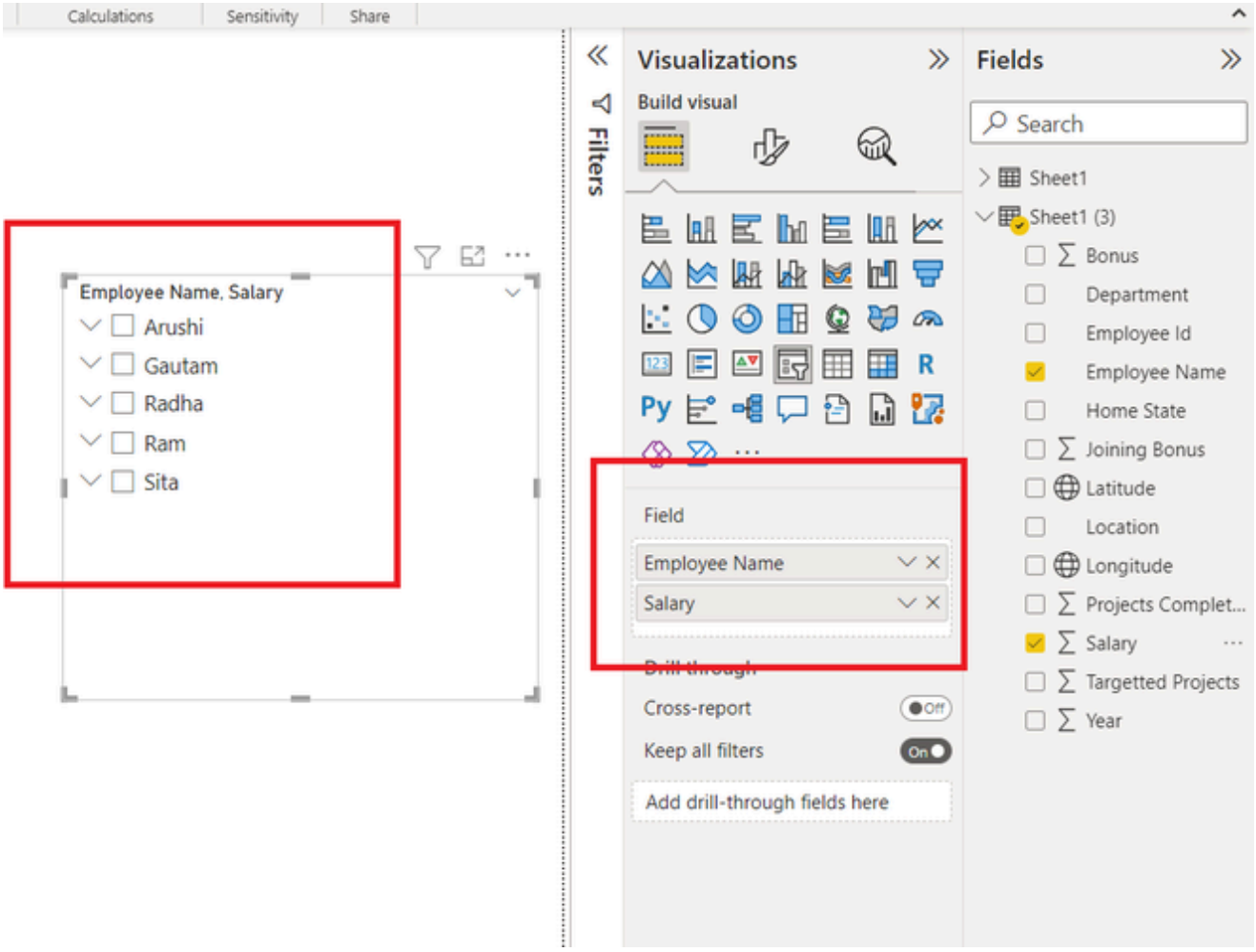
Visualizations pane

Step 2: An empty slicer will appear on the report canvas in Power BI.



empty slicer

Step 3: We have only one section in Power BI slicers i.e **Fields**. In the Fields pane, drag and drop the relevant columns such as **Employee Name** and **Salary** into the slicer. This will allow us to filter data based on these fields.



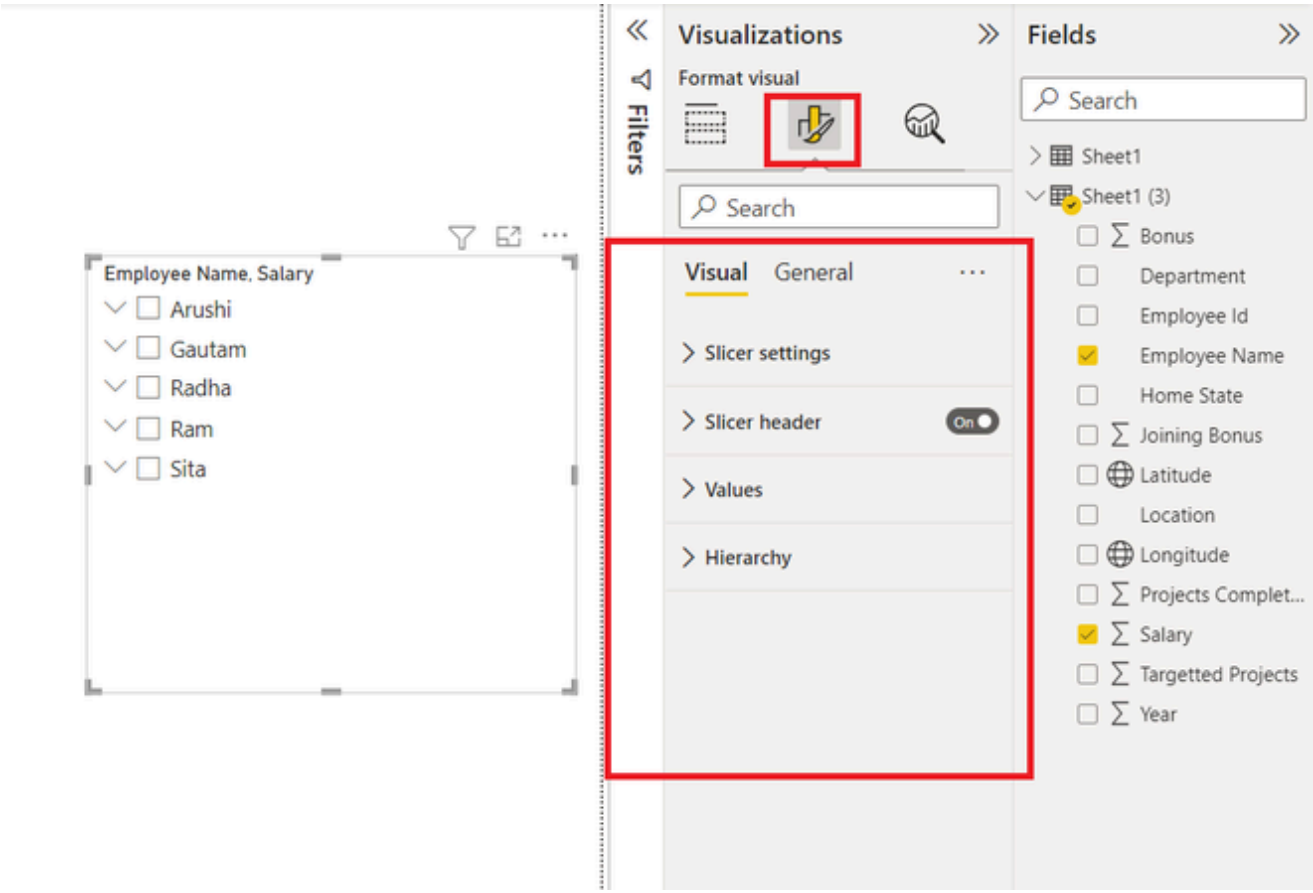
Fields pane

Formatting a Slicer In Power BI

Once we've created a slicer in Power BI, we can further customize its appearance and functionality through various formatting options. These options include adjusting the slicer's title, color, position, slicer settings and hierarchy structure. Formatting is split into Visual Formatting and General Formatting.

Visual Formatting

Visual formatting focuses on adjusting the visual aspects of the slicer. This includes **Slicer Settings**, **Slicer Header**, **Values** and **Hierarchy**.

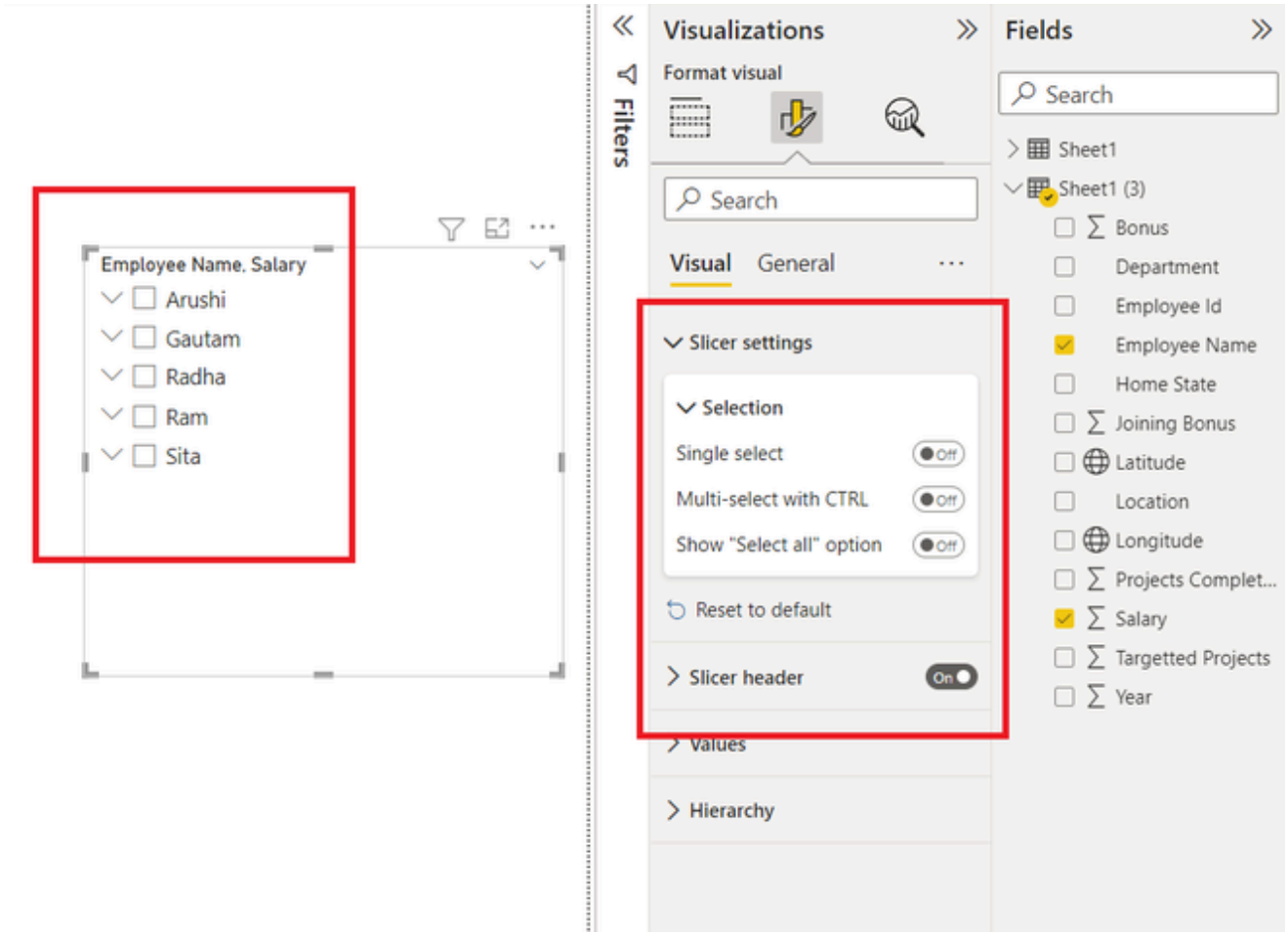


Visual formatting

1. Slicer Settings

Slicer settings allow us to find the type of filter selection. There are three options:

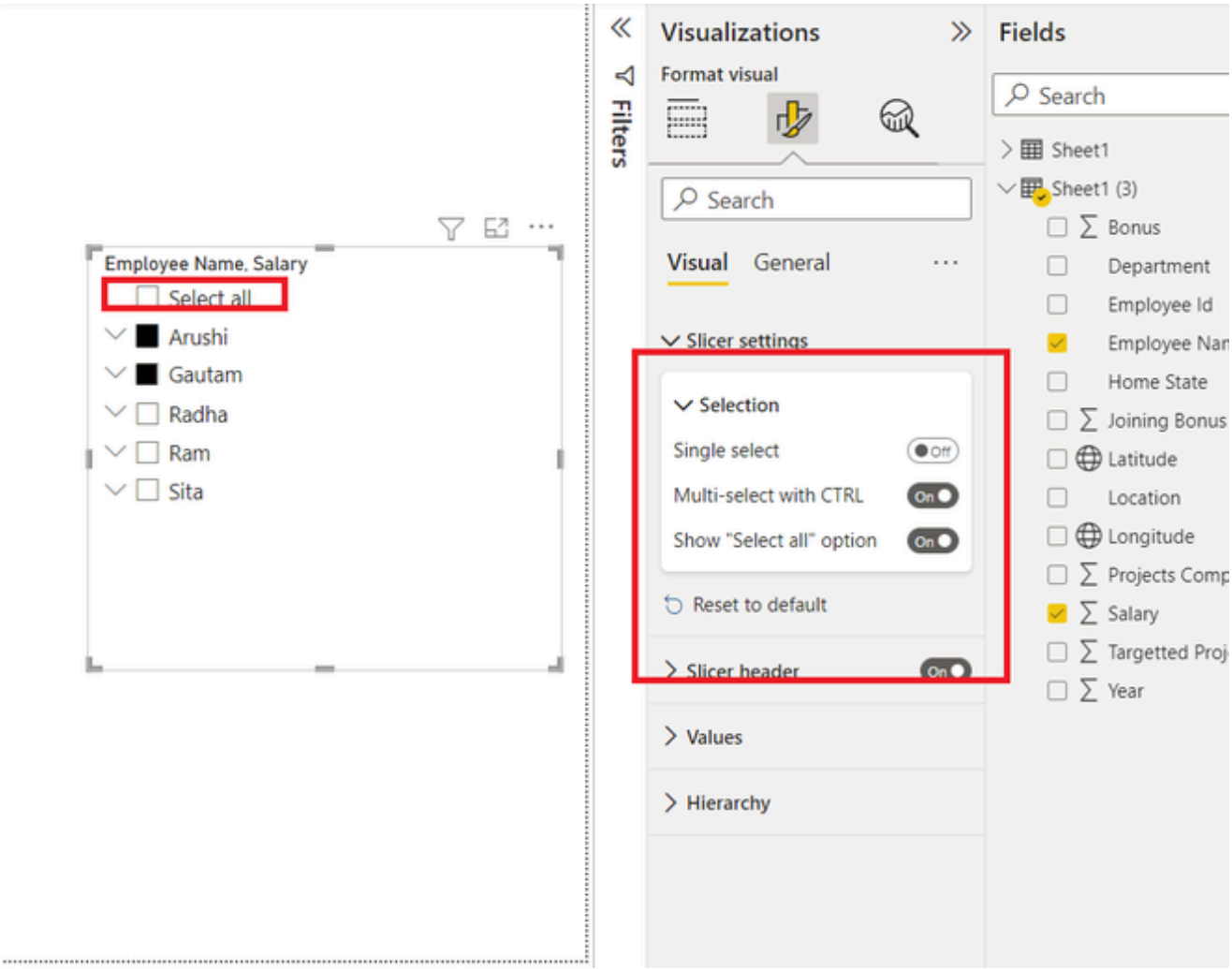
1. **Single Select:** Allows only one item to be selected at a time.
2. **Multi-Select with CTRL:** Enables multiple selections while holding the Ctrl key.
3. **Show "Select All":** Adds a "Select All" option for quick selection of all items.



Slicer settings

Steps:

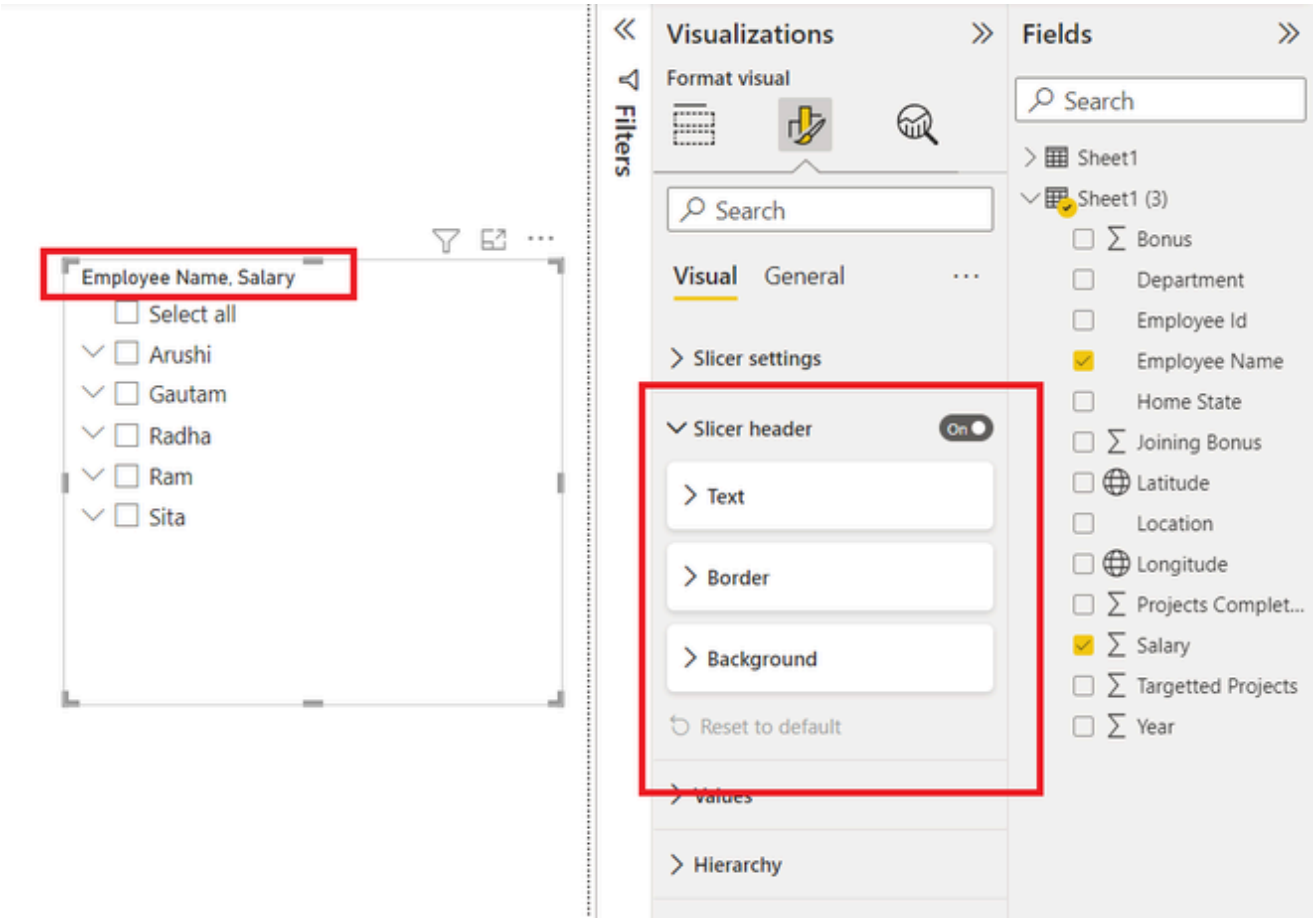
1.1 Enable Multi-Select with Ctrl and Show "Select All" to On. We will now see the Select All option appear and we can select multiple options like Arushi and Gautam.



Multi-Select

2. Slicer Header

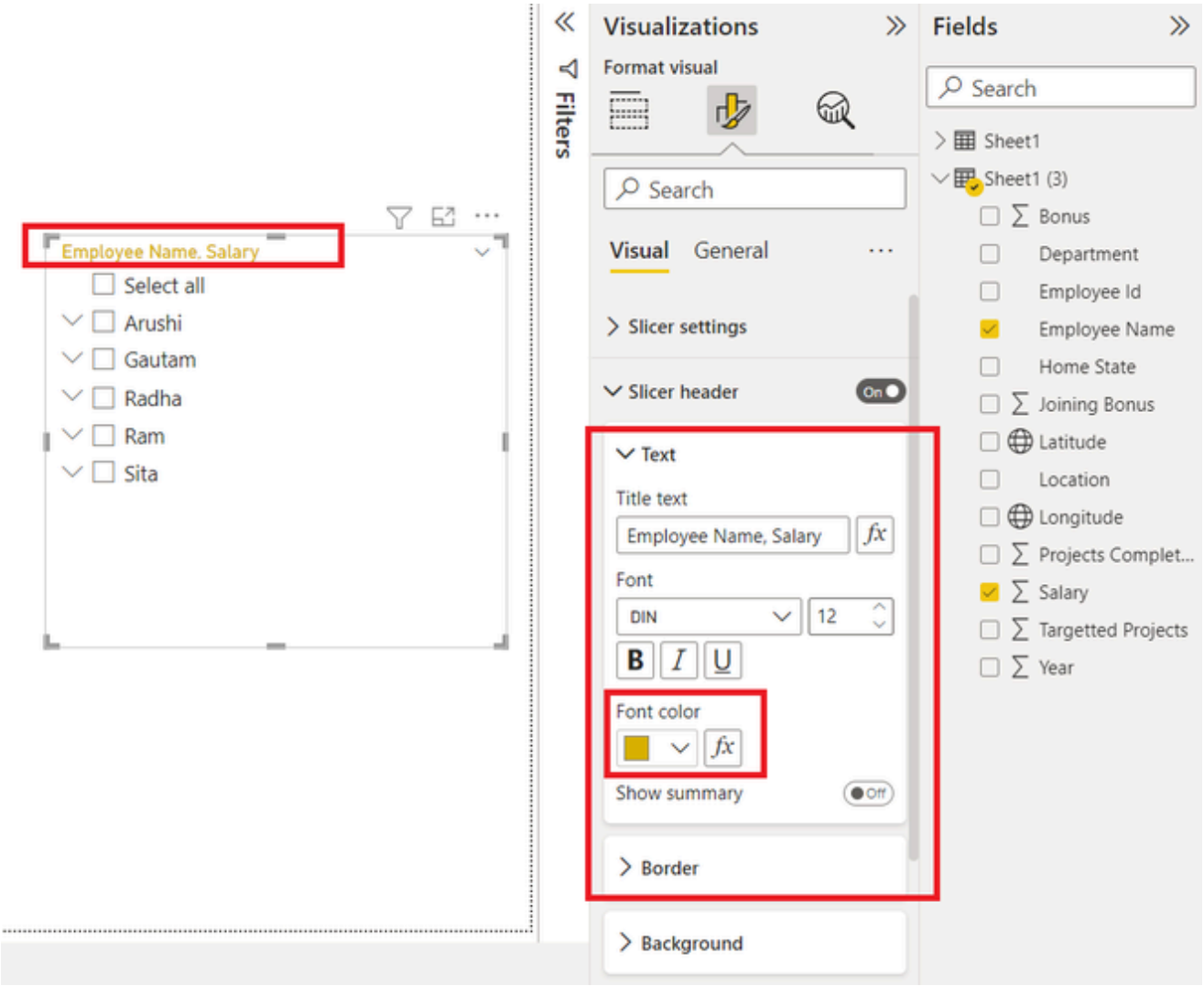
Slicer header refers to the title displayed above the slicer. It's different from the visualization title which can be set separately. We can adjust **Text, Border** and **Background** for the slicer header.



Slicer Header

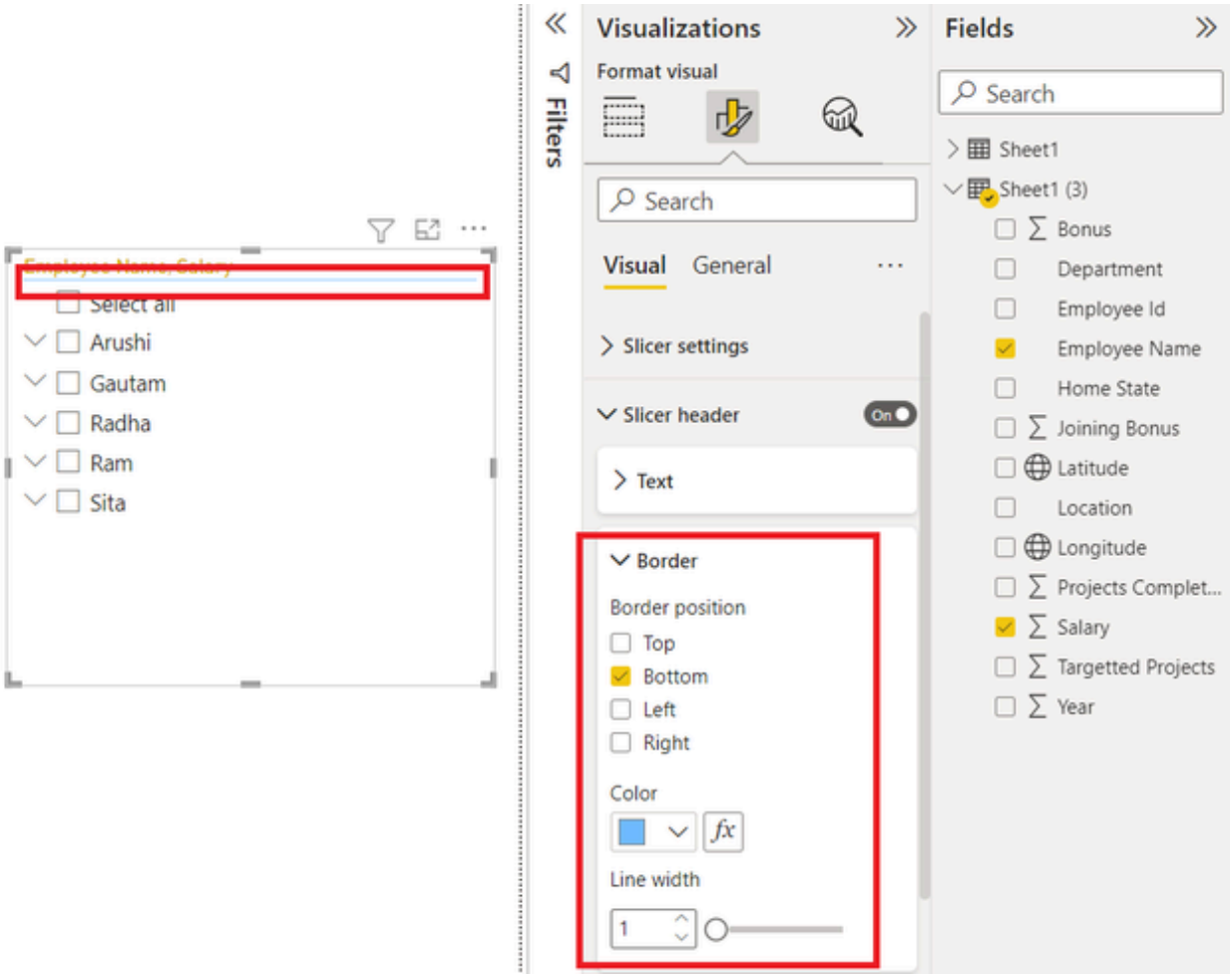
Steps:

2.1 Click on the Text option. We have multiple options available. We can customize the heading of the slicer, Font can be used, change the heading size and also change the Font color.



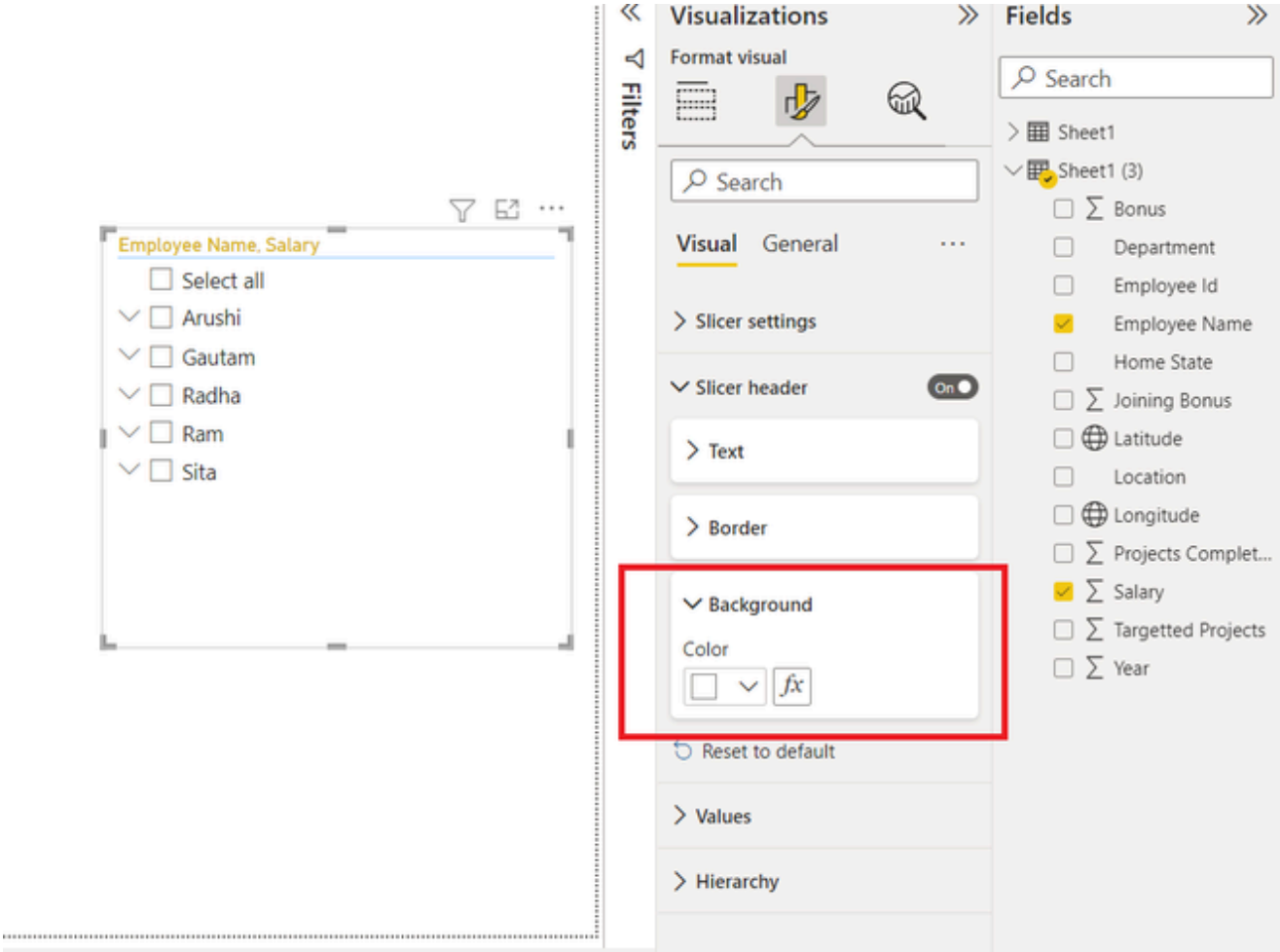
Text option

2.2 Click on the Border option. We can add a border to the slicer heading. Check the Bottom box and a line appears under the slicer heading. We can change line width and also the color of the Border.



Border option

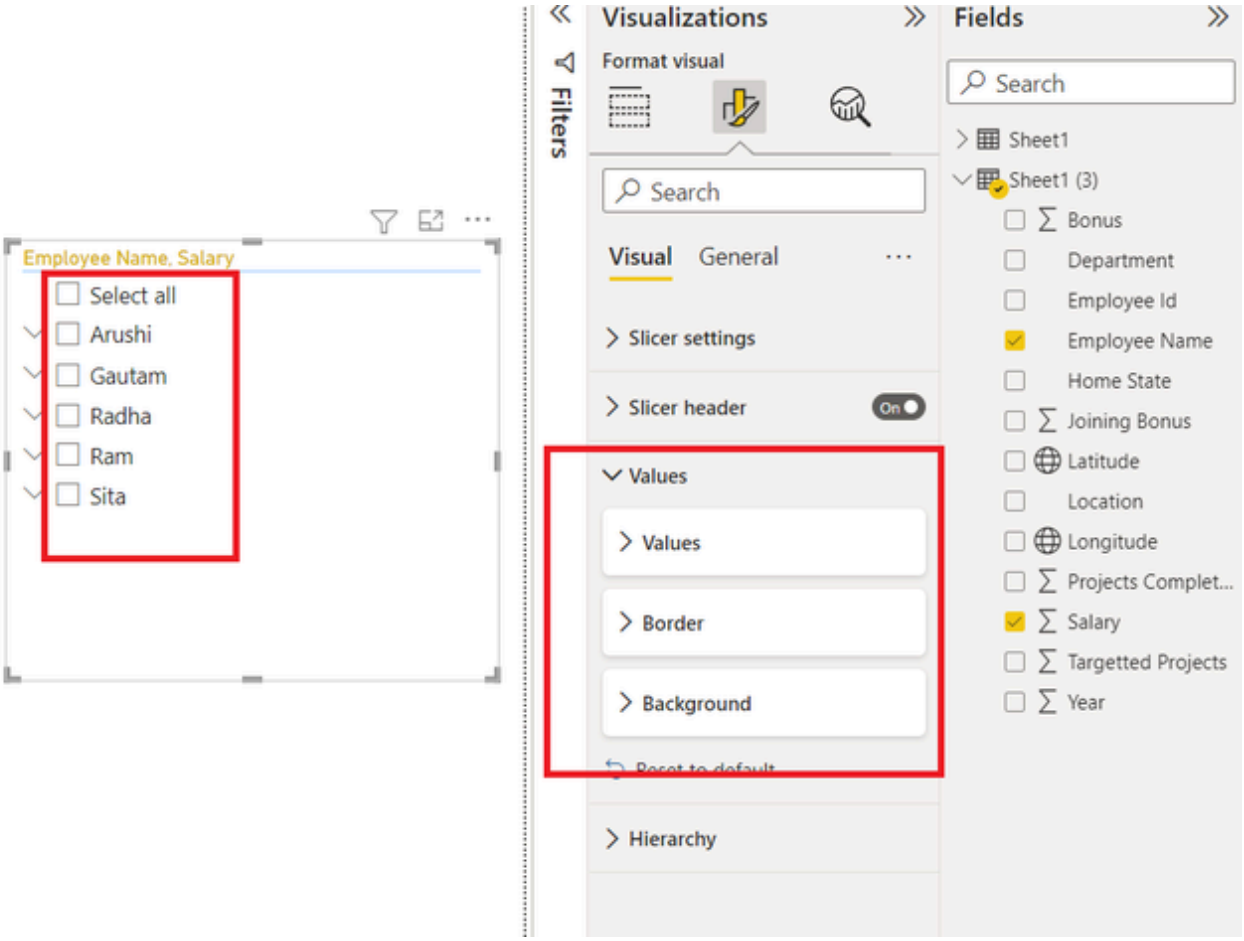
2.3 Click on the Background option. We can set the background color of the slicer heading. Here we are keeping it white.



Background option

3. Values

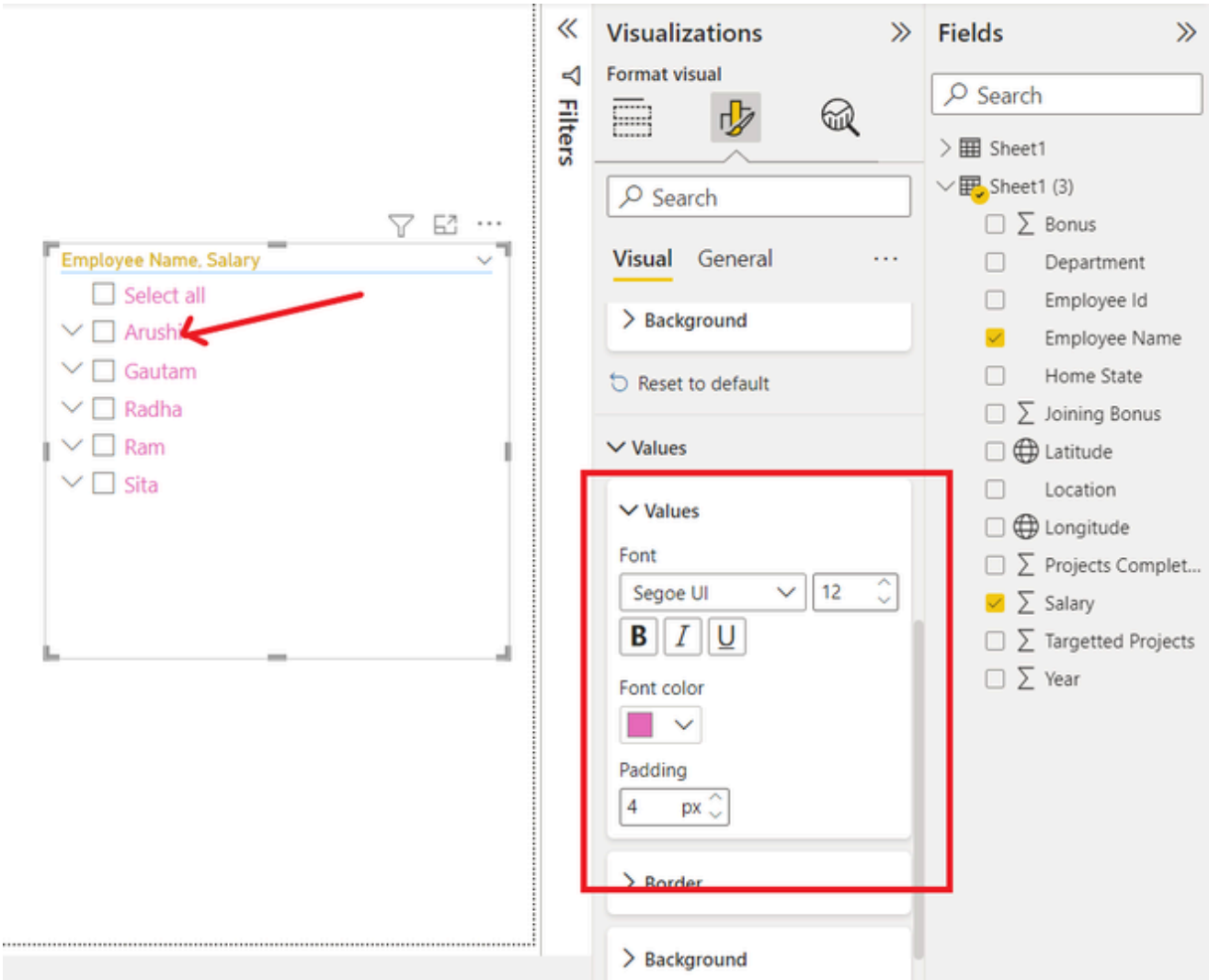
Values are the actual data points displayed in the slicer. These are the items we can filter by such as Arushi and Gautam. We have 3 options i.e Values, Border and Background.



Values

Steps:

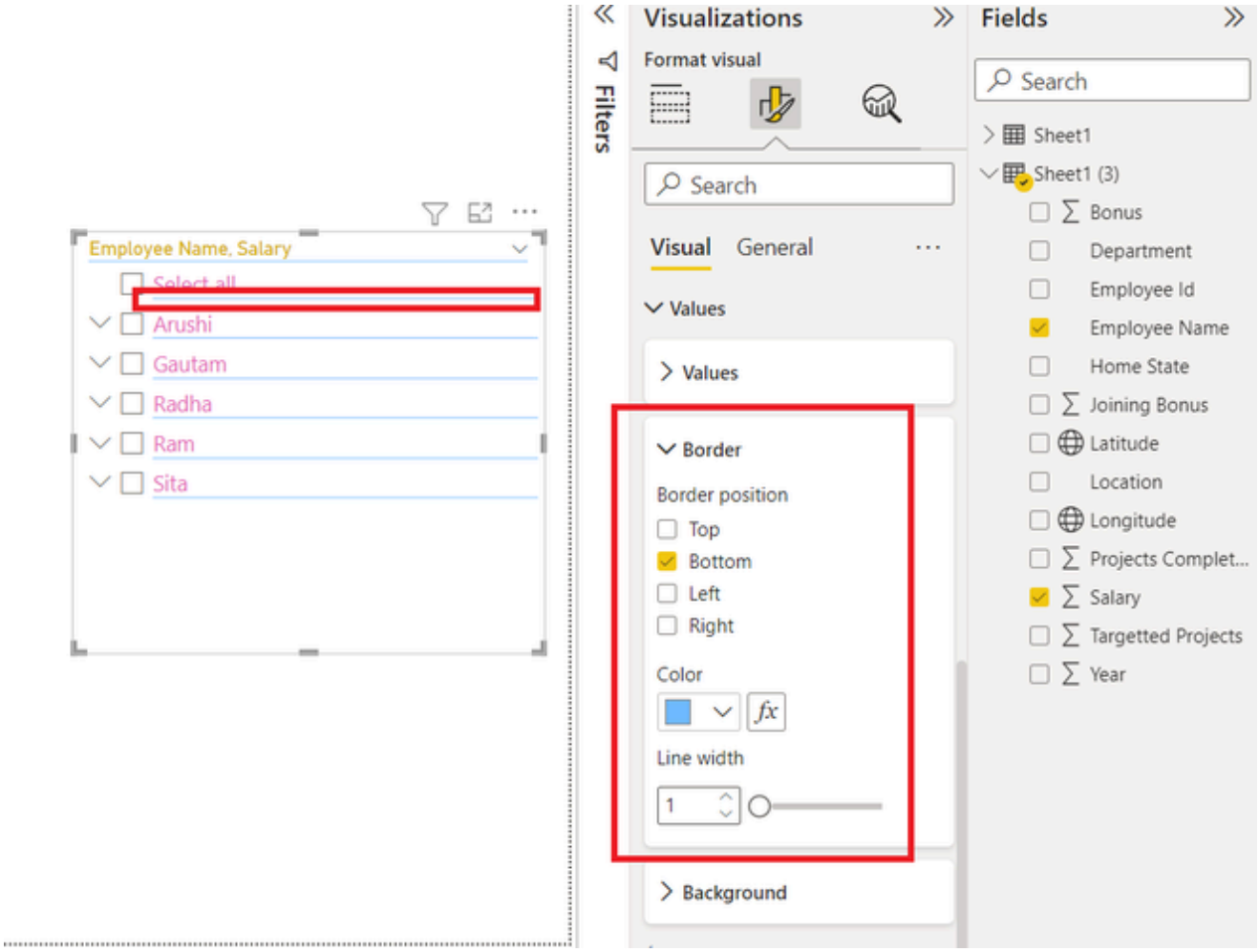
3.1 Click on the Values option. We have multiple options available where Font can be used, change the slicer values size. We can also change the Font color(e.g Pink) and also change the value for Padding.



Values option

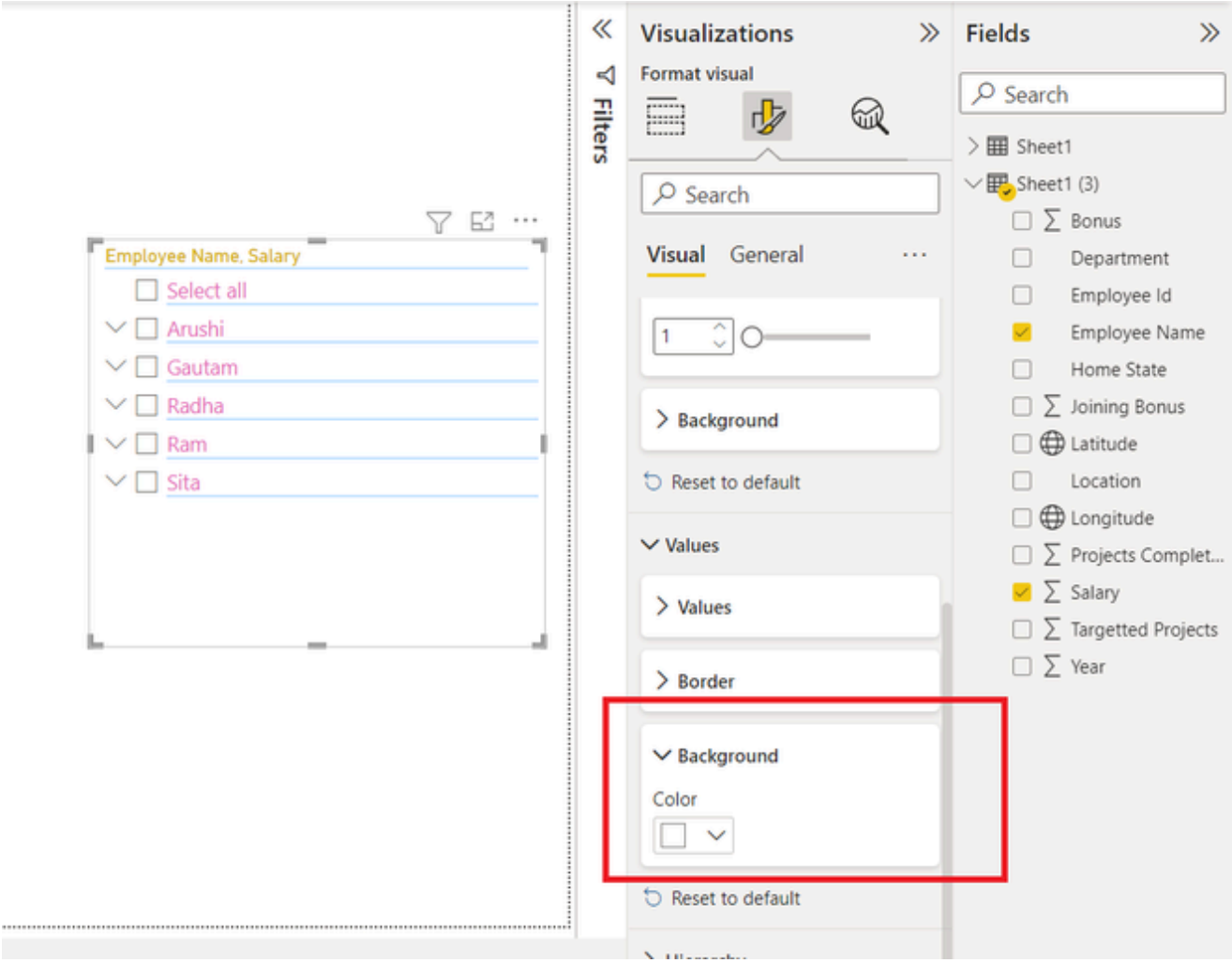
3.2 Click on the Border option. We can add a border to the slicer values. Check the Bottom box and a line appears under the slicer values. We can change the color of the Border(e.g Blue) also the line width.

> ***Note:*** *The border color cannot be different for* ***slicer header*** *and* ***slicer values****, PowerBI automatically converts them to the same color.*



Border option

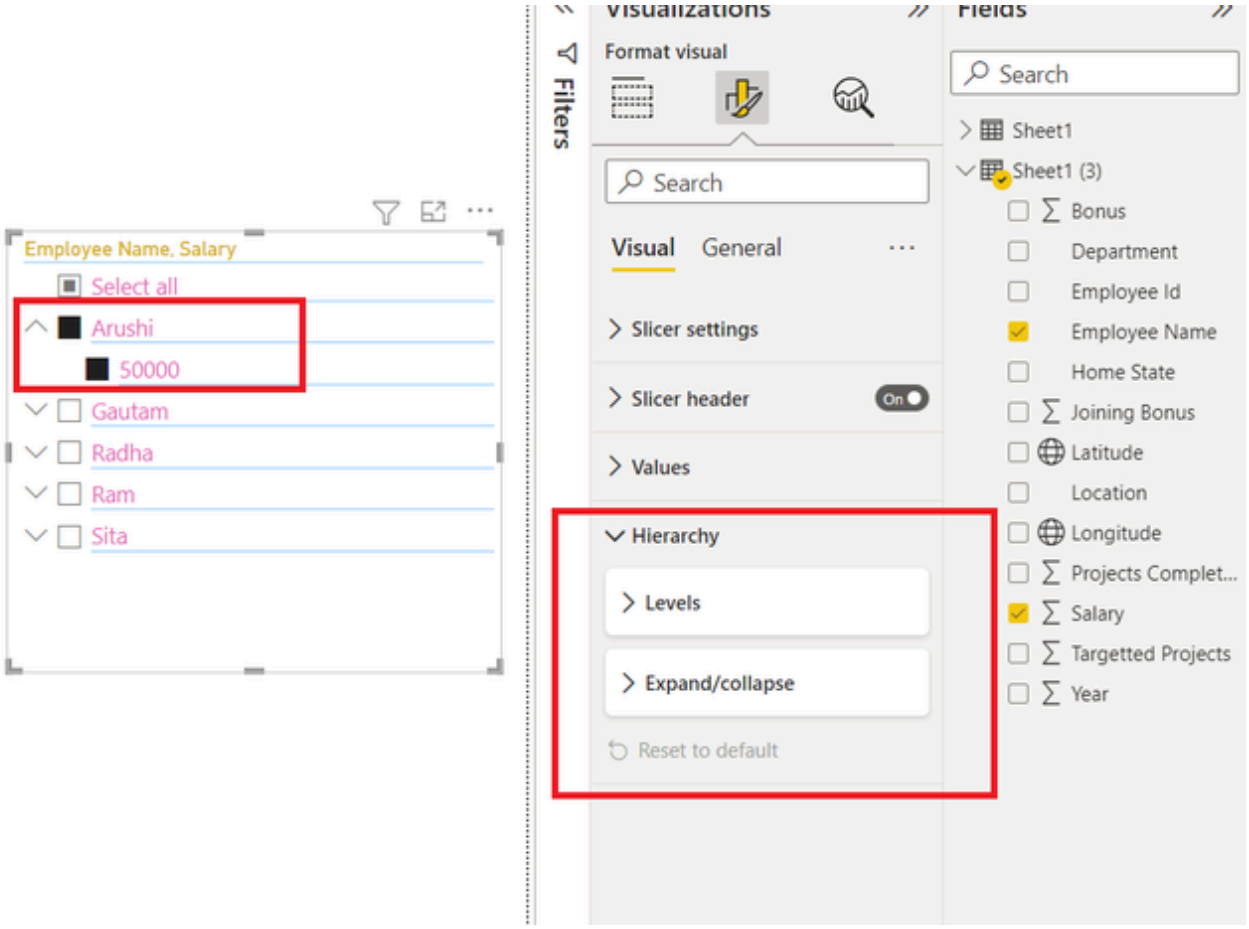
3.3 Click on the Background option. We can set the background color of the slicer values. Here we are keeping it white.



Background option

4. Hierarchy

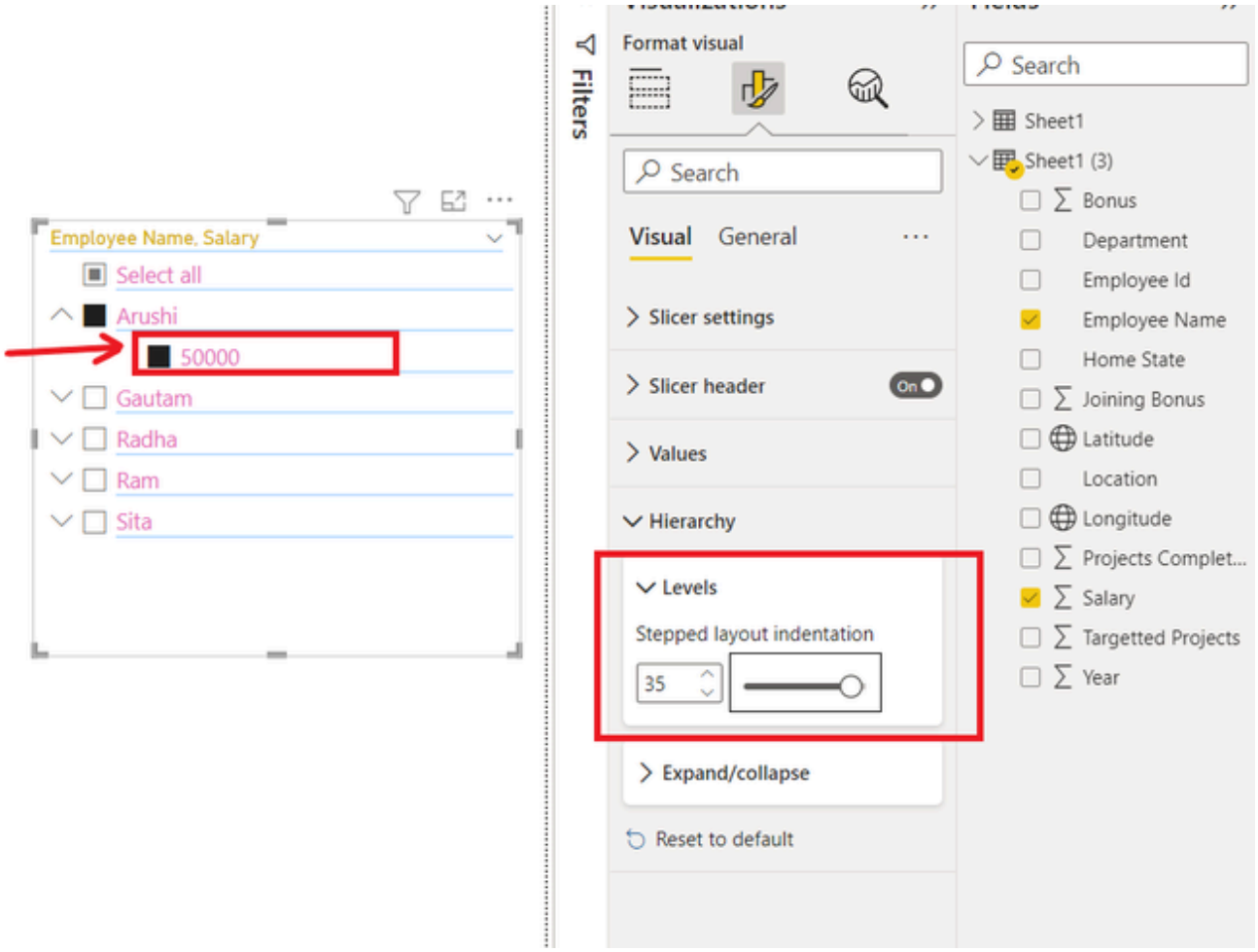
Hierarchy allows us to create nested slicer values which can added one after the other into the fields section. For example, salary can be a nested value under Employee Name. There are 2 options in this i.e Levels and Expand/Collapse.



Hierarchy

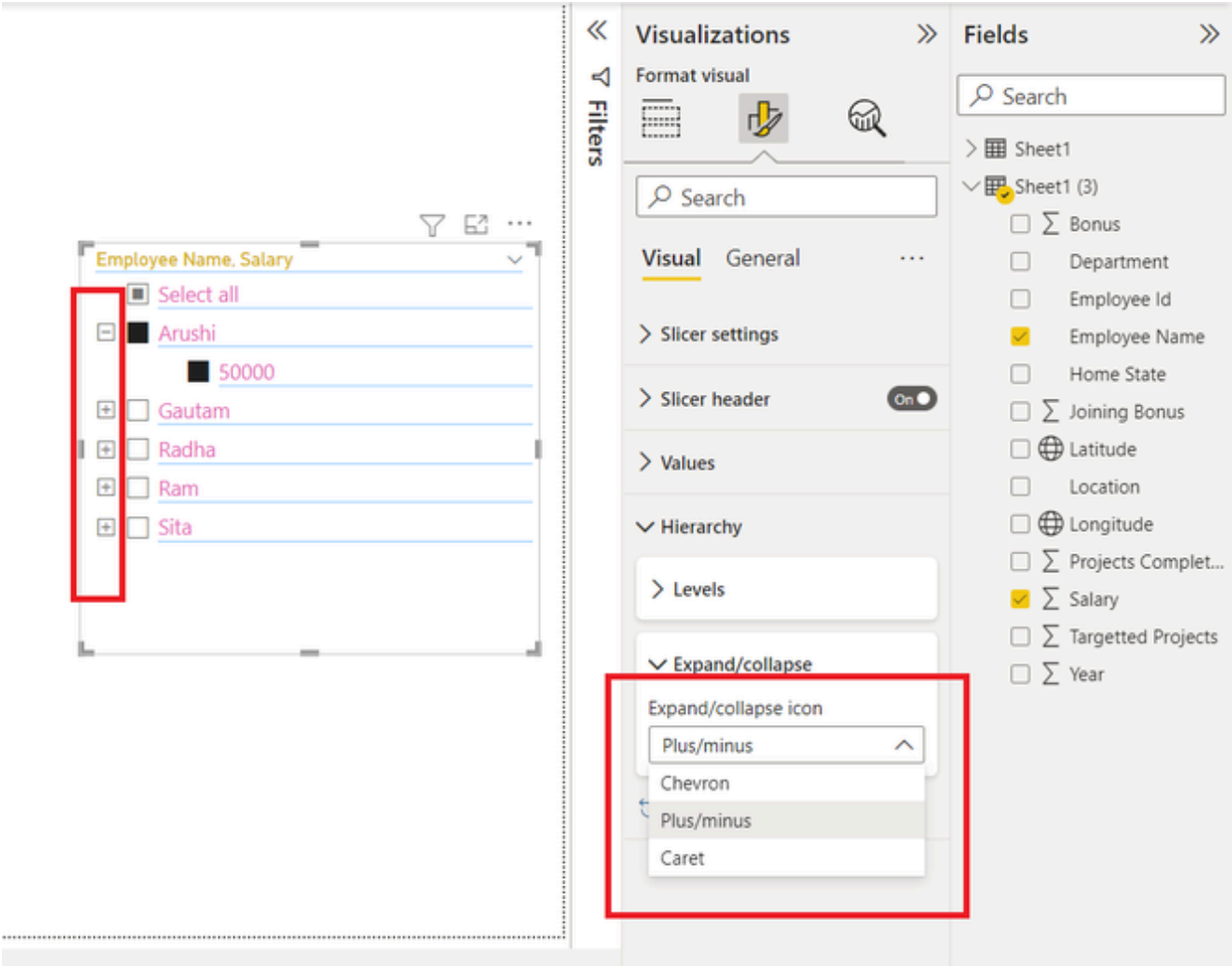
Steps:

4.1 Click on the Levels option. This is used to set an indentation to the nested slicer values. For example we can view in the below image that, the position of the salary value has been changed and shifted to the right.



Levels option

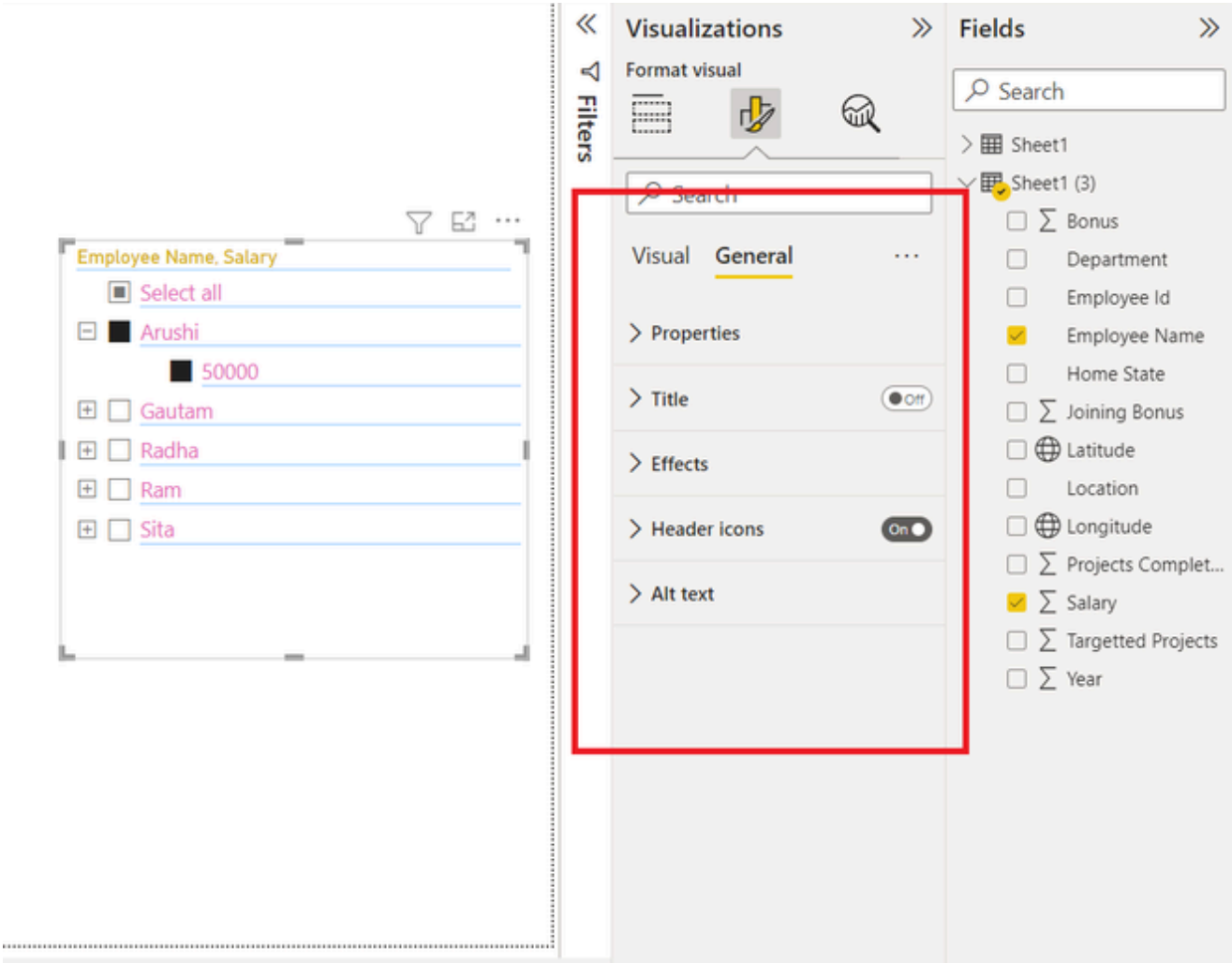
4.2 Click on the Expand/Collapse option. A drop-down appears. We can change the icon of the expand/collapse button. For example, we are setting the buttons to plus/minus.



Expand/Collapse option

General Formatting

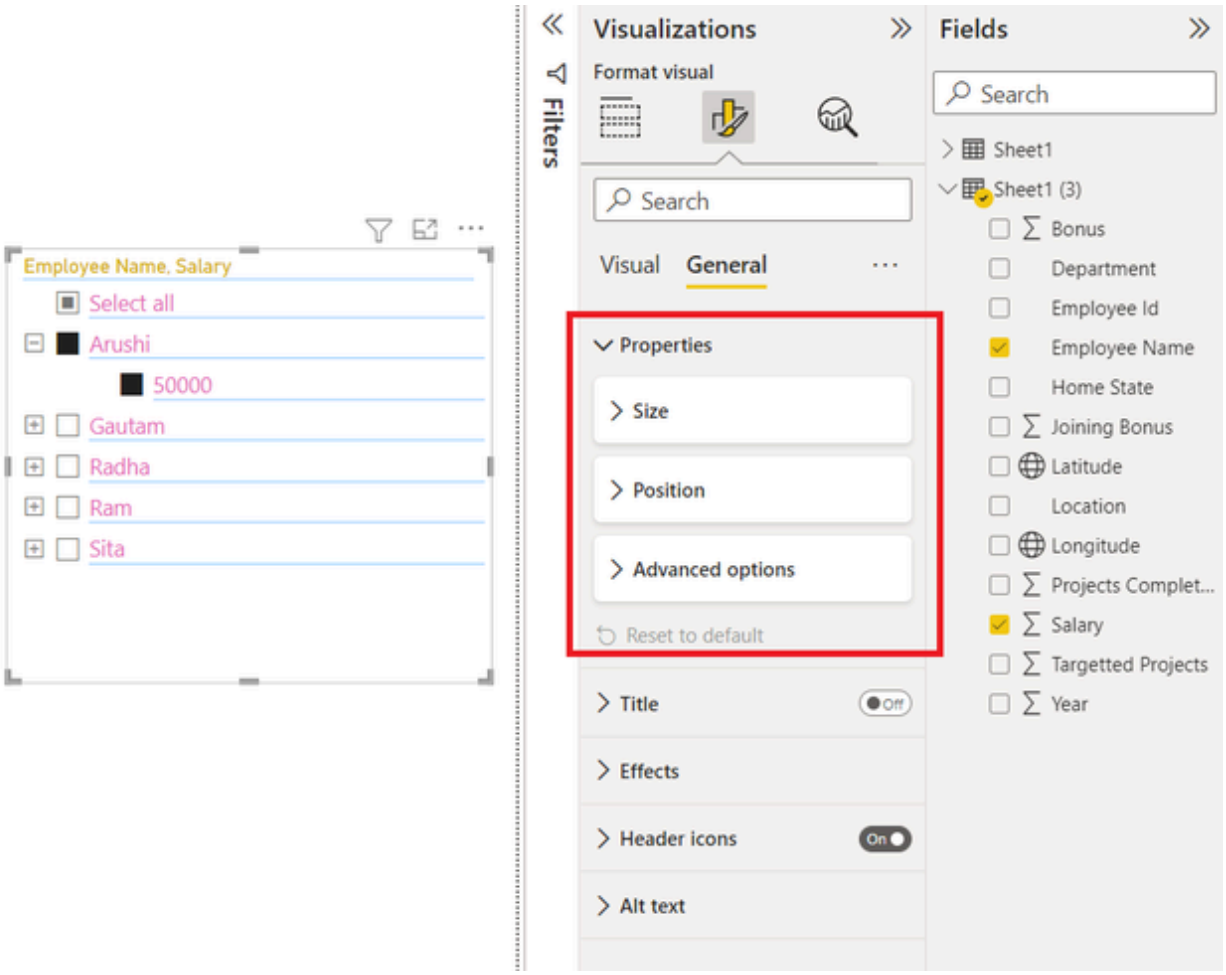
General formatting refers to more layout-based and overall visual adjustments including **Property**, **Title**, **Effects** and **Alt Text etc**.



General Formatting

1. Property

Properties are options like Size, Position and Advanced Options. These are used for resizing and repositioning visuals on the report canvas. Advance option comprises adding a layer order which is rarely used.



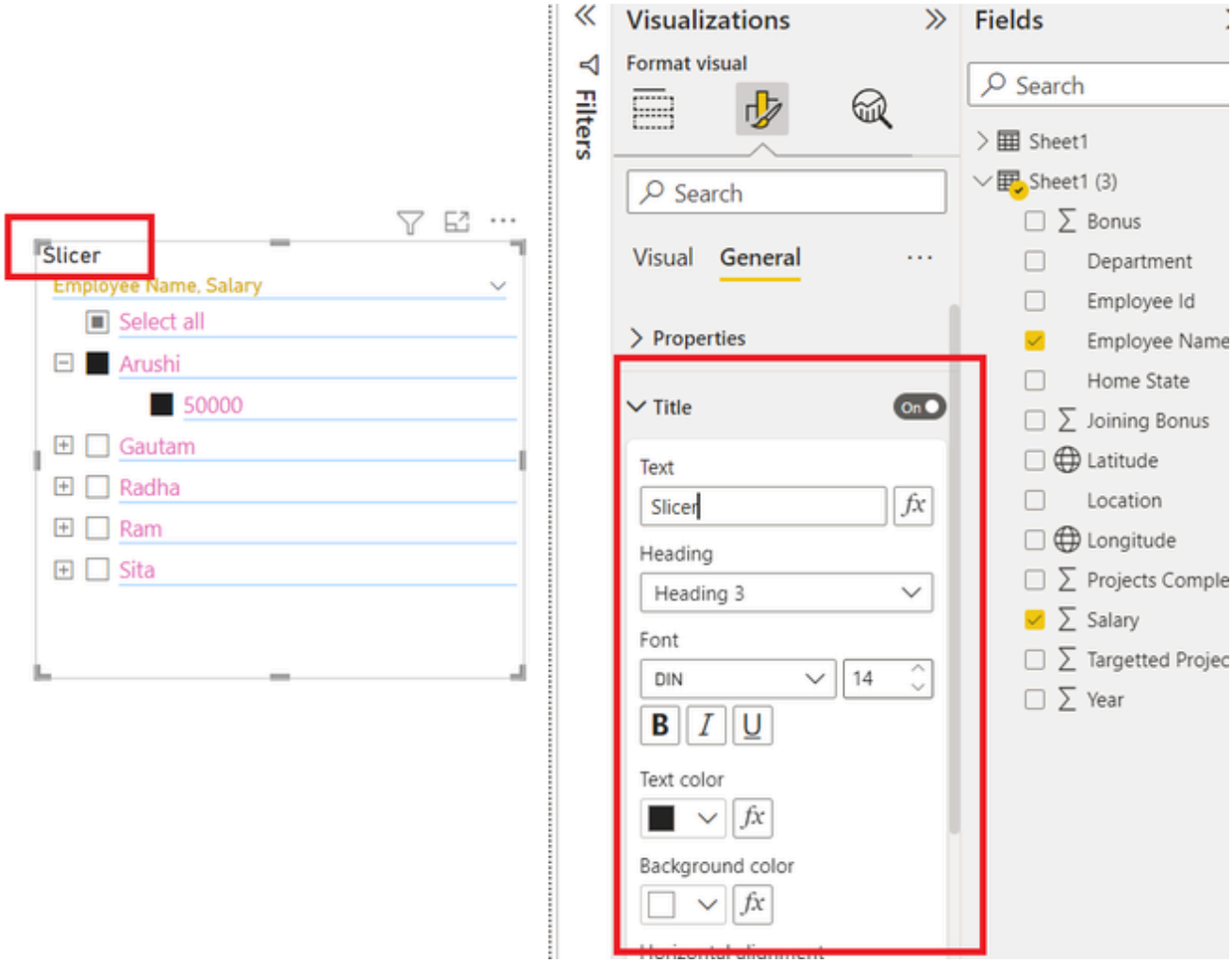
Property

2. Title

We can add a title to the visualization which appears at the top of the slicer.

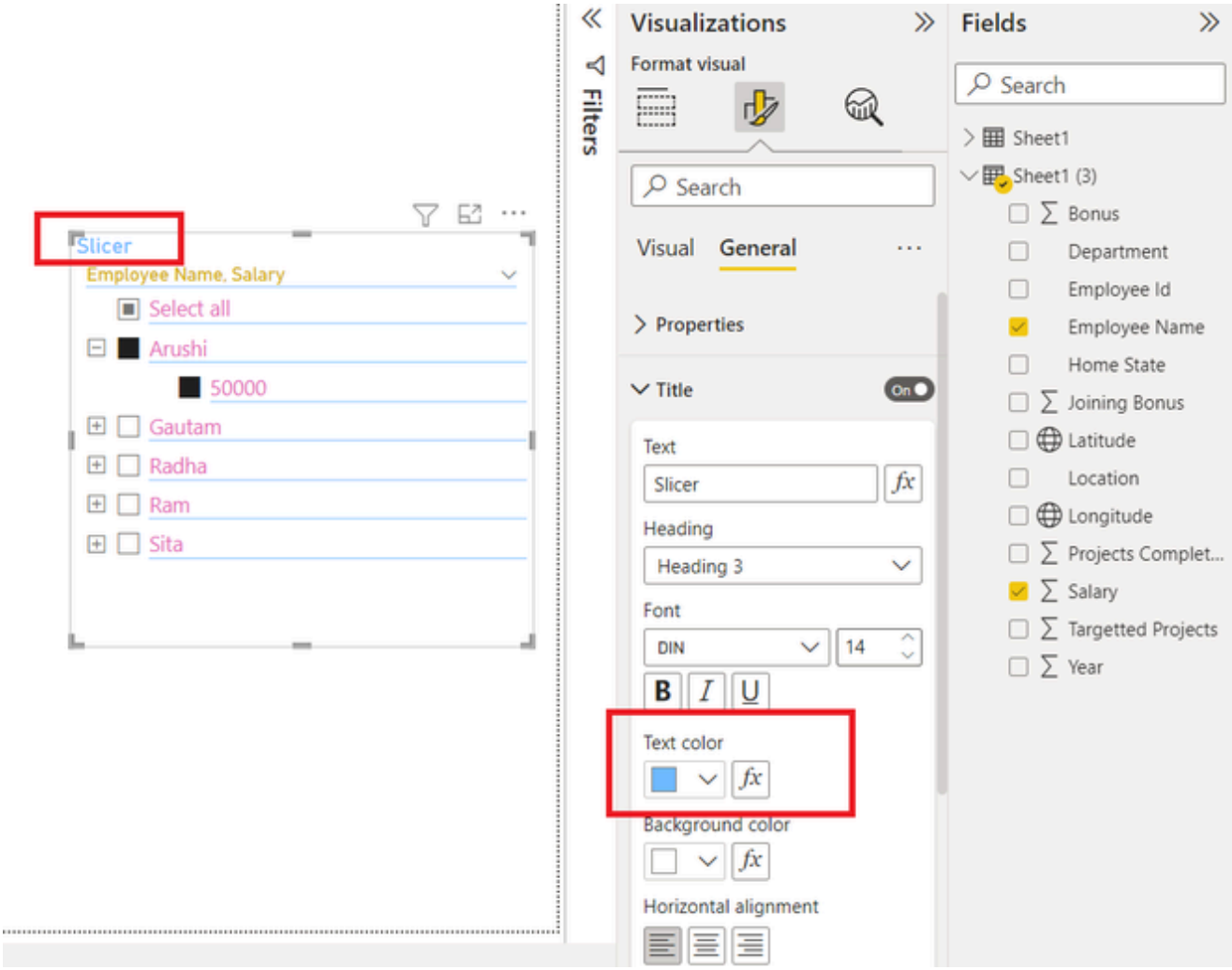
Steps:

2.1 Click on the Title option. A drop-down list appears. Add the title under the Text section (here Slicer). We can see in the image a title is added to the visualization. As done previously we can customize the size, font type of the slicer etc.



Title option

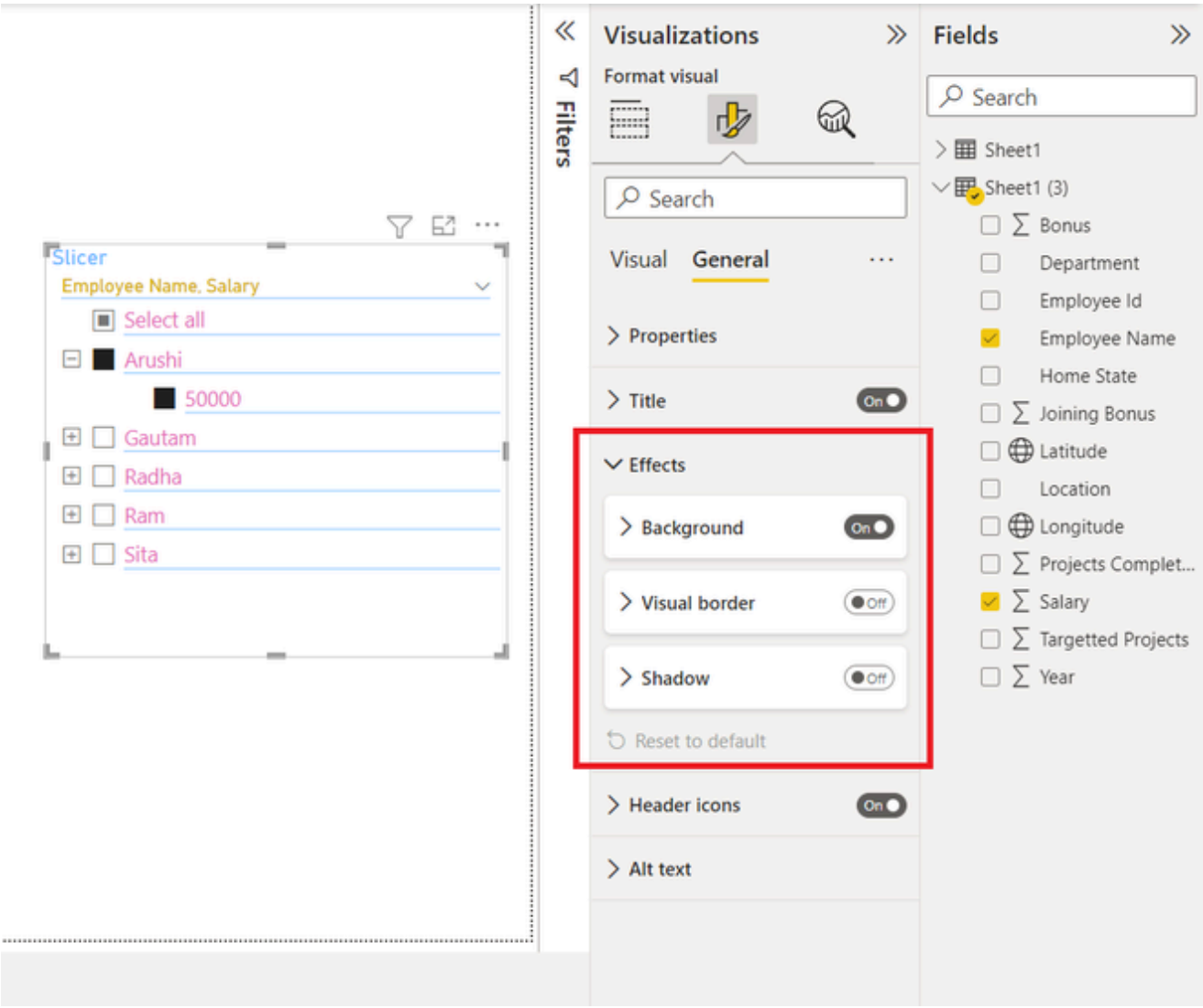
2.2 We can also change the color of the title. Under the text color select the required color (blue in this case).



text color

3. Effects

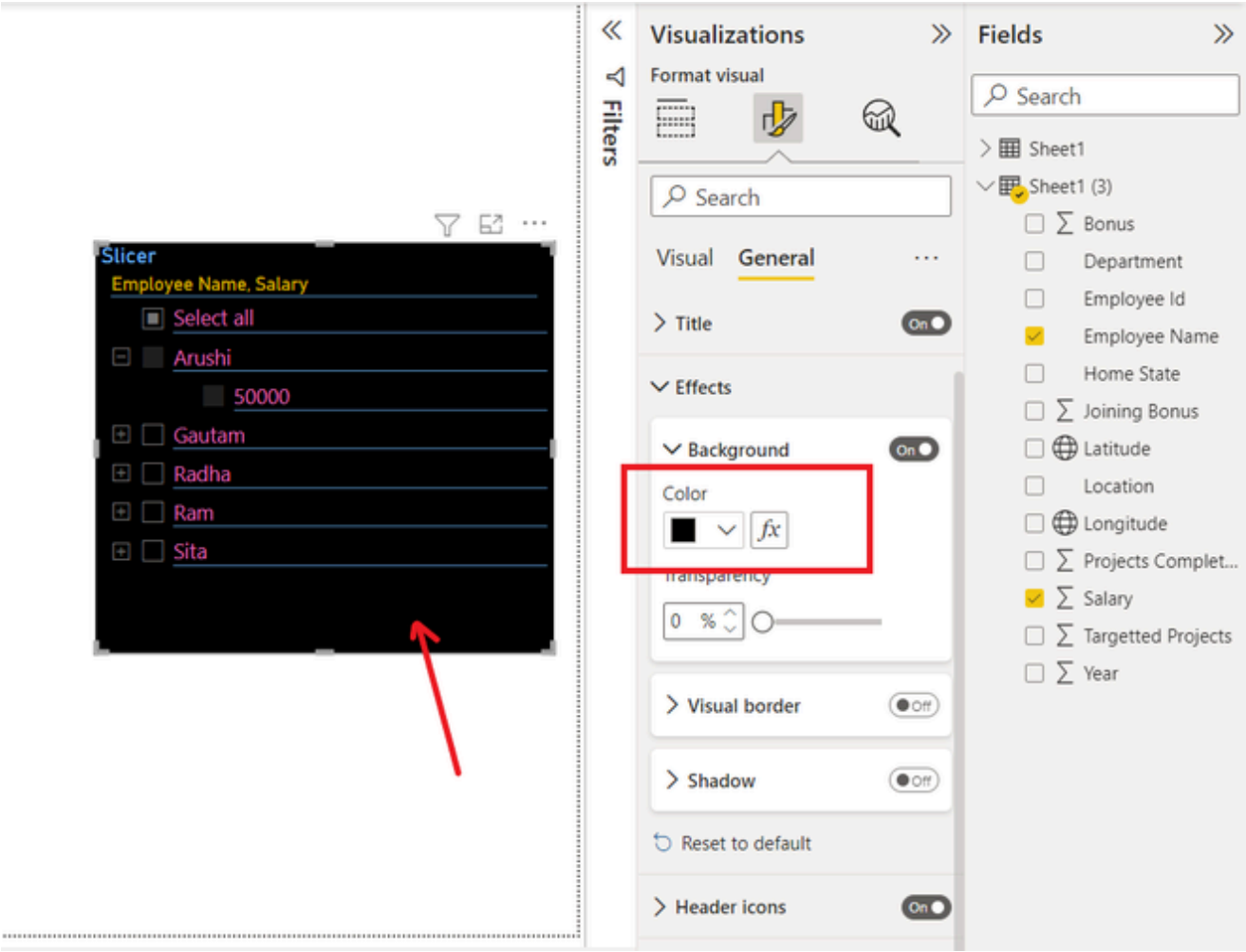
The effects section includes Background, Visual Border and Shadow. These options allow us to add background colors, borders and shadows to our slicer.



Effects

Steps:

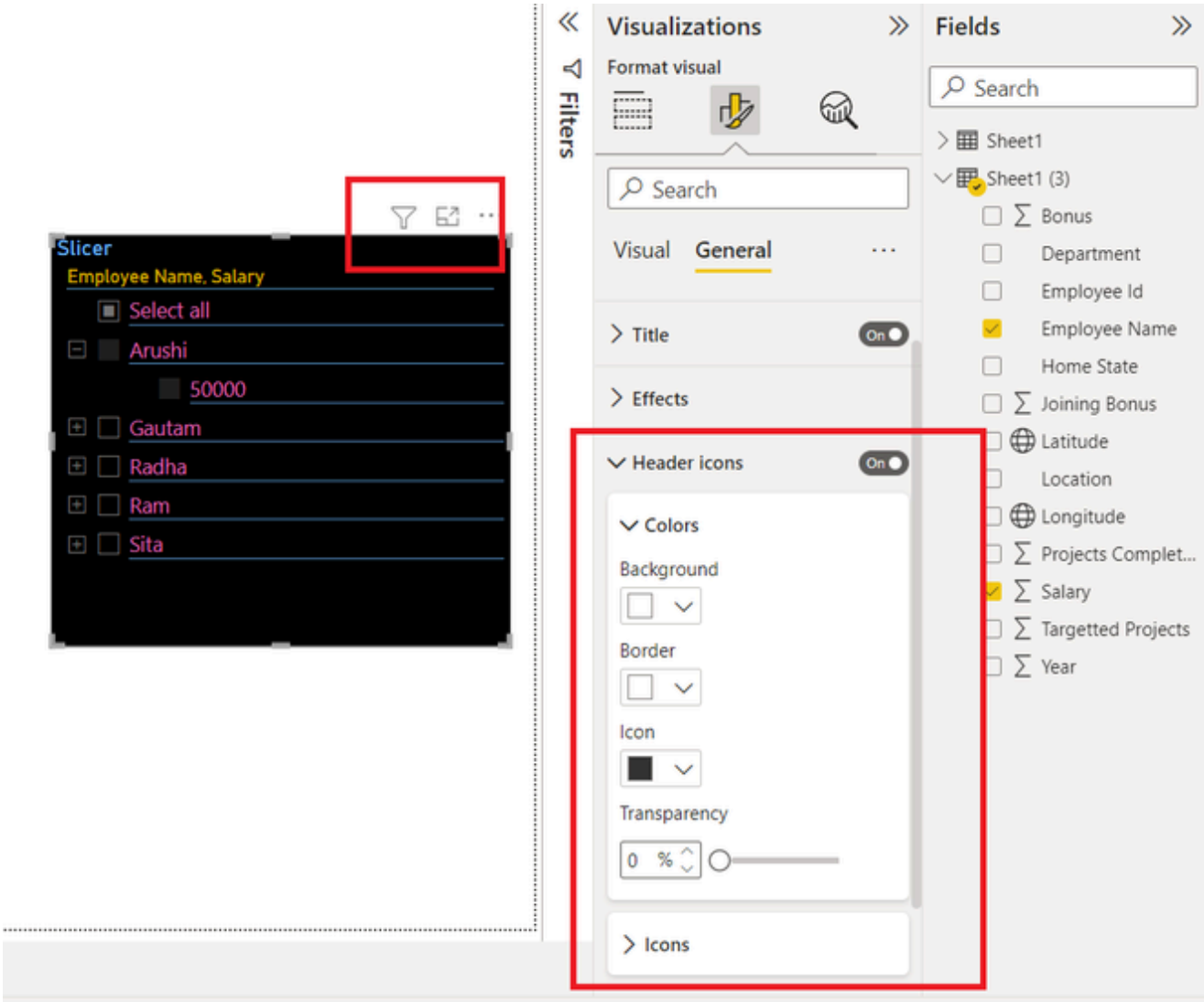
3.1 Click on the Background option. Select the color of the background accordingly(here black). We can see in the below image that the background of the slicer changed to black.



Background option

4. Header Icons

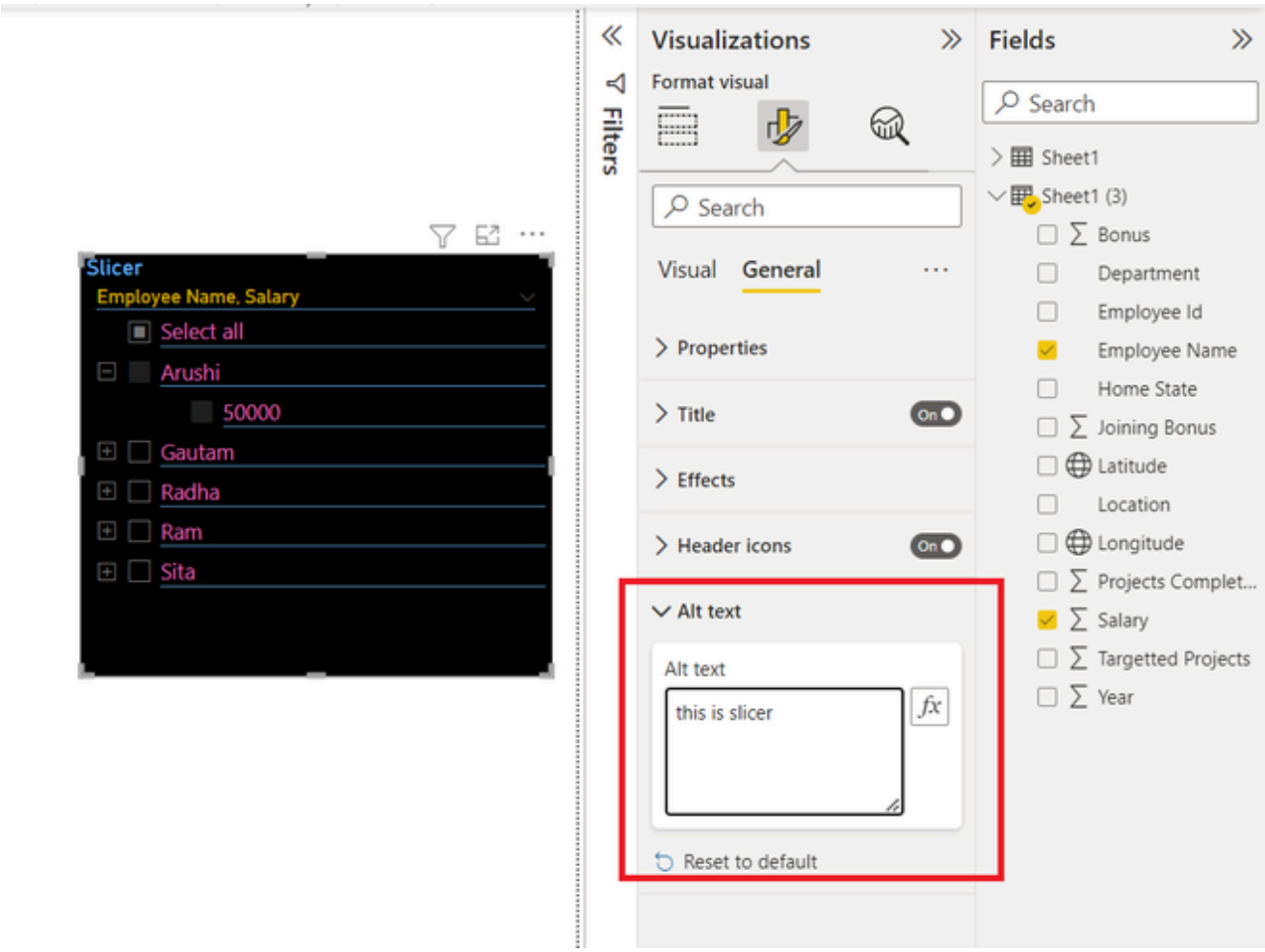
These are the icons that appear at the top of the visualization such as Filter on Visuals, More Focus and More Options. We can customize the background, border and icons here.



Header Icons

5. Alt Text

Alt text is useful for accessibility purposes. It allows screen readers to describe the slicer's contents for users who cannot see the visualization.



Alt Text

With these formatting techniques, we can create dynamic and visually engaging slicers in Power BI which helps in making our data analysis more interactive and tailored to our needs.

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GeeksforGeeks
Sanchhaya Education Private Limited
Corporate & Communications Address:
A-143, 7th Floor, Sovereign Corporate Tower, Sector- 136, Noida, Uttar Pradesh (201305)

Registered Address:

K 061, Tower K, Gulshan Vivante
Apartment, Sector 137, Noida, Gautam
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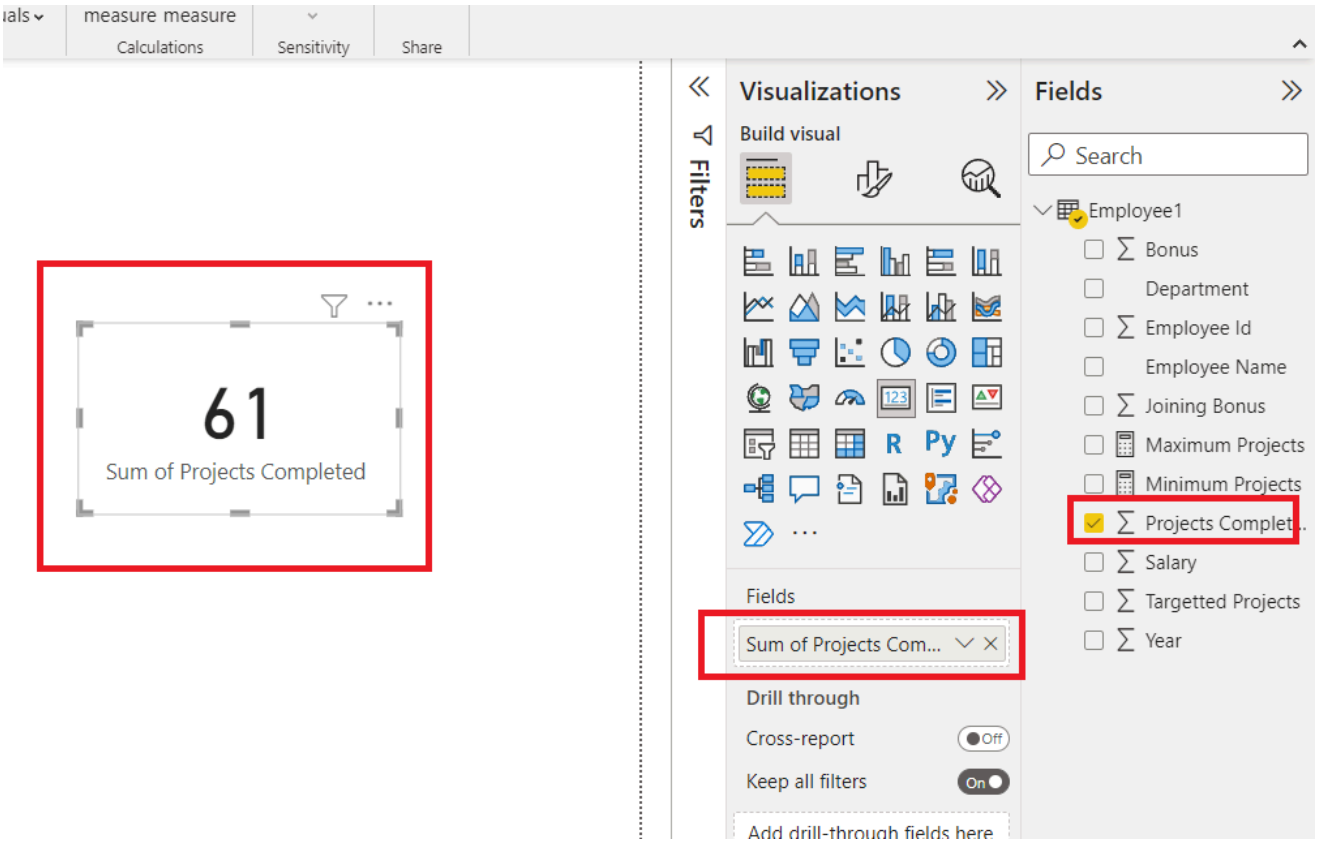
Power BI - How to Format a Card?

Last Updated : 16 Jan, 2023

Cards in Power BI help us display a certain value, corresponding to different dynamic scenarios. For example, want to know the total population of the world, and the population of a certain country by a slicer, all can be achieved by cards in Power BI. In this article, we will learn how to format a card in Power BI.

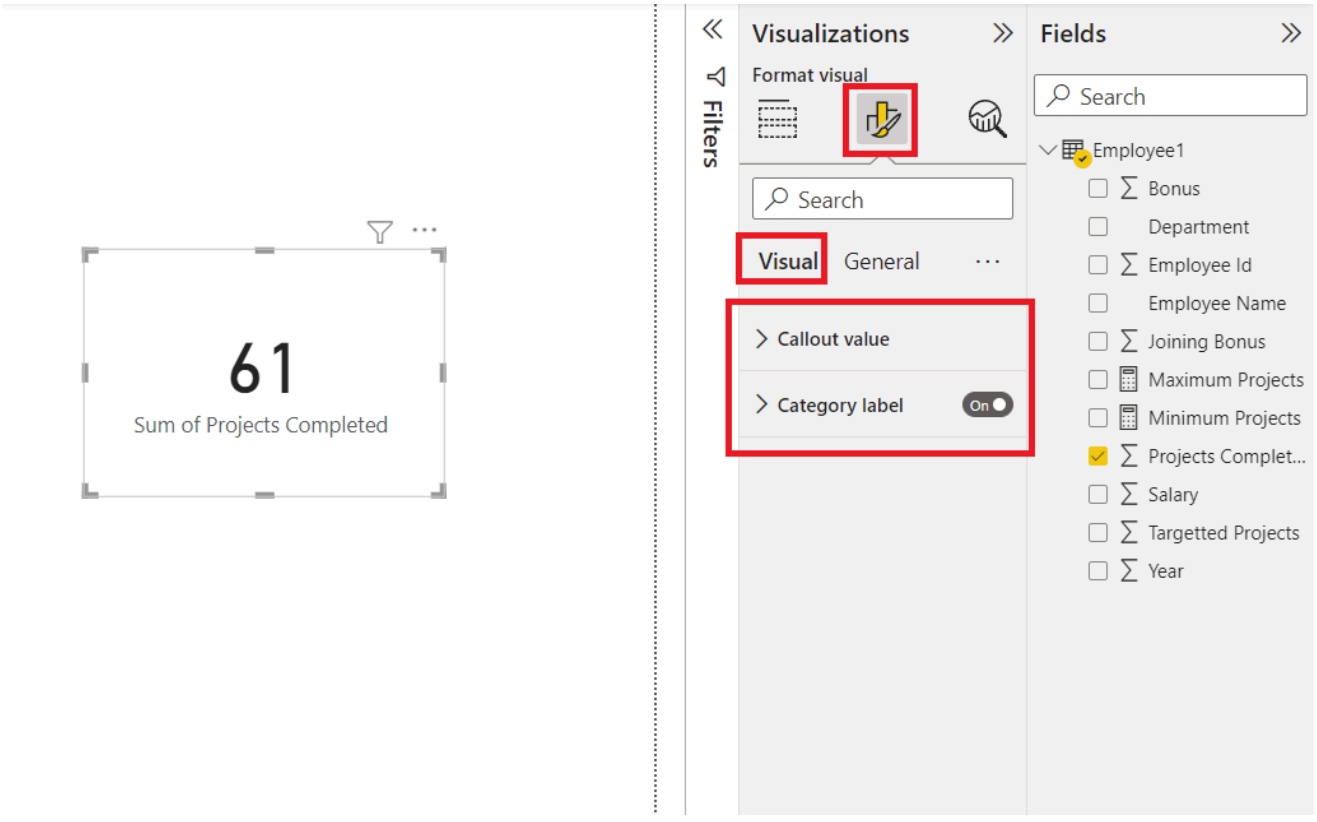
Formatting a Card In Power BI

After the successful, creation of a **card** in Power BI. We have multiple options to format it. For example, adding the **title** to a card, changing the **color**, and **position** of a card, adding **tooltips**, and **callout value** in a card. We have been given a dataset, name, **Employee**, and we have created a card with the **total number of projects completed**. Using this card, we will explore every option of a card in Power BI. There are **two** types of Formatting in visualizations i.e. **visual formatting** and **general formatting.**



Visual Formatting

Visual formatting comprises **two** options, **Callout value**, and **Category label**.

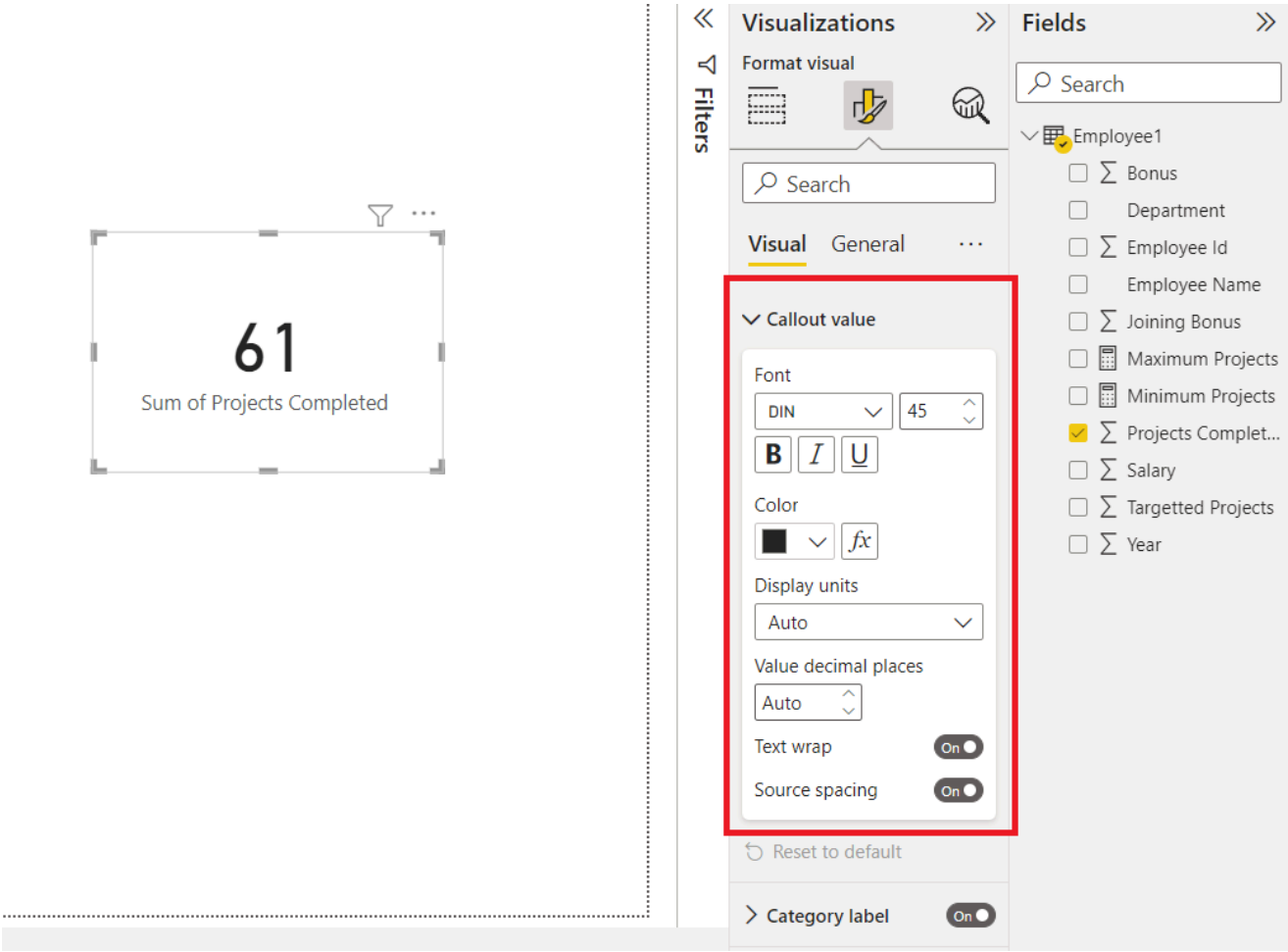


Callout Value

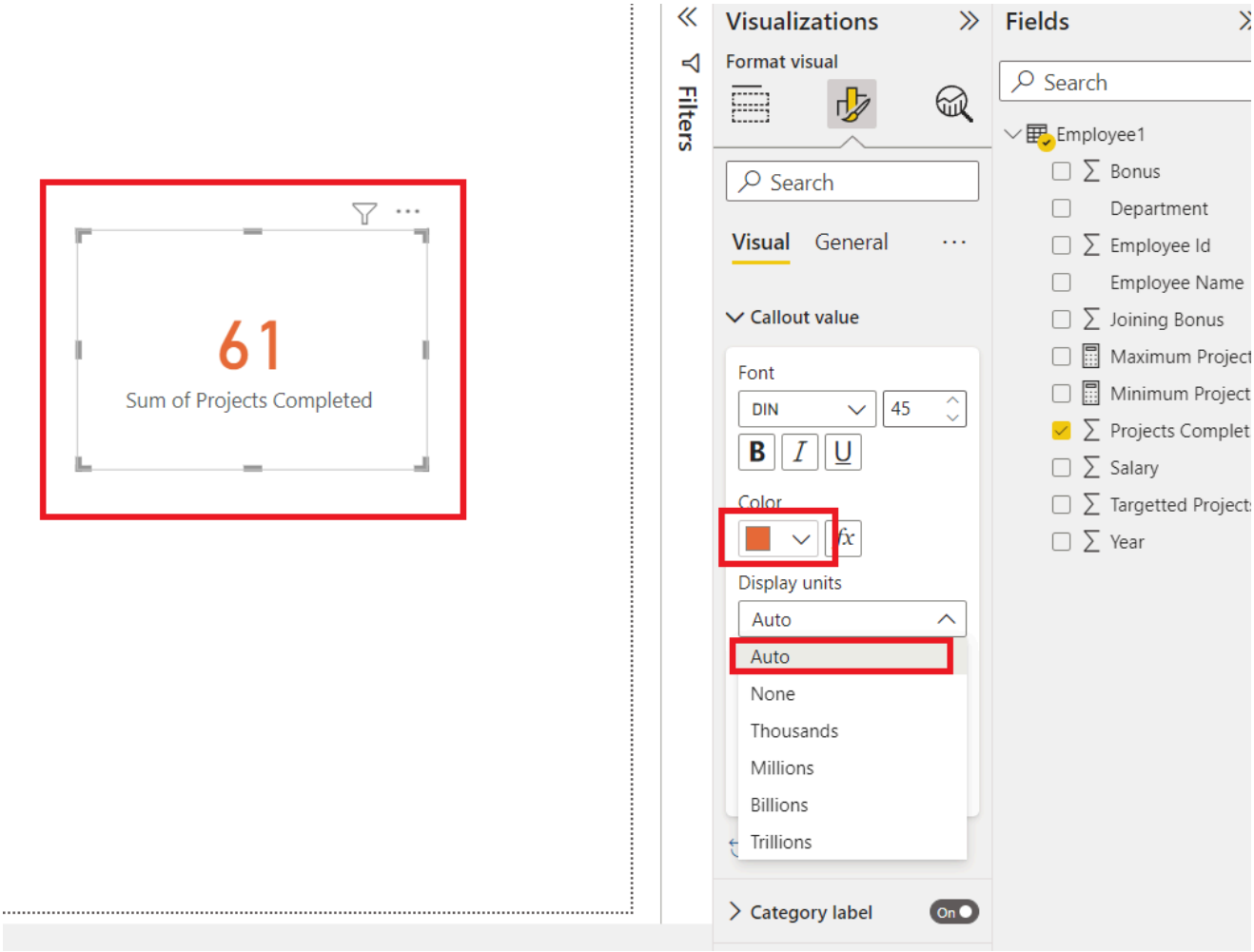
Callout value helps format the main content of the card.

The following are the steps:

Step 1: Click on the **Callout Value** option. A drop-down appears. We have multiple options available here. A **font** is an option used to select the type of text we want to show on the card, we can also set the **size of the text**, etc.



Step 2: To change the color of the **number 61,** click on the **color** option. Select the required color. For example, we have selected **orange** color, and the **number 61** is changed to orange color. We can also set the unit of a number, like thousand, million, none, etc.

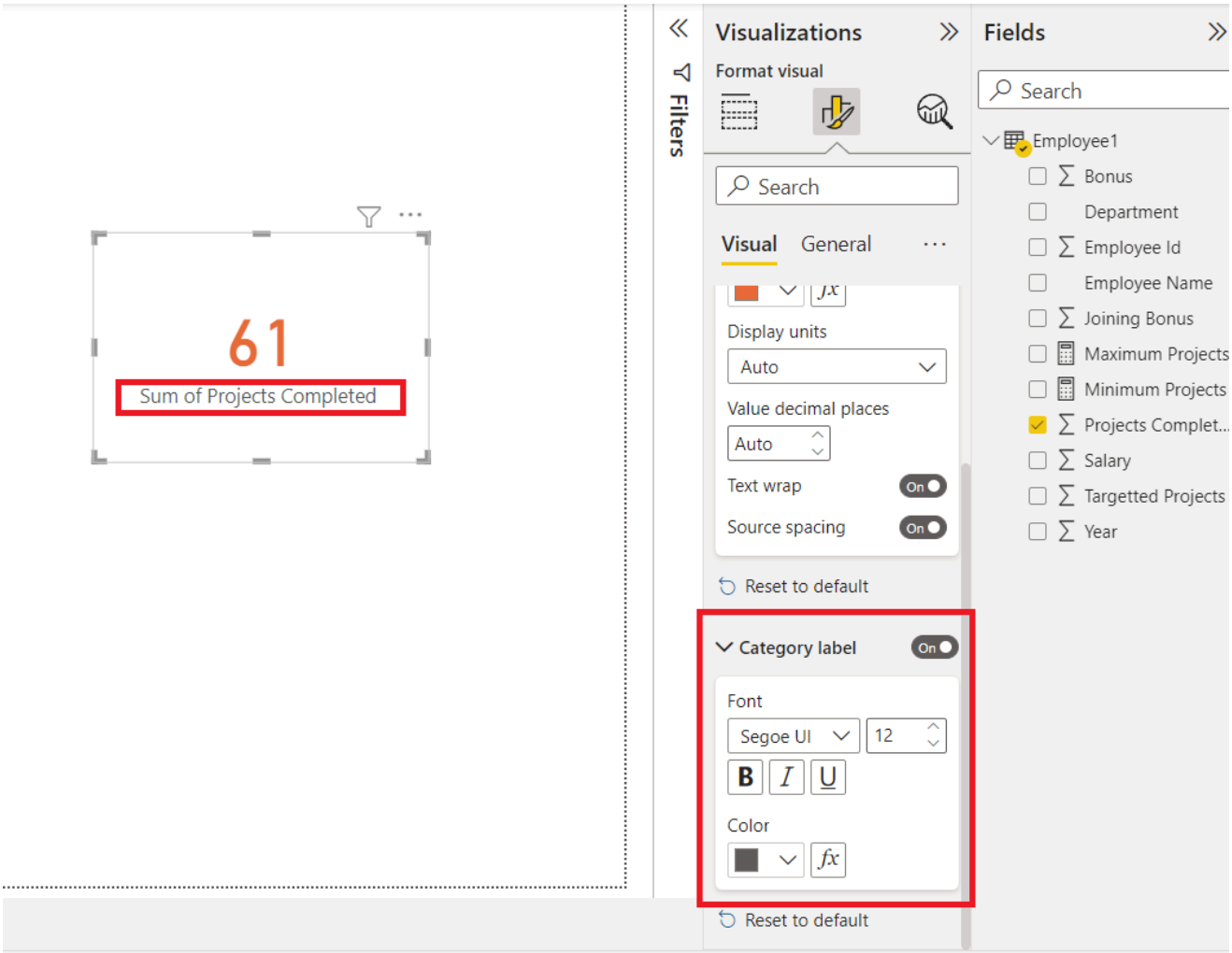


Category label

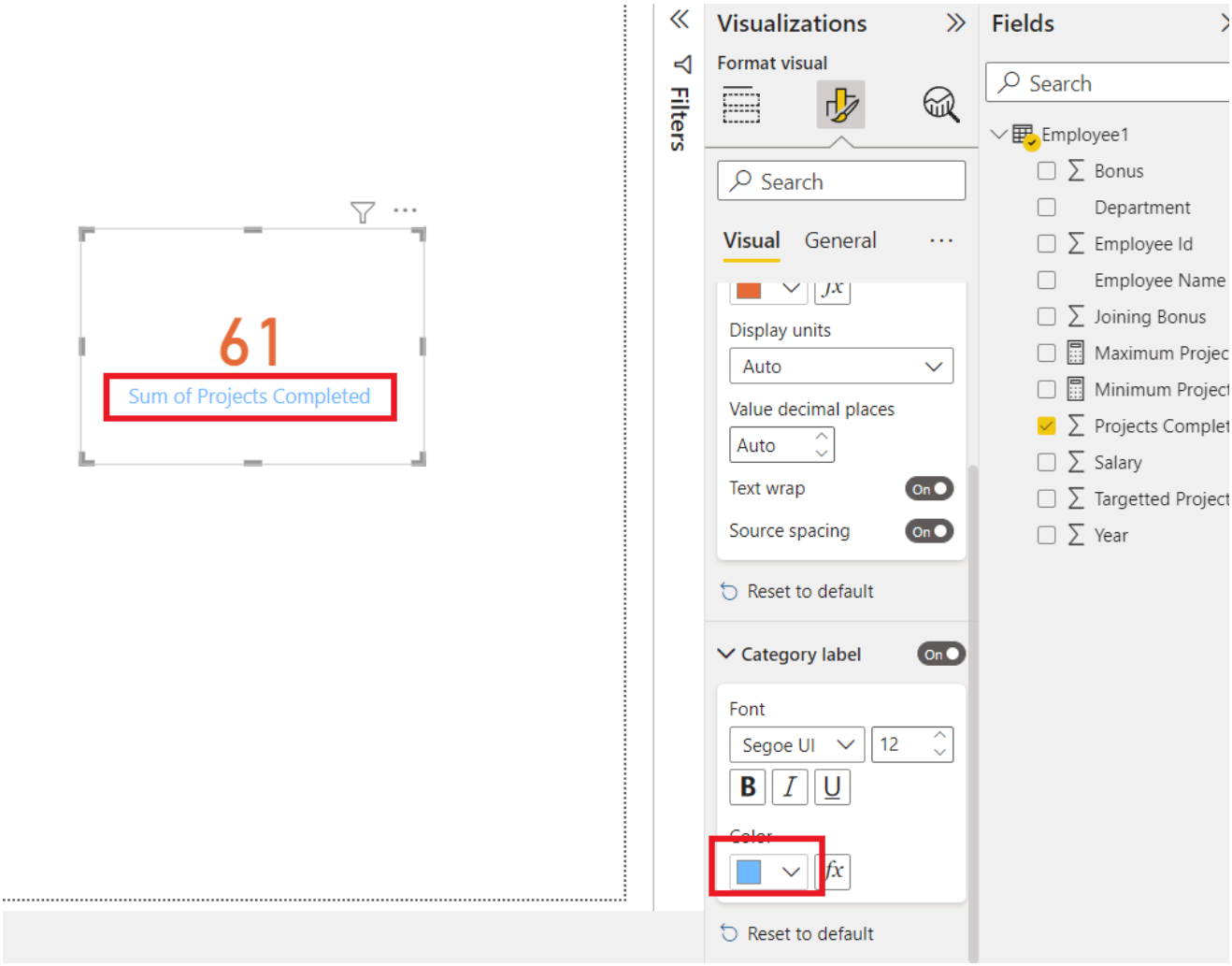
Category label help customize the text written below the main text. For example, **Sum of Projects Completed.**

The following are the steps:

Step 1: Click on the **Callout label** option. A drop-down appears. We have multiple options available here. A **font** is an option used to select the type of text we want to choose for the callout label. We can also change the **size** of the callout value.

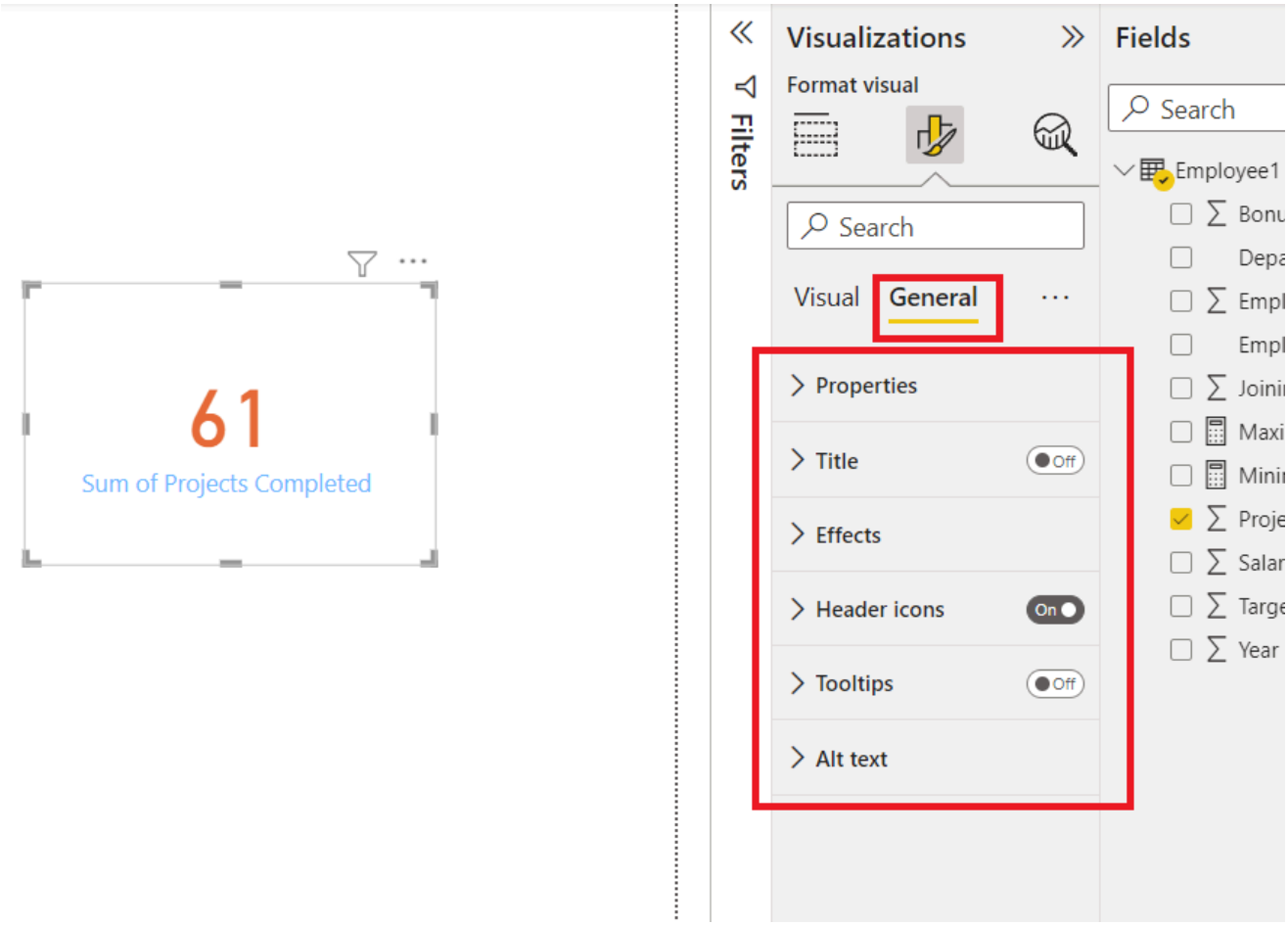


Step 2: To change the color of the callout label, click on the **Color** option. Select the required color. For example, blue in this case. The value of the callout label is changed to **blue**.



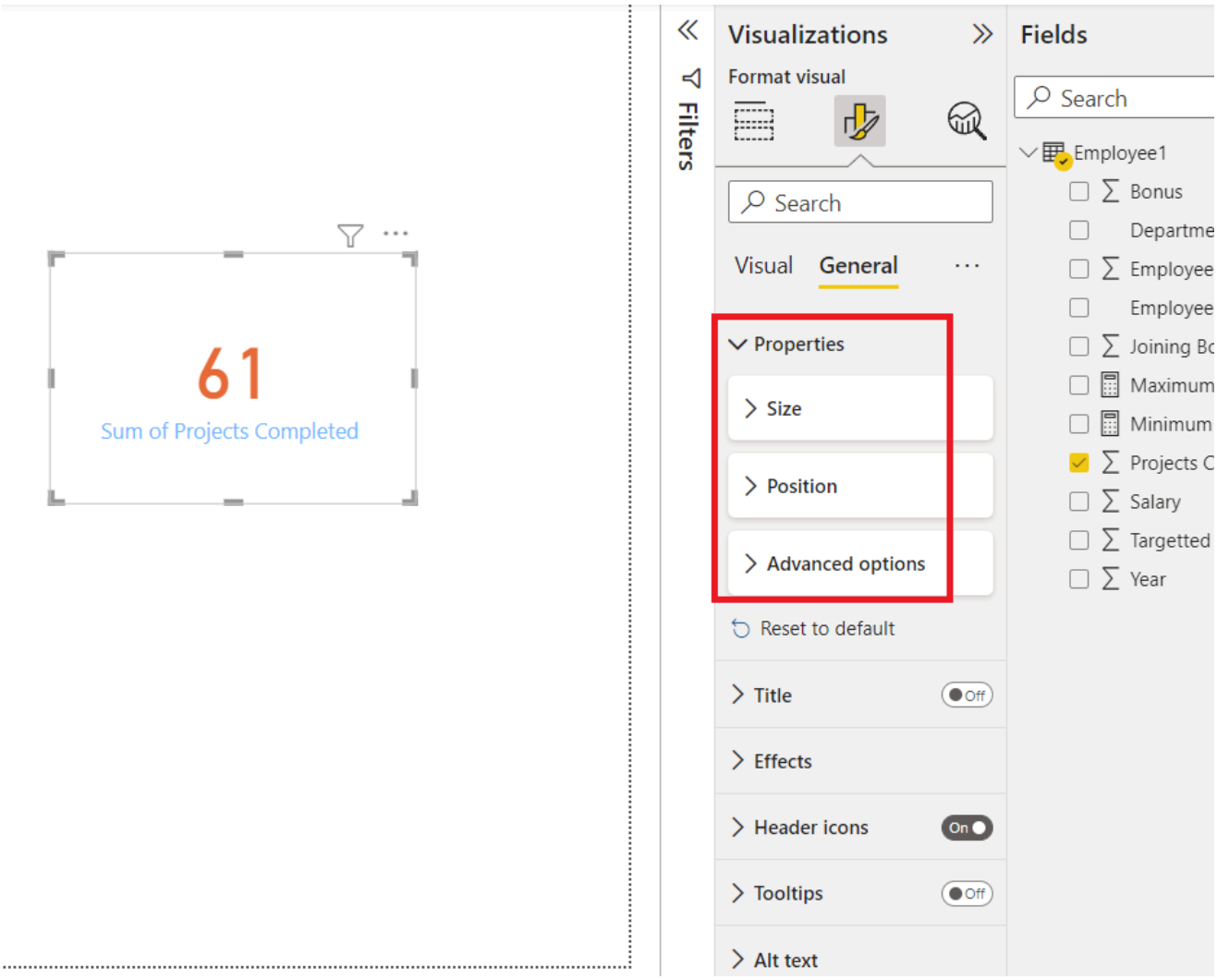
General Formatting

There are multiple options in **general formatting.** For cards, we have options like Title, tooltip, effects, alt text, etc. We will look at each of the options in detail.



Property

The **property** option is generally present in every visualization. It contains **three** options, **Size**, **position**, and **Advance options**. We, generally do not use these properties, because all are easily accessible with **mouse clicks.** The **size** property helps to resize the visualization created. The **position** property changes the position of the visualization, in the report. The **Advance option** comprises adding a **layer order,** which is rarely used.

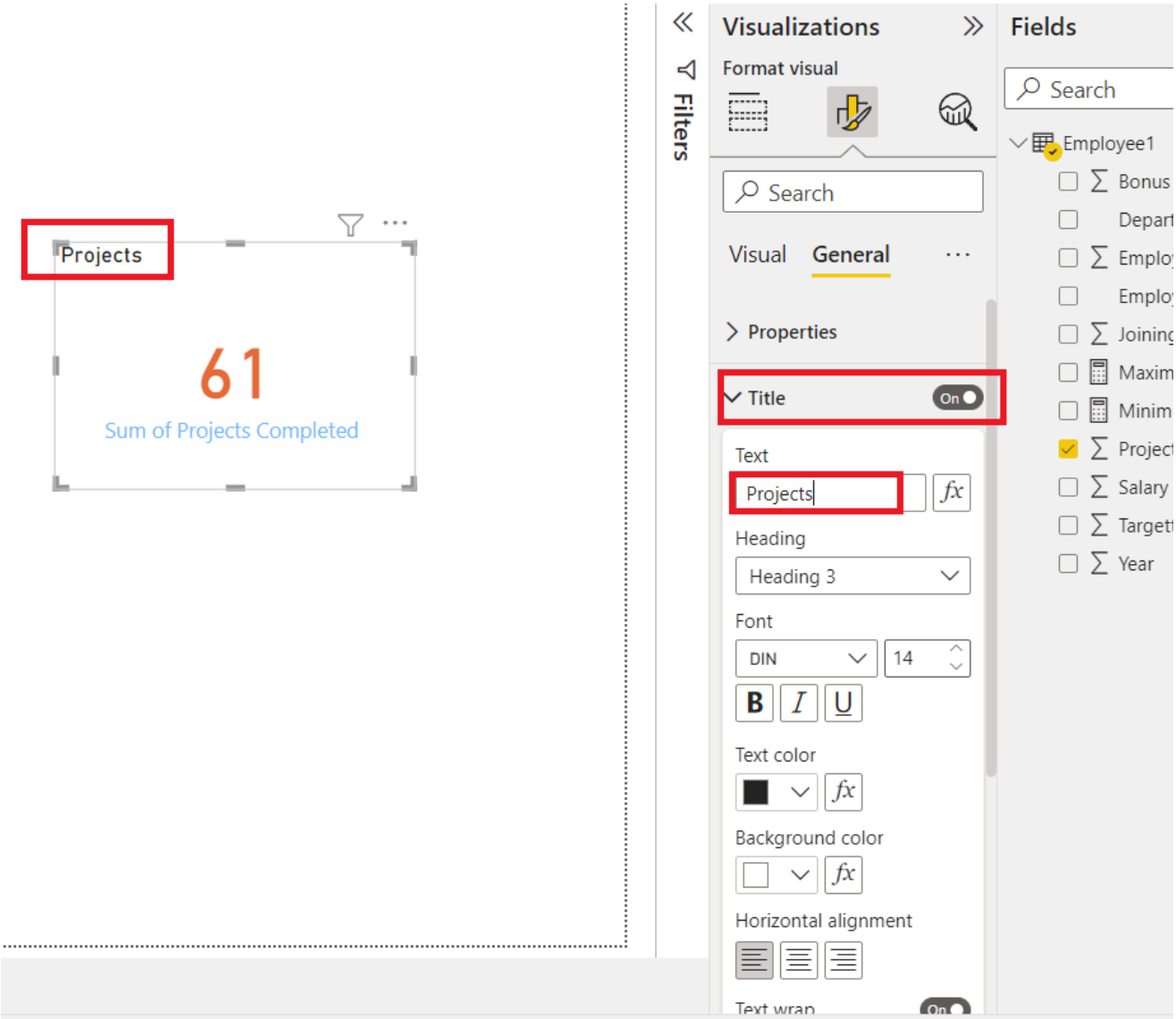


Title

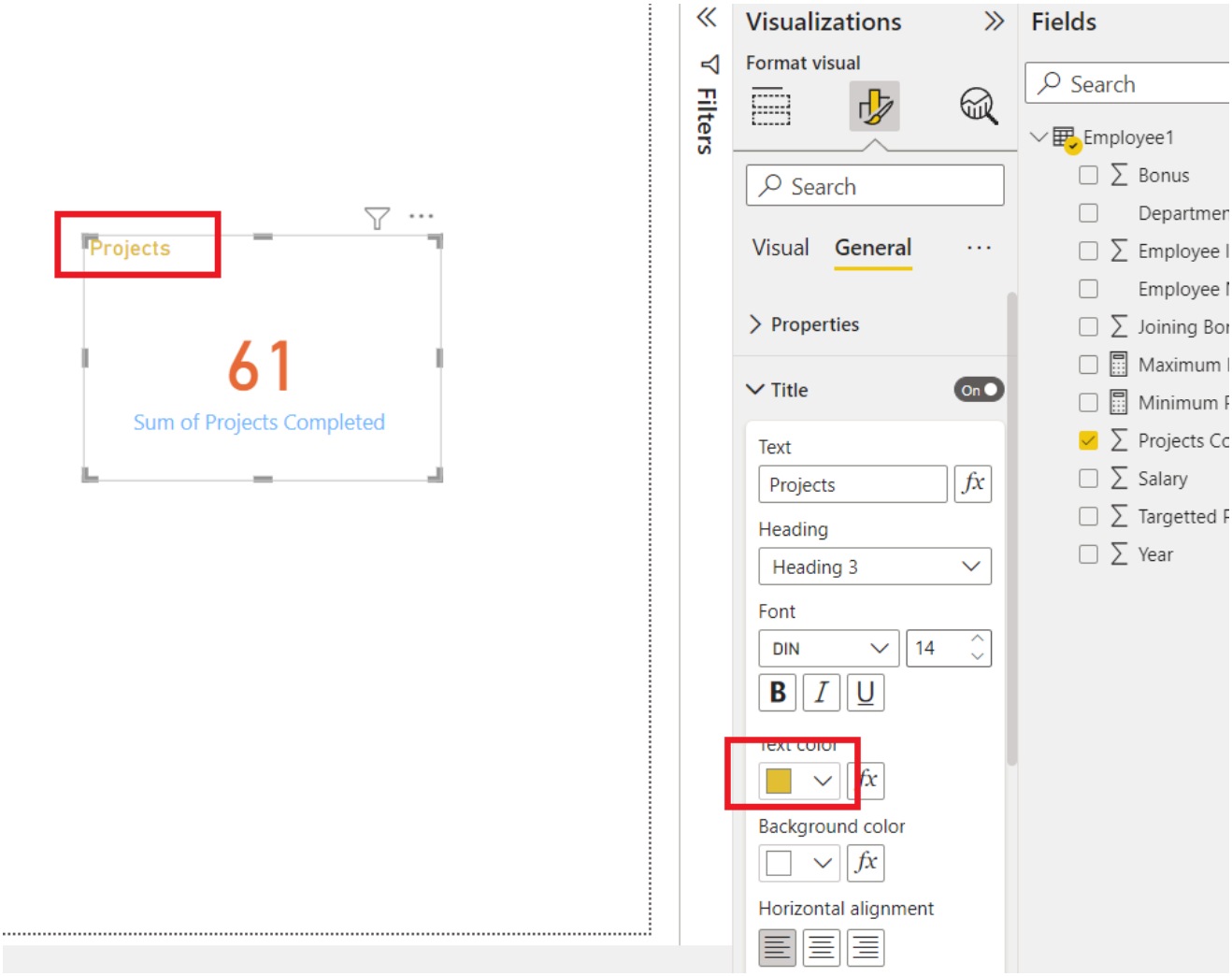
The title formatting is present in every visualization. As the name suggests, it adds a heading to the visualization. Click on the slider to enable the title.

The following are the steps:

Step 1: Click on the **Title** option. A drop-down list appears. Add the **title**, under the **Text** section. For example, **Projects**. We can view in the image a title is added to the card. As done previously we can customize the **size**, **font type** of the card, etc.

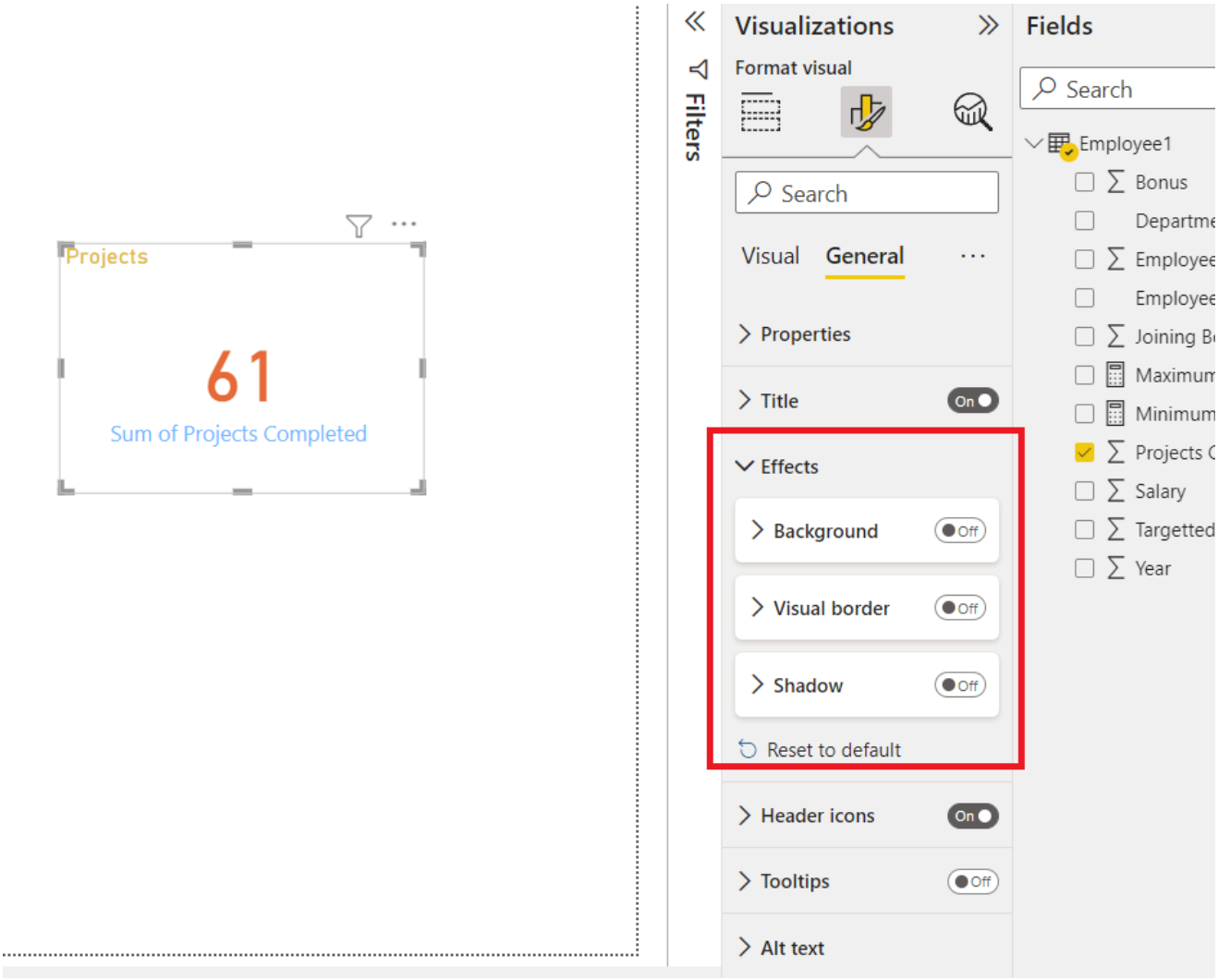


Step 2: We can also change the **color** of the title. Under the **text color**, select the required color. For example, **yellow** in this case. The title color changes to **yellow**.



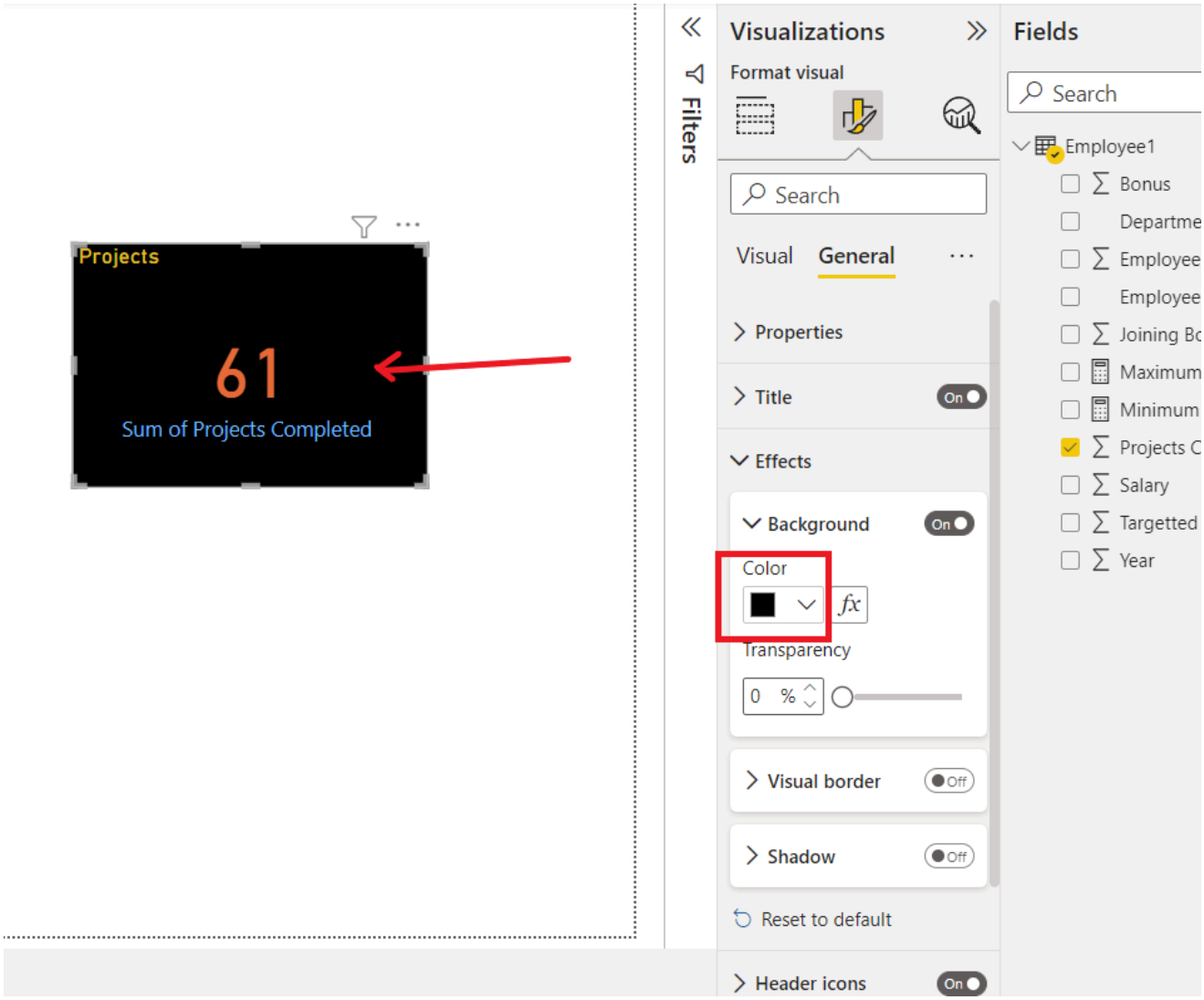
Effects

The effects section comprises **three** features i.e. **Background, Visual Border,** and **Shadow**. All works according to their names. The **background** adds a background color to the visualization, the **Visual border** adds a border around the visualization, and **the shadow** option creates a shadow on the outskirts of the visualization.



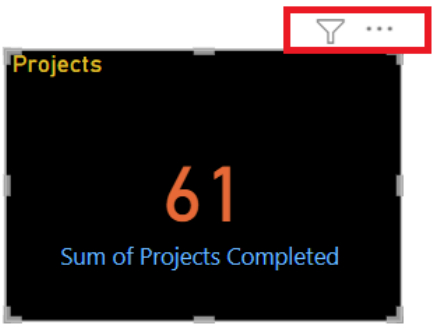
The following are the steps:

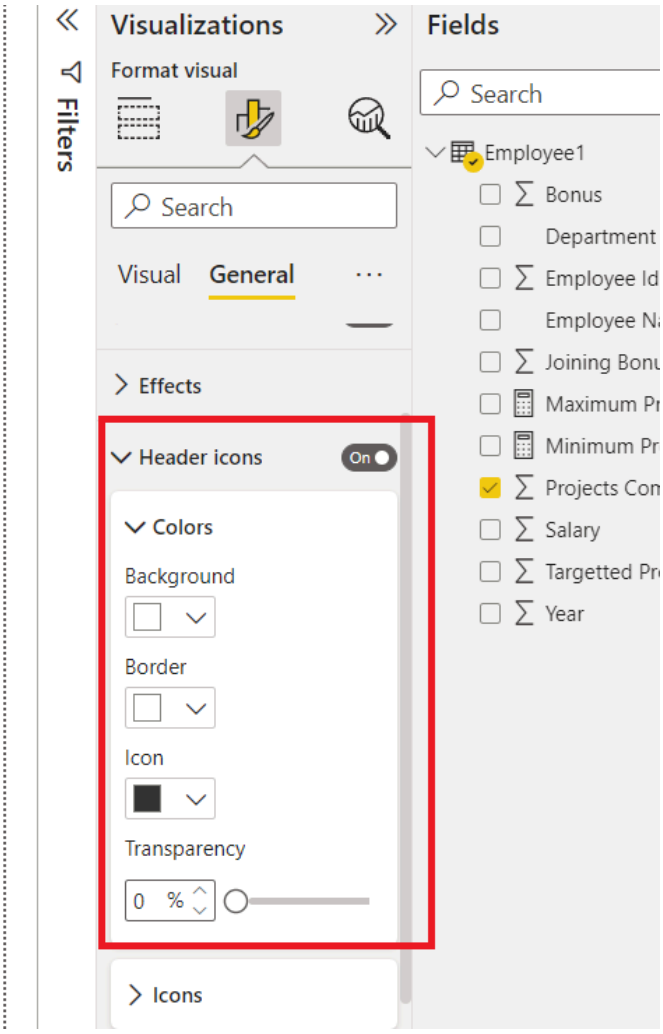
Step 1: Click on the **Background** option. Select the color of the background accordingly. For example, **Black**. We can view in the below image that the background of the card changed to black.



Header Icons

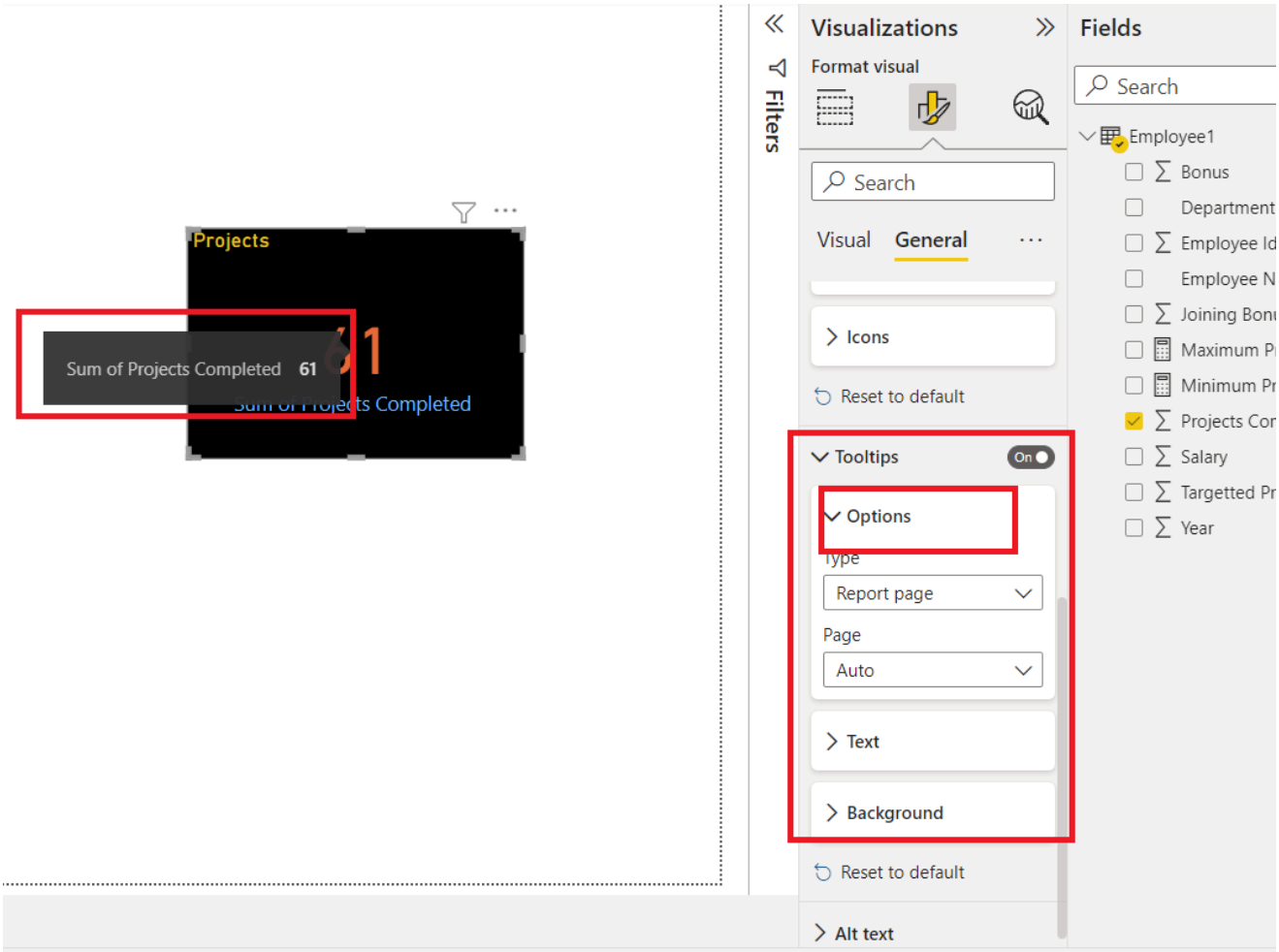
Header-icons are the options, present on the top of the visualization. For cards, there are **two** options, **filter on visuals** and **more options**. Click on the header-icons option, we will get various options, like Background, Border, and Icons. One can set its colors as per choice.





Tooltips

If we hover over a visualization, then we cannot view any information related to the card. Consider a situation, if we want to display the **Sum of projects completed** when we hover over the card, then this task can be achieved by the **Tooltips** option. Tooltips have **three** properties i.e. **Options**, **Text**, and **Background**. Click on the tooltips option. Now, if we hover at the card, then we can see that **sum of projects completed** is displayed. We can set text and background color according to our needs.



Alt Text

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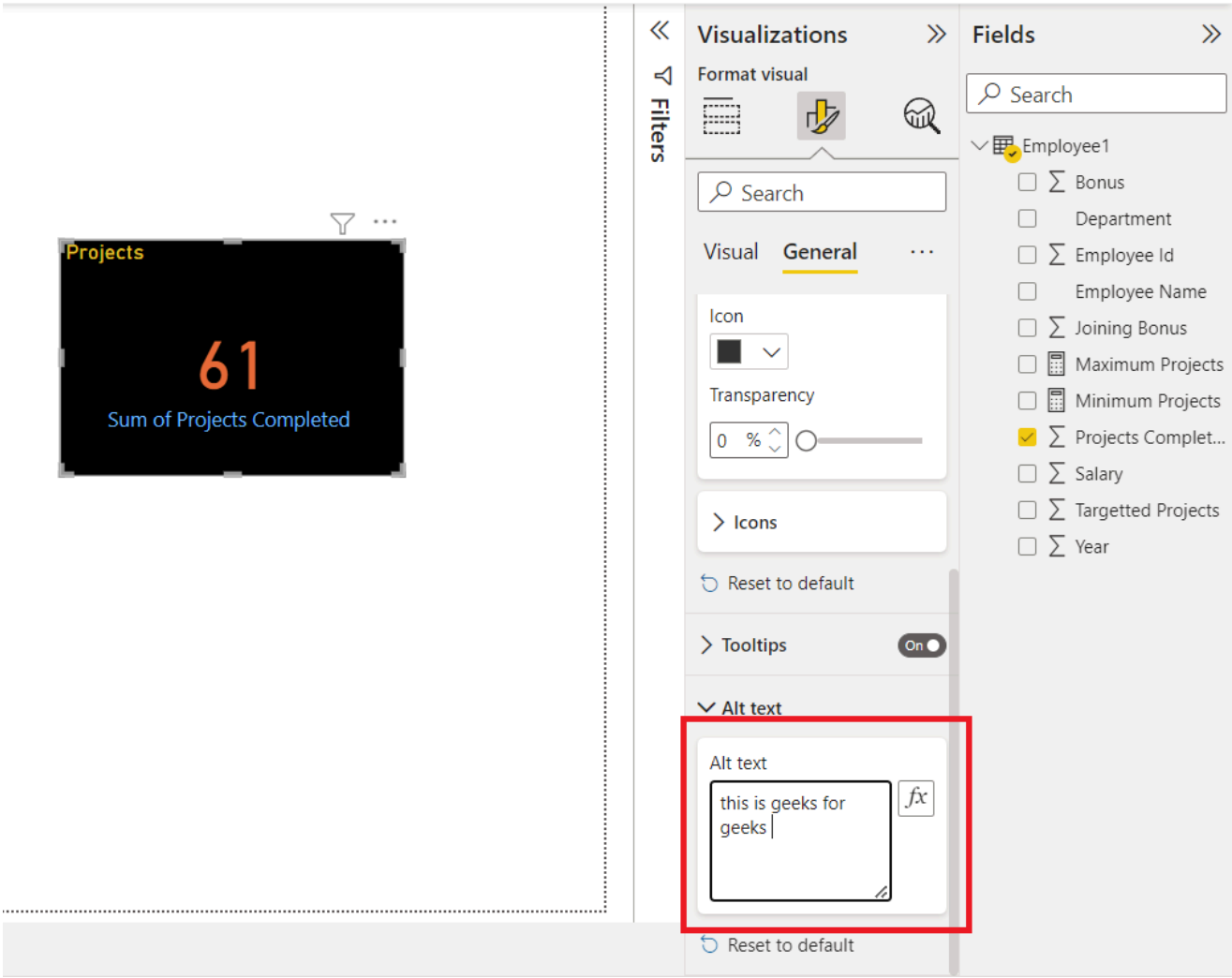

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GeeksforGeeks
Sanchhaya Education Private Limited

Corporate & Communications Address:

A-143, 7th Floor, Sovereign Corporate Tower, Sector- 136, Noida, Uttar Pradesh (201305)

Registered Address:

K 061, Tower K, Gulshan Vivante Apartment, Sector 137, Noida, Gautam Buddh Nagar, Uttar Pradesh, 201305

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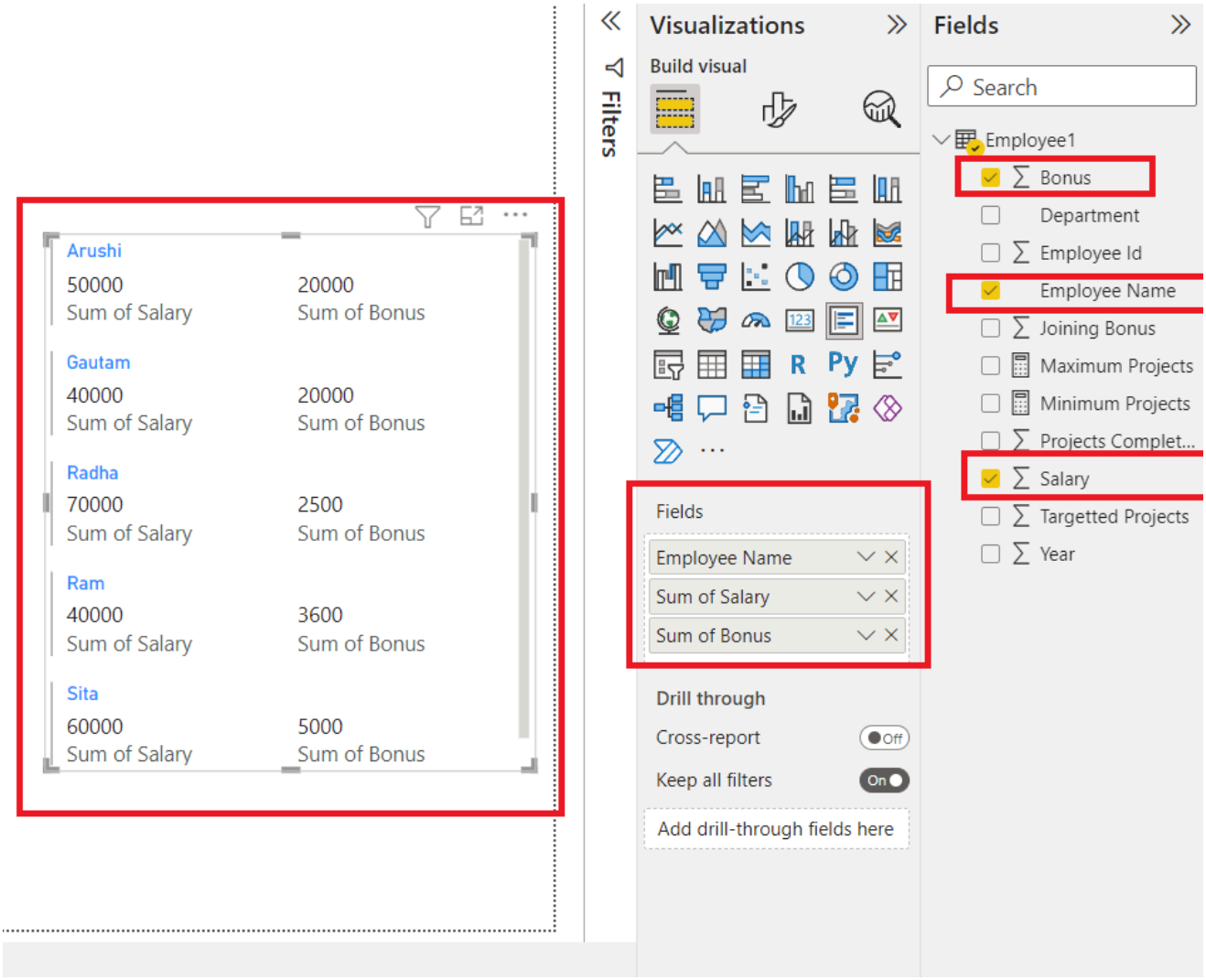
Power BI - Format Multi-Row Card

Last Updated : 05 Feb, 2023

Multi-Row cards in Power BI help us display multiple values, corresponding to different **dynamic** scenarios. For example, want to know the **total population** of the world, the **average world's economy, annual total deaths** all in a single card, to achieve such tasks we use multi-row cards. Under the **fields** section, the first dropped column acts as the **rows**, and the further addition of **columns**, under the **main column**, refers to the **columns of that card.** In this article, we will learn how to format a multi-row card in Power BI.

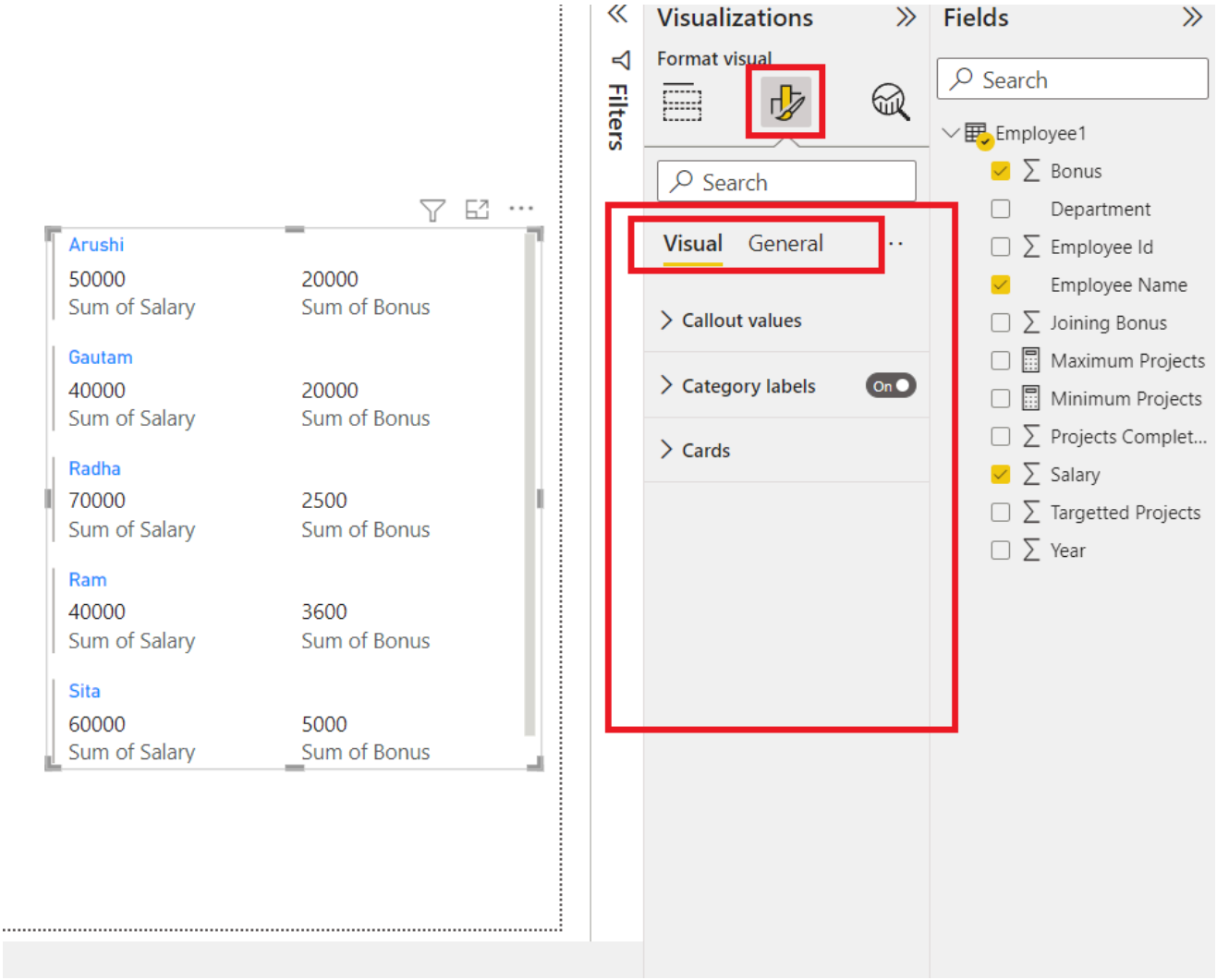
Formatting a Multi-Row Card In Power BI

After the successful, creation of a **multi-row card** in Power BI. We have multiple options to format it. For example, adding the **title** to a card, **changing** the **color**, and **position of a card**, and **callout value** in a multi-row card. We have been given a dataset, name, **Employee**, we have added **3** columns under the **Fields** section, where **Employee Name** represents the **rows** of the card, **Salary** and **Bonus** are the **column references** of the multi-row card. Using this card, we will explore every option of the multi-row card in Power BI. There are **two** types of **Formatting** in **visualizations** i.e**. visual formatting** and **general formatting.**



Visual Formatting

Visual formatting comprises **three** options, **Callout value,** and **Category label,** and **Cards.**

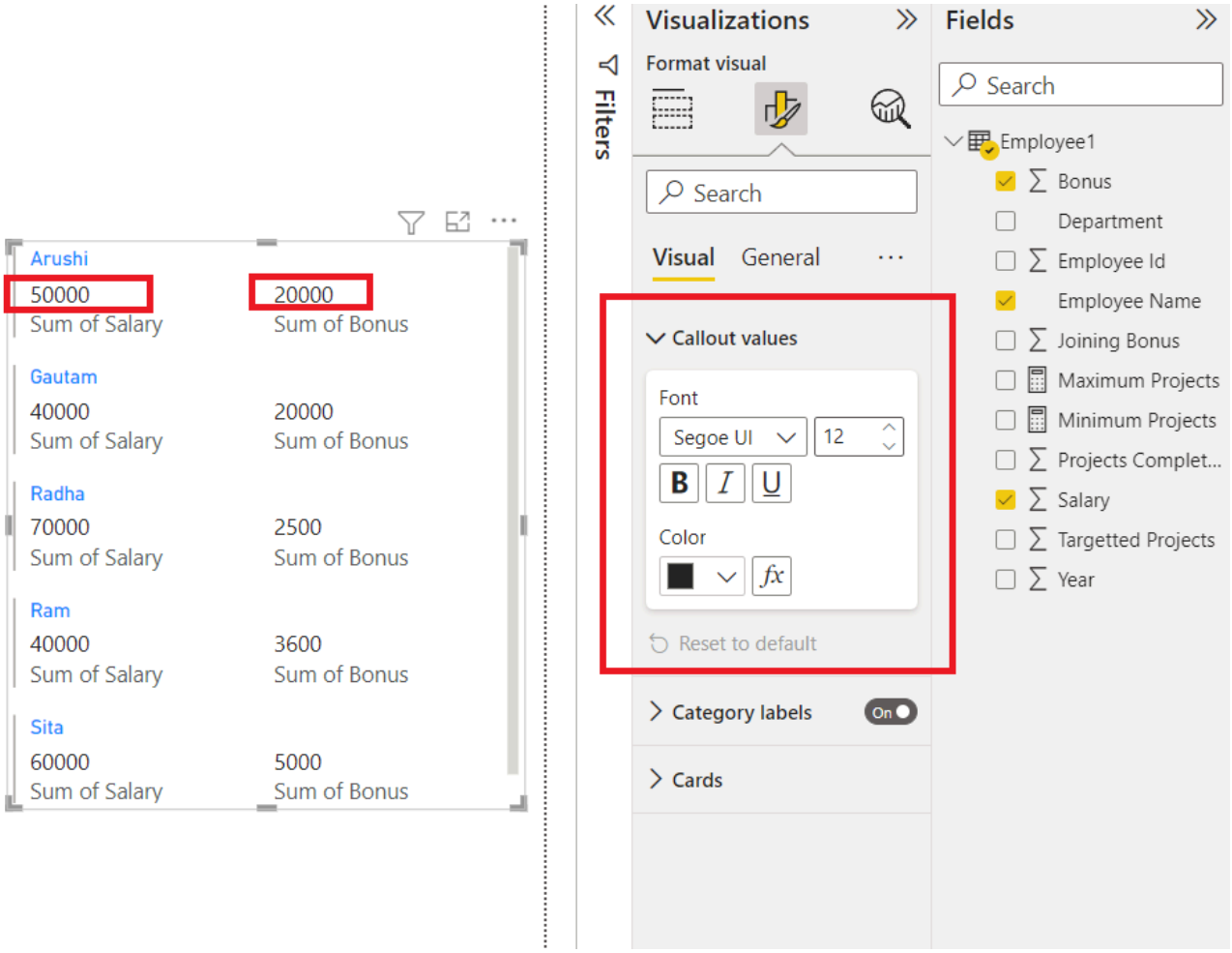


Callout Value

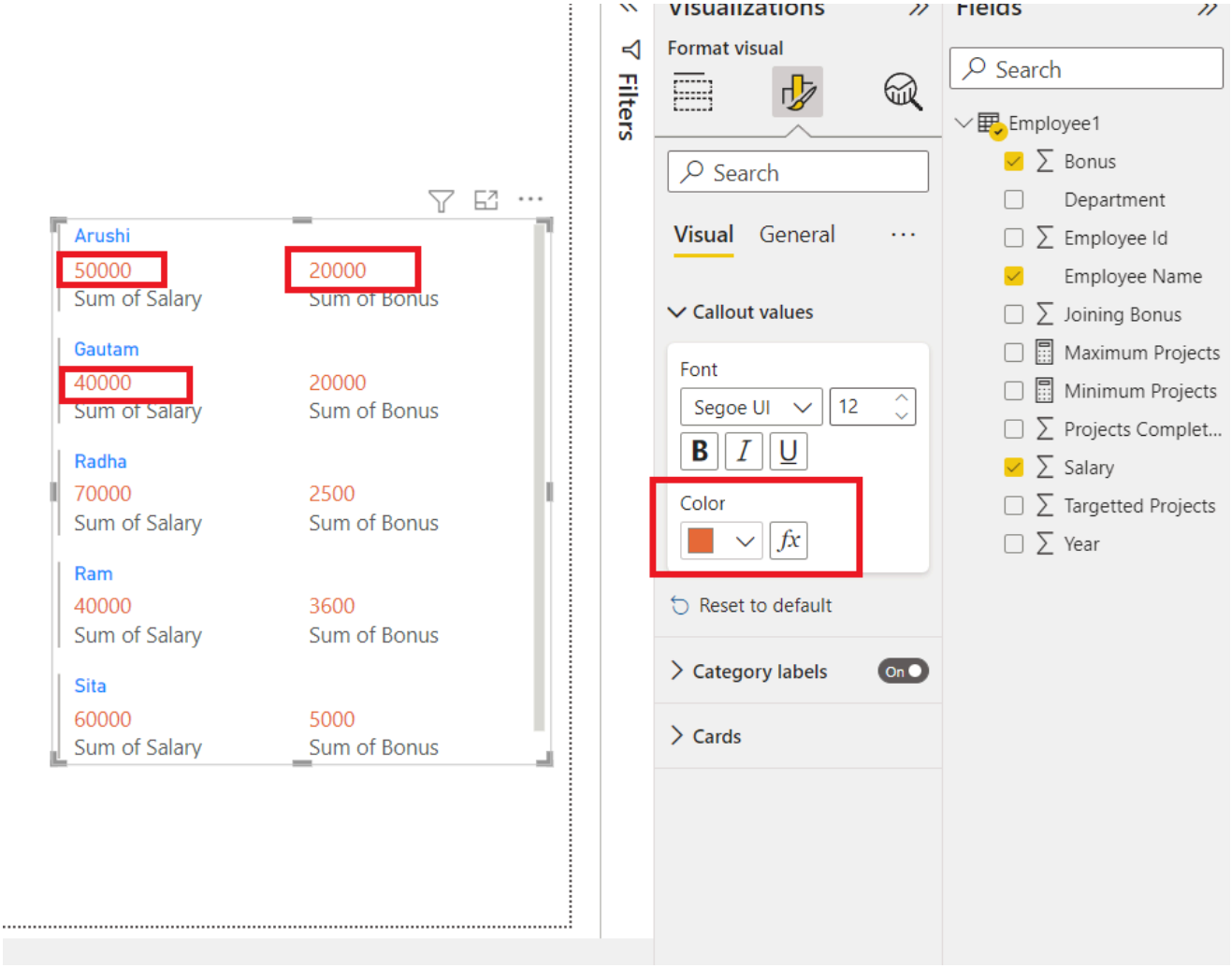
Callout value helps format the main content of the card.

The following are the steps:

Step 1: Click on the **Callout Value** option. A drop-down appears. We have **multiple options** available here. A **font** is an option used to select the **type** of text we want to show on the card, we can also set the **size** of the text, etc.



Step 2: To change the **color** of the callout values, click on the **color** option. Select the required color. For example, we have selected **orange** color, and all the numbers are changed to **orange** color.

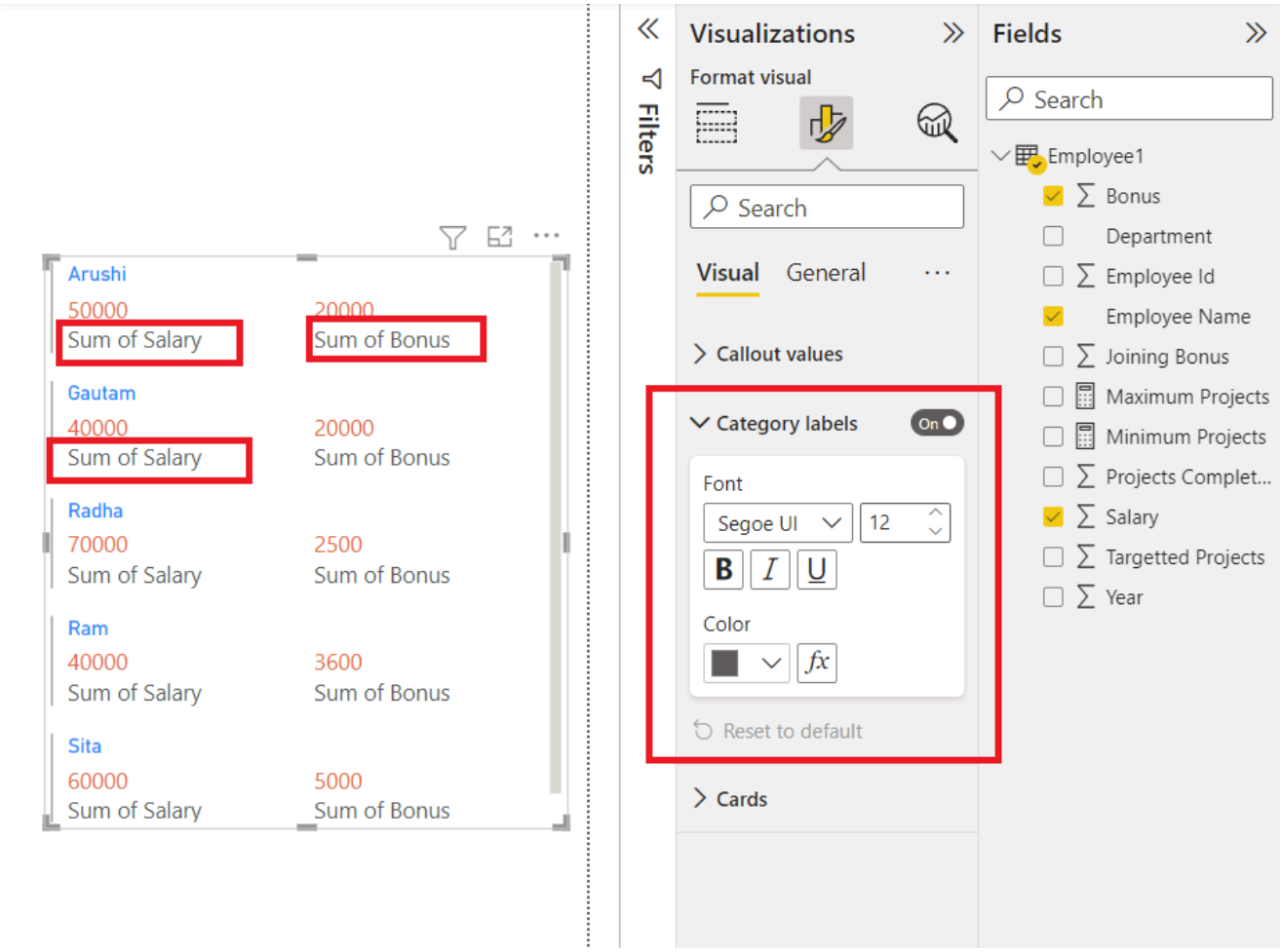


Category label

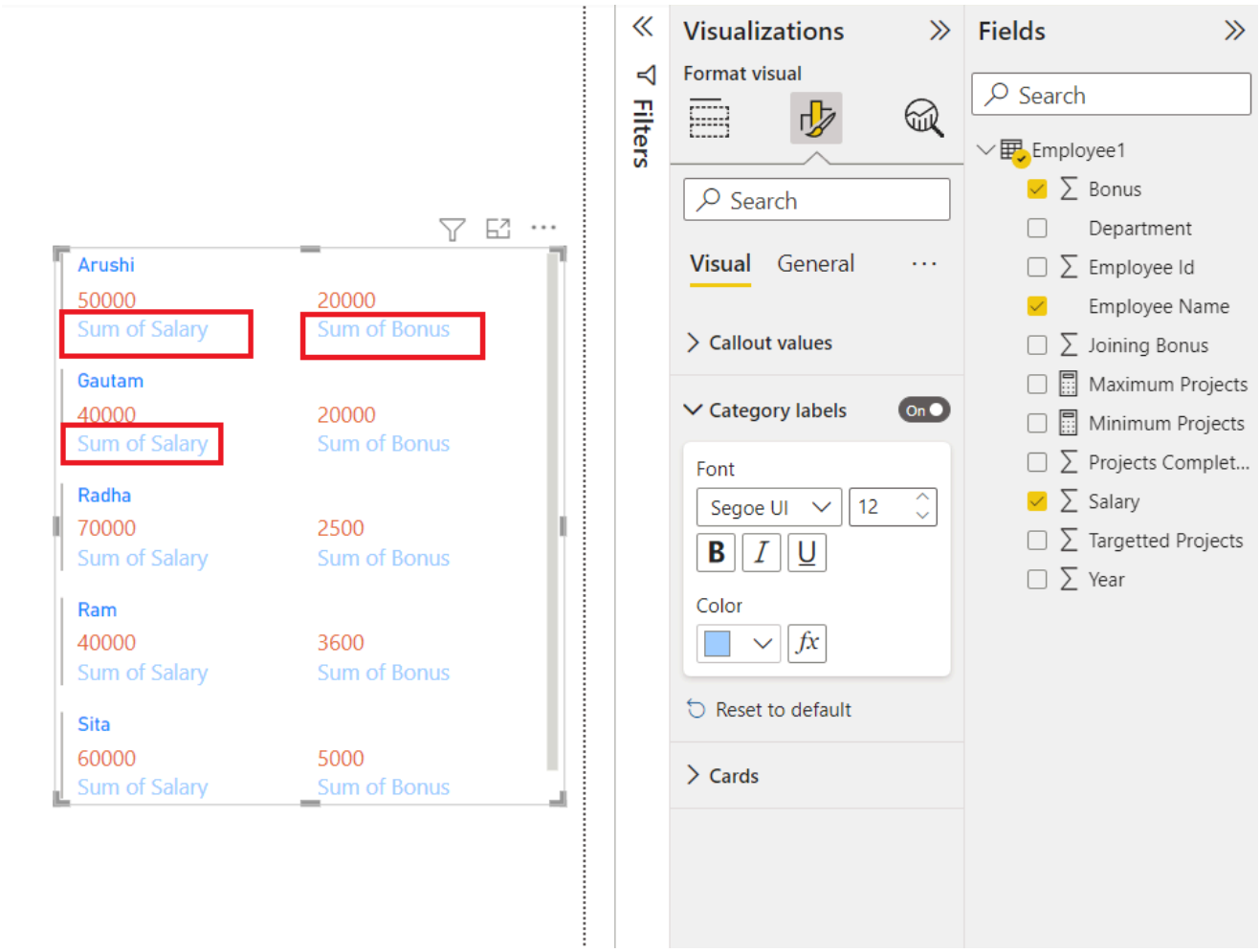
Category label help customize the text written below the main text. For example**, Sum of Salary** and **Sum of Bonus.**

The following are the steps:

Step 1: Click on the **Callout label** option. A drop-down appears. We have multiple options available here. A **font** is an option used to select the **type of text** we want to choose for the **callout label**. We can also change the **size** of the callout value.

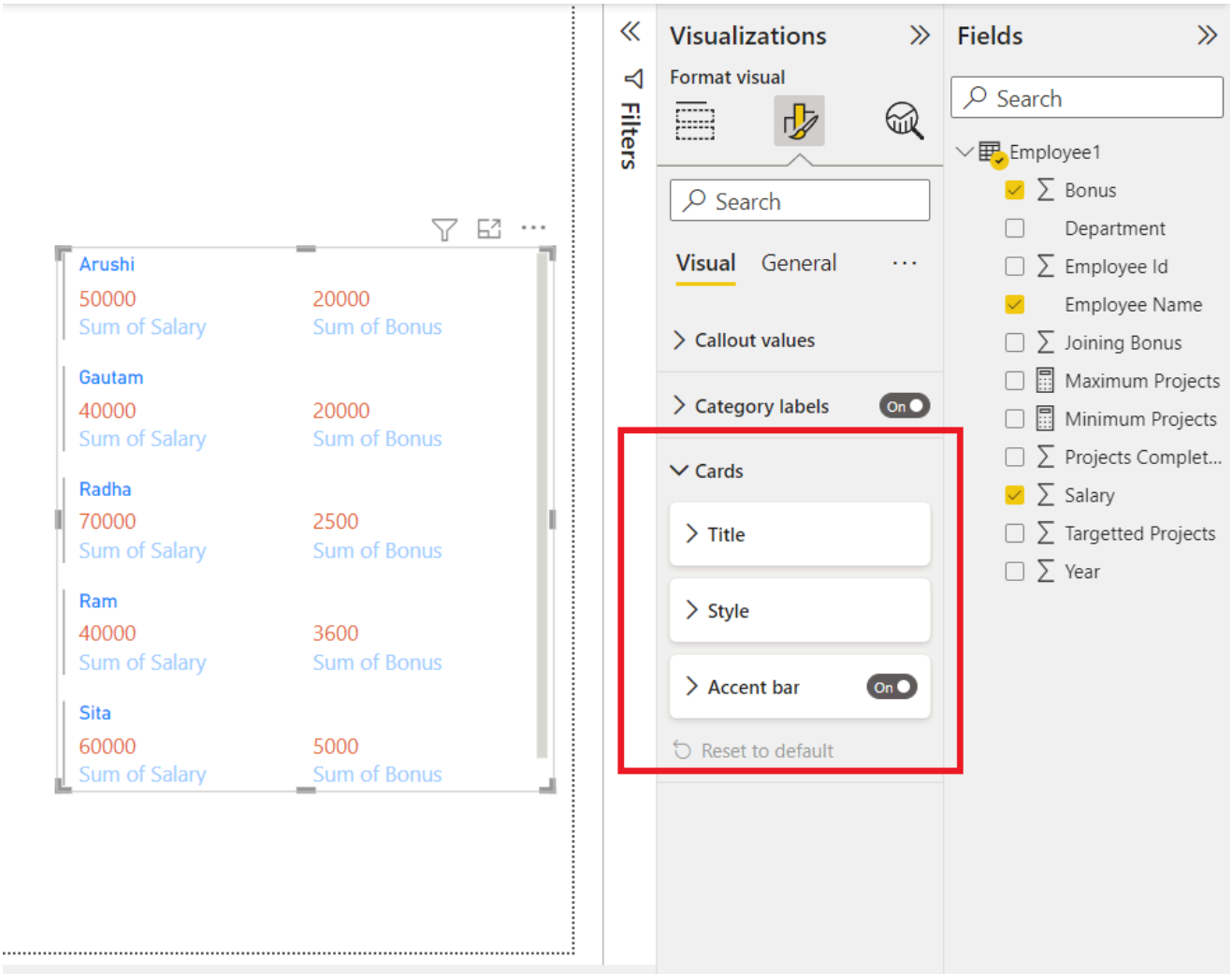


Step 2: To change the color of the **callout label**, click on the **Color** option. Select the required color. For example, **blue** in this case. The value of the callout label is changed to **blue**.



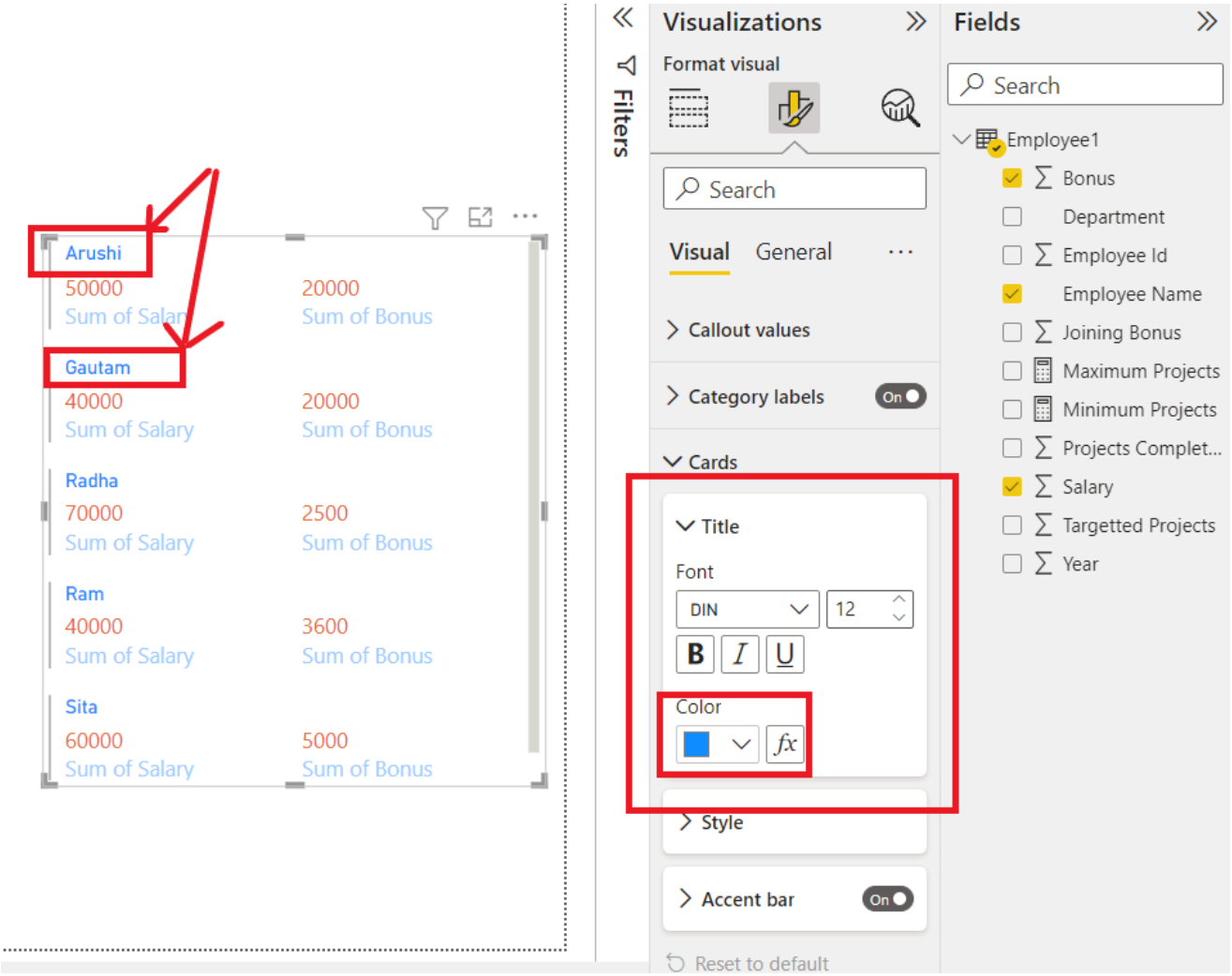
Cards

The **Cards** option is only present in **multi-row cards** and is not present in **single-element cards**. Click on the **Cards** option. We have **three** options available i.e. **Title**, **Style**, and **Accent Bar**. We can edit and style the **card's title**. For example, **Arushi**, **Gautam**, is the card's title, for other each subcategory.

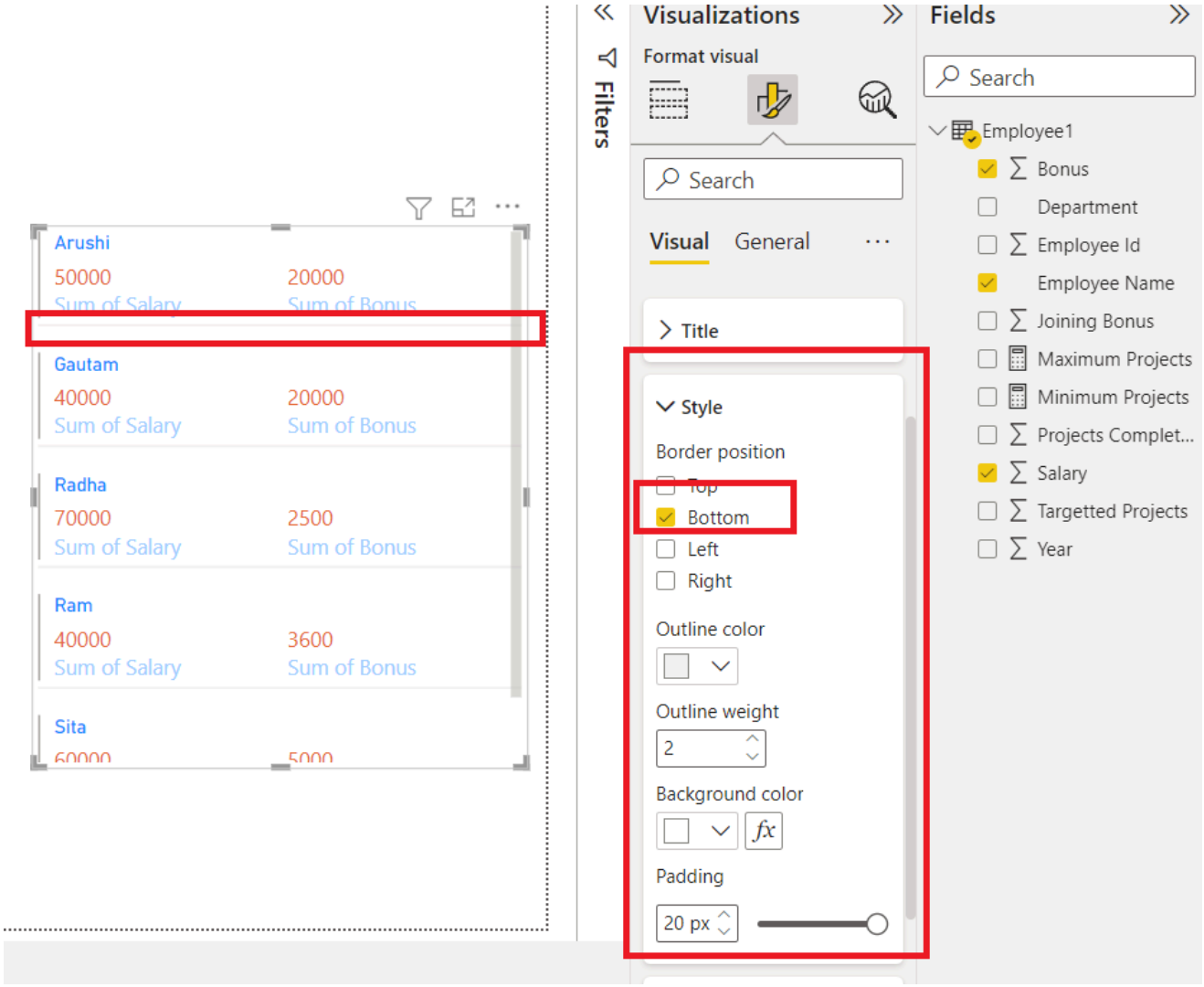


The following are the steps:

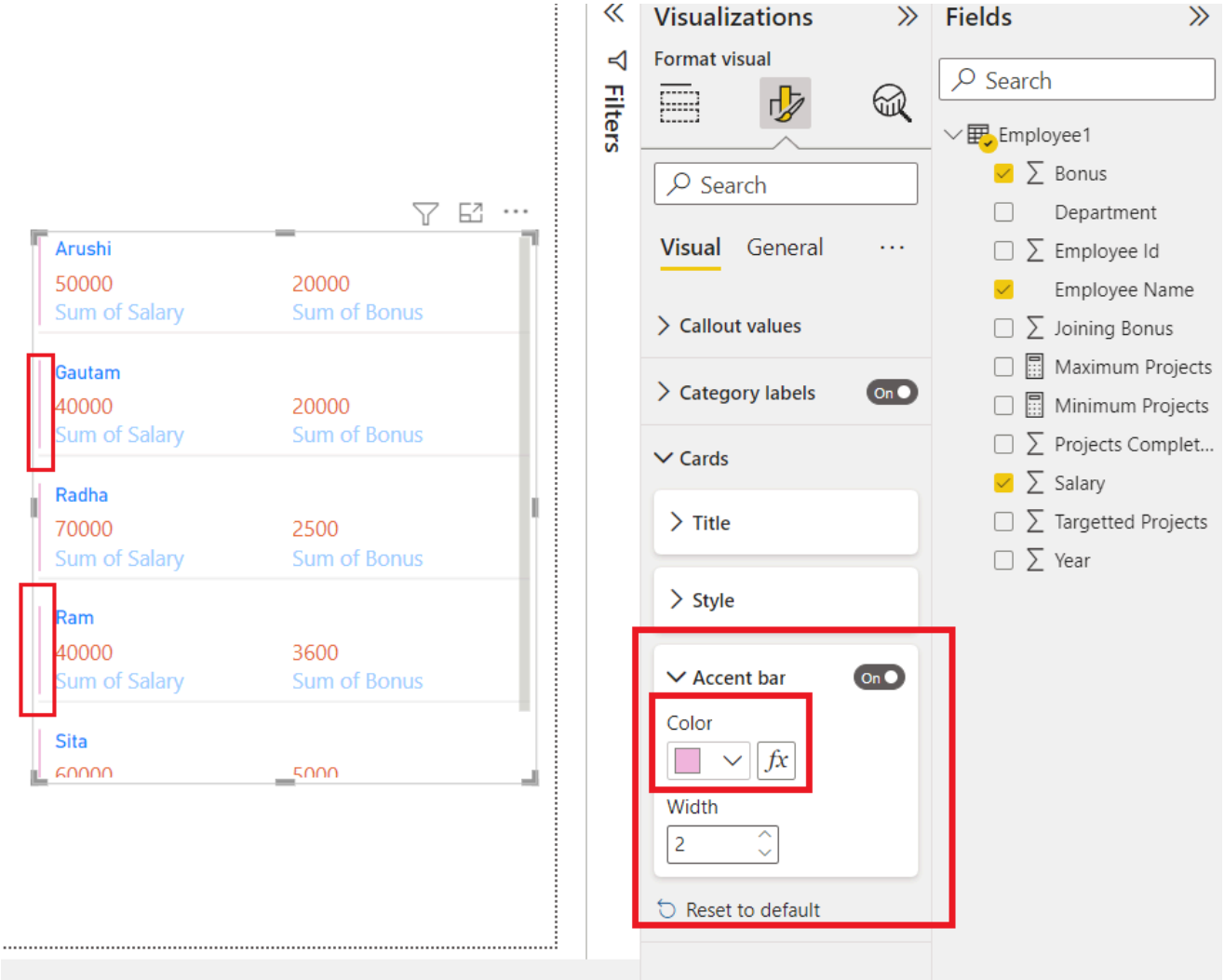
Step 1: Click on the **Title** option. We have **font, text size,** and **color** to customize the title. For example, we can set the card's title to **blue**.



Step 2: Our **next** option is **Style**. It has multiple options i.e. **Border position**, the **color of the border**, **background color,** etc. The **border position,** adds the borders at the outline of each card **sub-group.** For example, if we check the box **bottom,** then we can see that border lines at the **bottom** appear on the card. We can also add **padding**, to each card's title.

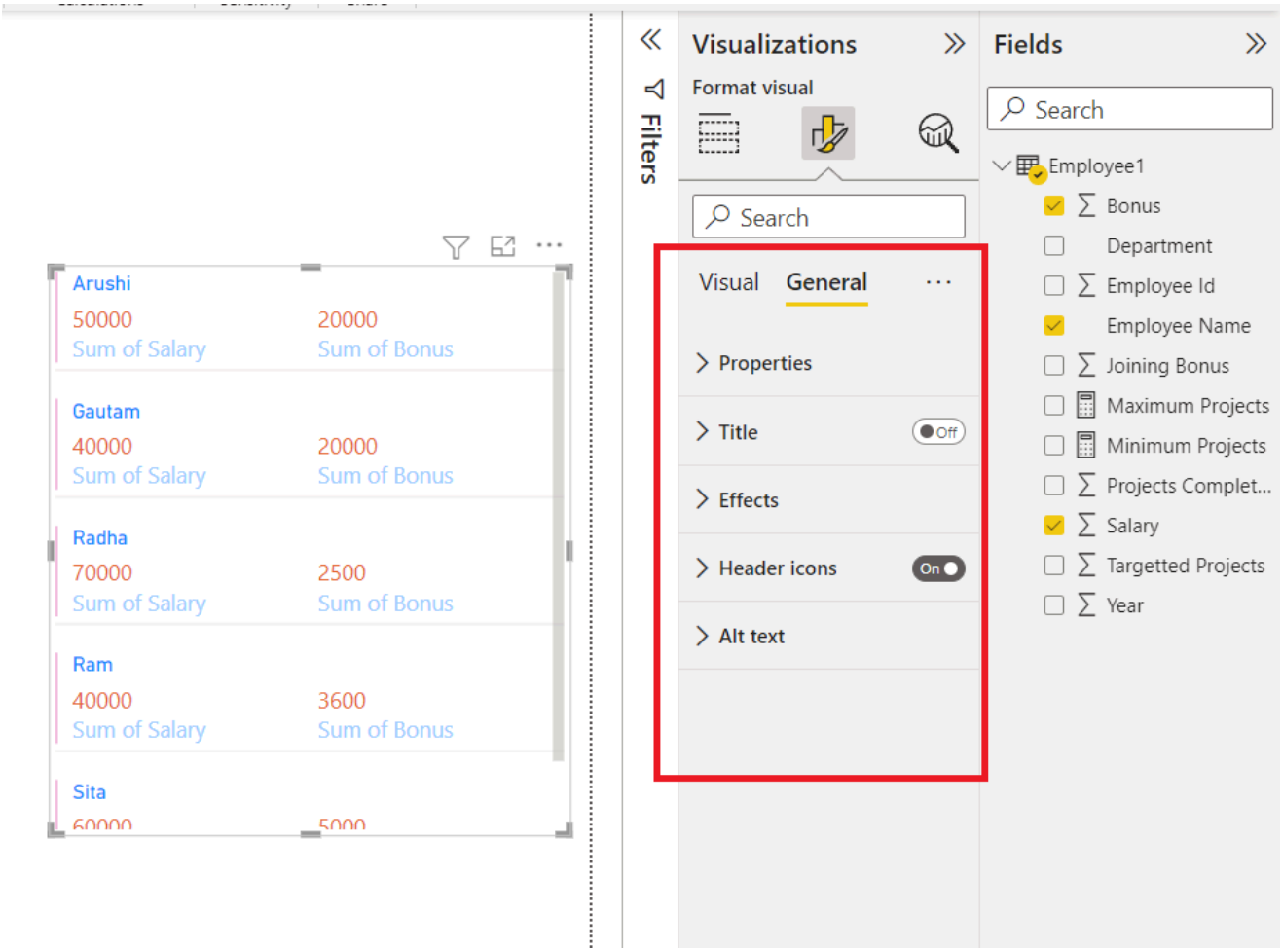


Step 3: Accent bars are the vertical lines, present for each sub-group of the **multi-row** chart. These lines are different from, **borders**. We can change the **color** of the accent bars. For example, here it is changed to **pink**.



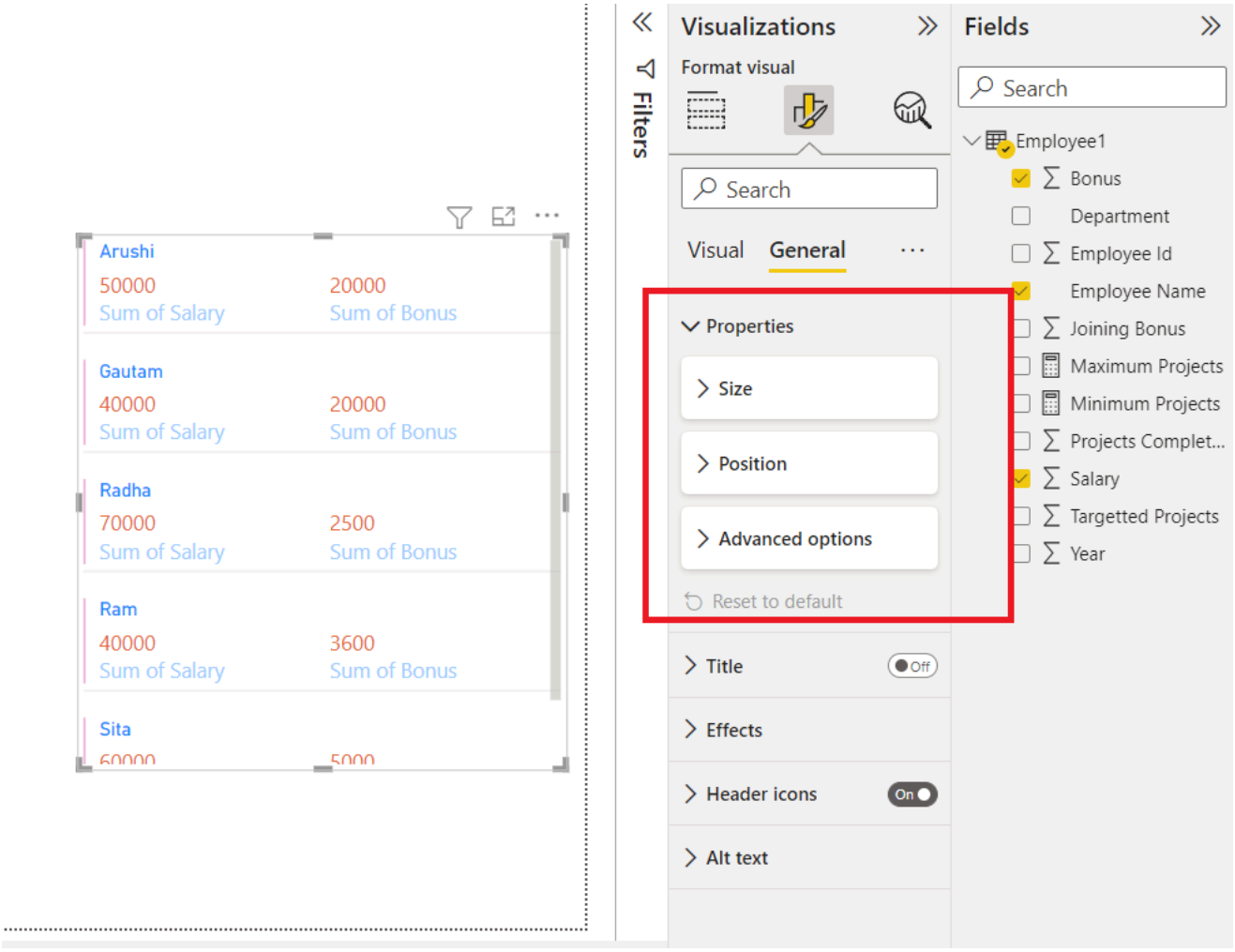
General Formatting

There are multiple options in general formatting. For cards, we have options like **Title**, **tooltip**, **effects**, **alt text**, etc. We will look at each of the options in detail.



Property

The property option is generally present in every visualization. It contains **three** options, **Size**, **position**, and **Advance options**. We, generally do not use these properties, because all are easily accessible with **mouse clicks**. The **size** property helps to resize the visualization created. The **position** property changes the position of the visualization, in the report. The **Advance option** comprises adding a layer order, which is rarely used.

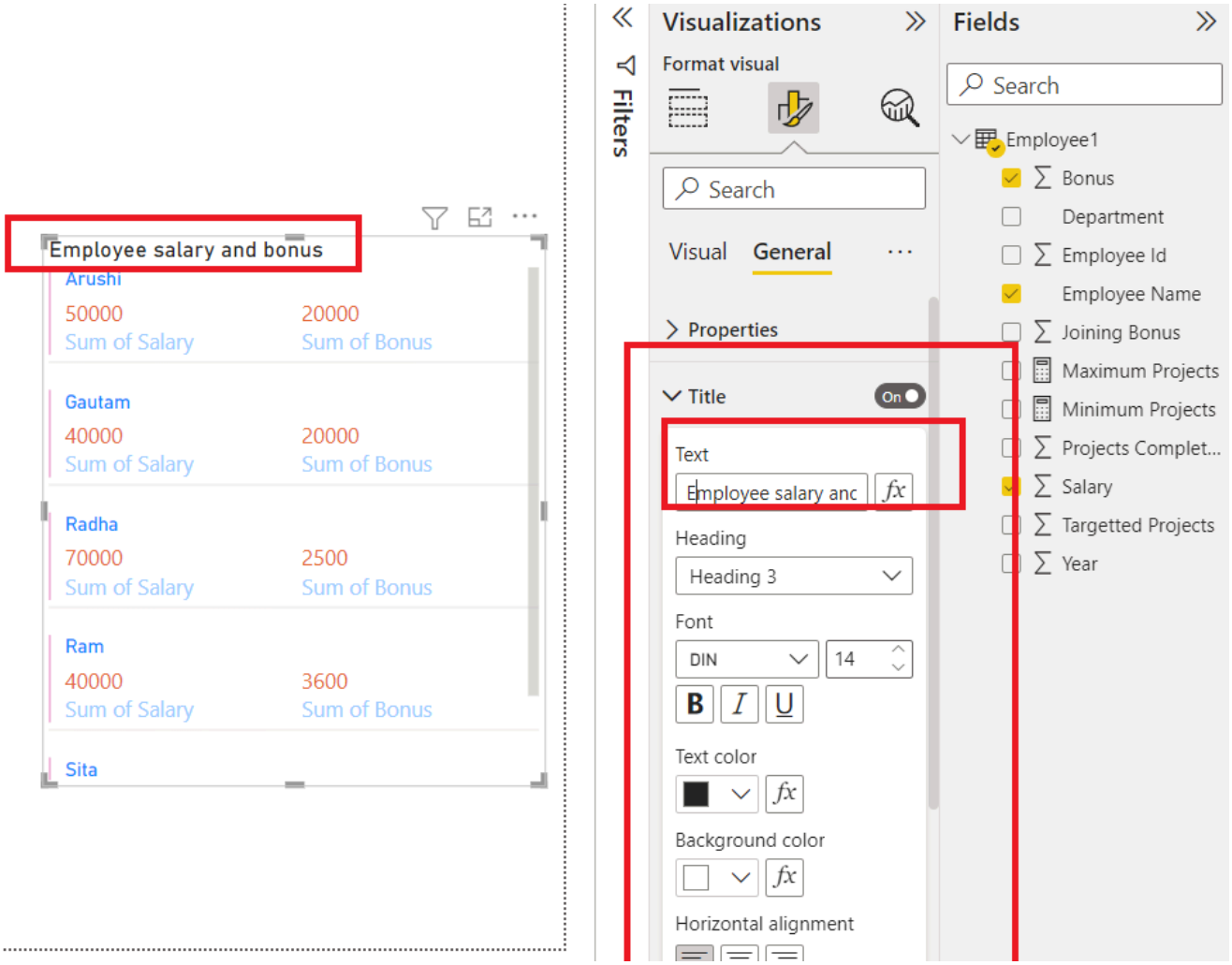


Title

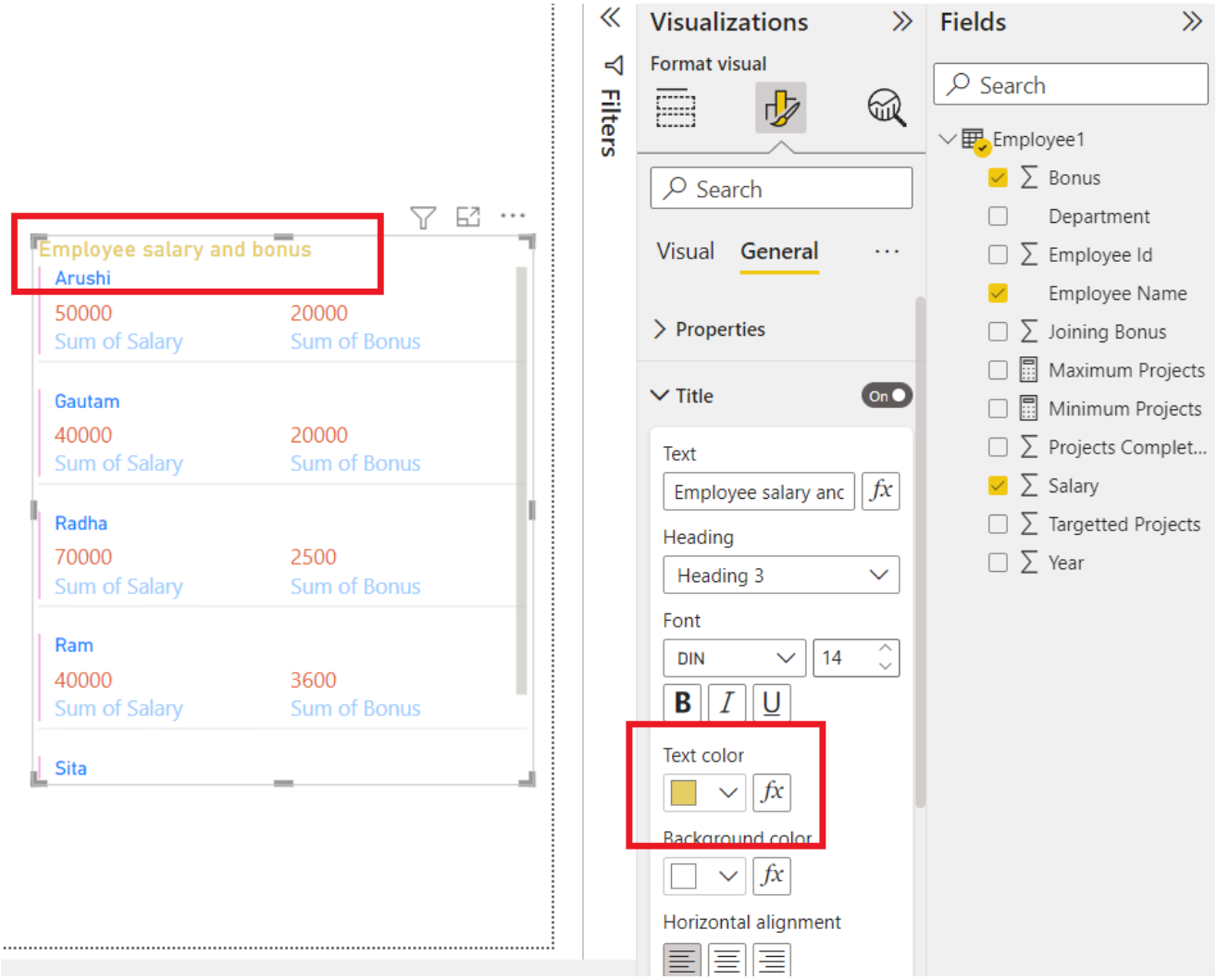
The **title** formatting is present in every visualization. As the name suggests, it adds a **heading** to the visualization. Click on the **slider** to enable the title.

The following are the steps:

Step 1: Click on the **Title** option. A drop-down list appears. Add the **title**, under the **Text** section. For example, **Employee Salary and Bonus**. We can view in the image a **title** is added to the card. As done previously we can customize the **size**, **font type** of the card, etc.

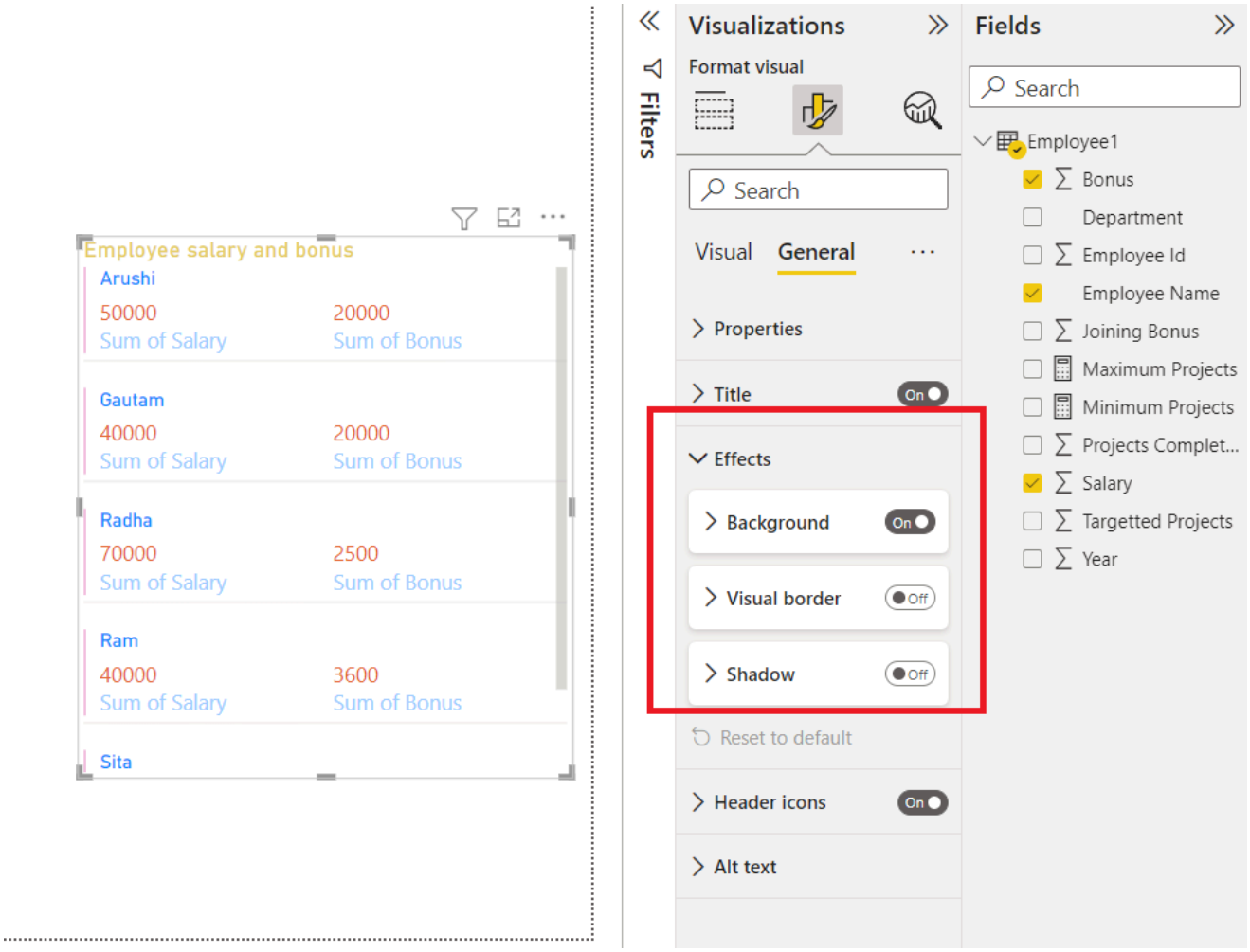


Step 2: We can also change the **color** of the title. Under the **text** color, select the required color. For example, **yellow** in this case. The **title** color changes to **yellow**.



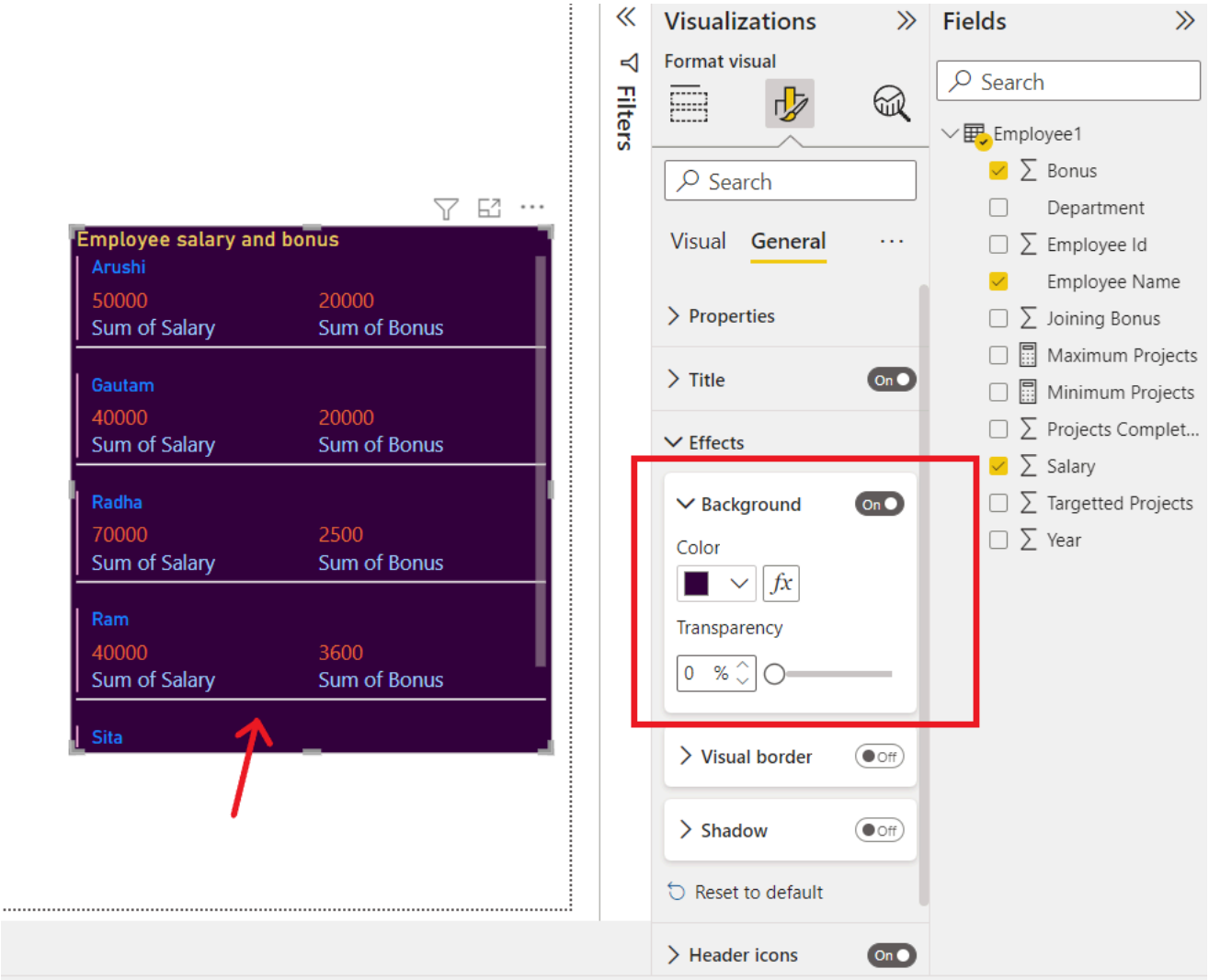
Effects

The **effects** section comprises three features i.e. **Background**, **Visual Border**, and **Shadow**. All works according to their names. The **background** adds a background **color** to the visualization, the **Visual border** adds a border around the visualization, and the **shadow option** creates a shadow on the outskirts of the visualization.



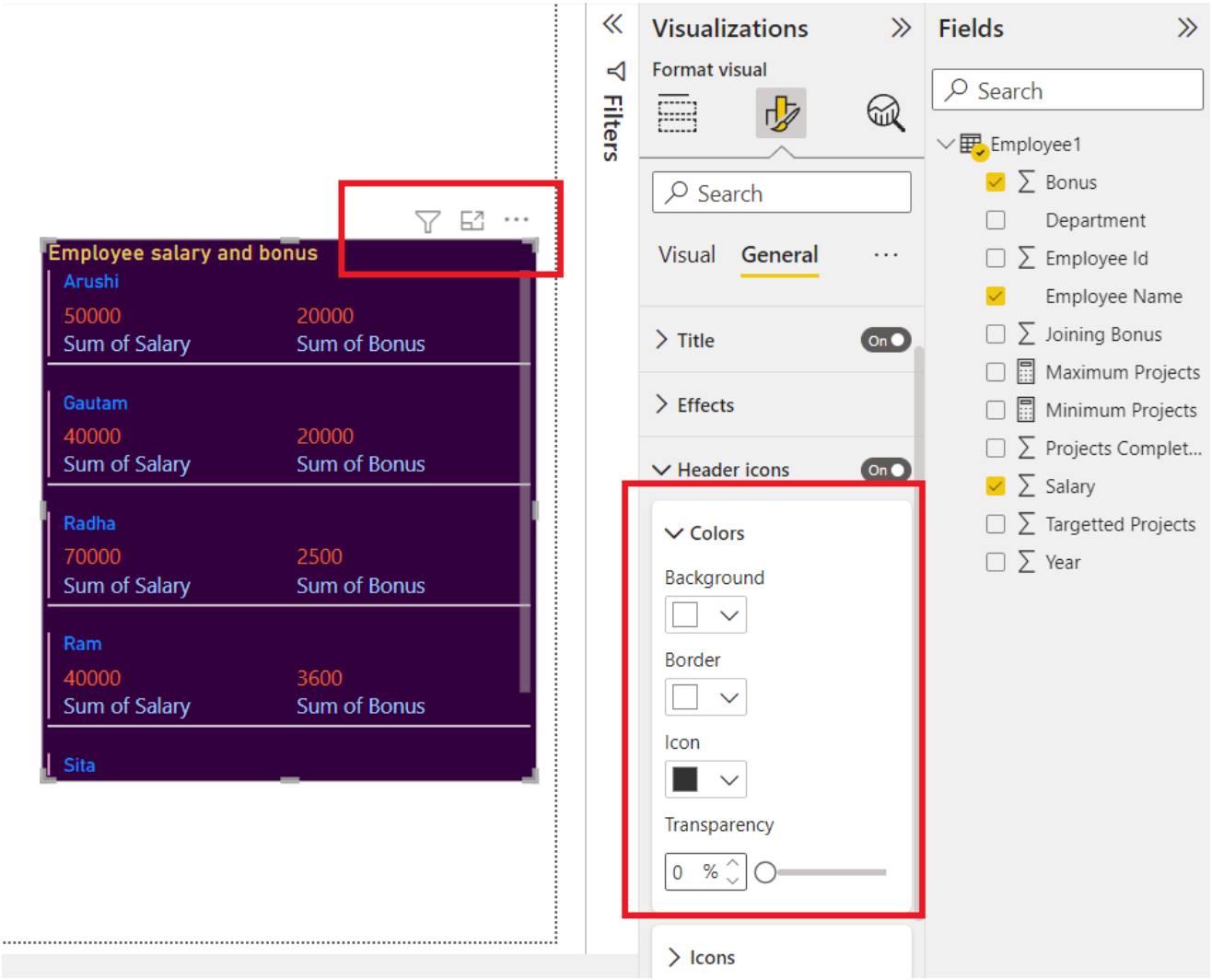
The following are the steps:

Step 1: Click on the **Background** option. Select the **color** of the background accordingly. For example, **Black**. We can view in the below image that the background of the card changed to **black**.



Header Icons

Header-icons are the options, present on the **top** of the visualization. For cards, there are **two** options, **filter on visuals** and **more options**. Click on the **header-icons** option, we will get various options, like **Background**, **Border**, and **Icons**. One can set its colors as per choice.



Alt Text

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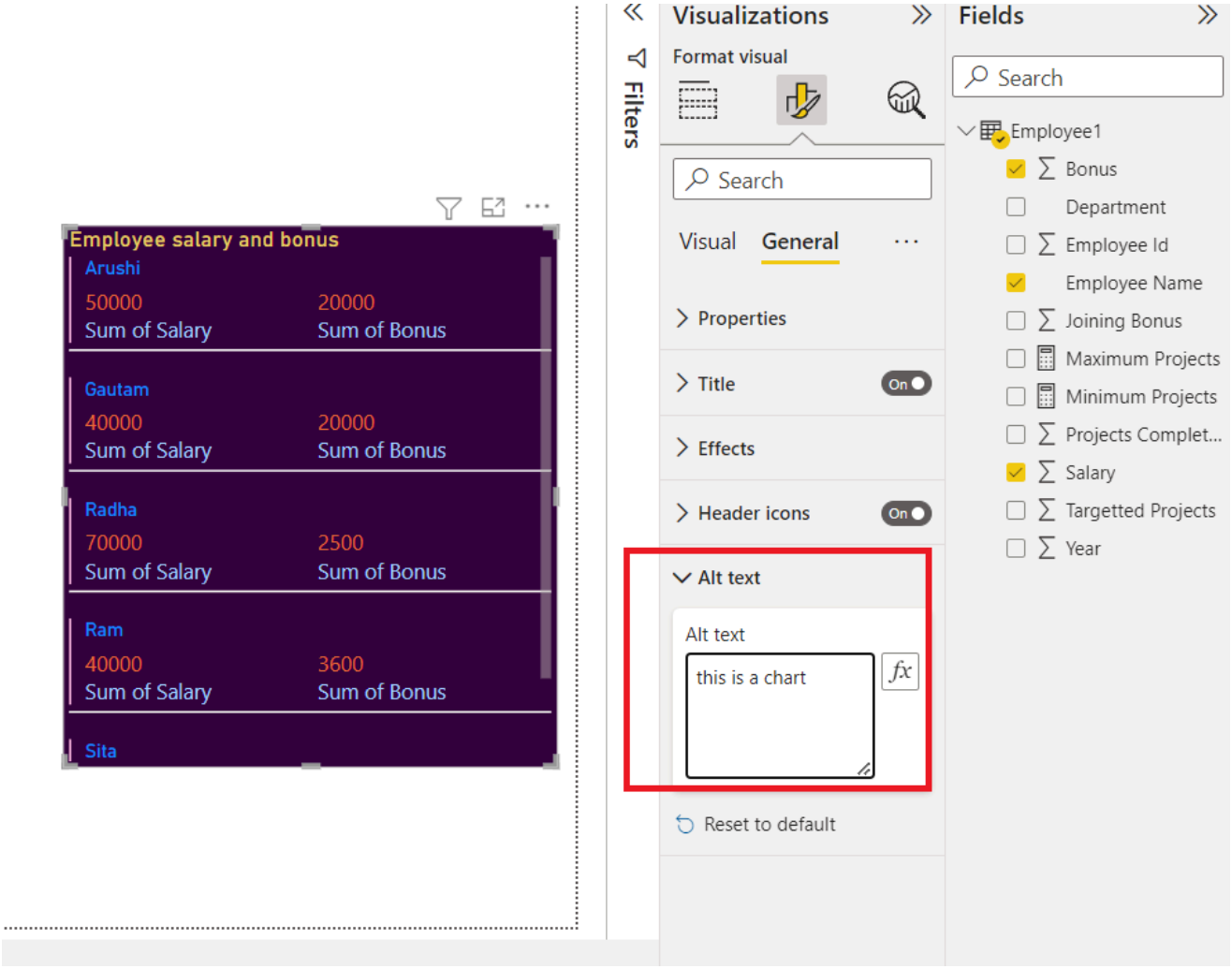

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Corporate & Communications Address:

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Interview Preparation
GATE
School Subjects
Software and Tools

Courses
IBM Certification
DSA and Placements
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Patna

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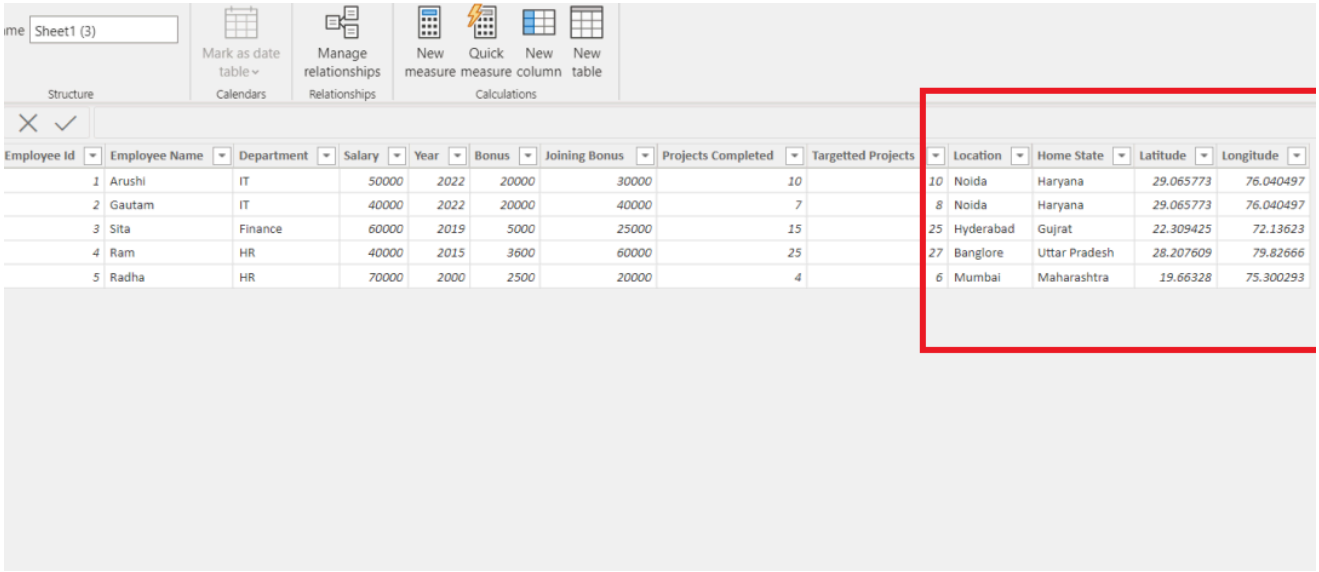
Power BI - How to Create a Map?

Last Updated : 16 Jan, 2023

A **map** only locates the location as a data point, whether it's a **continent**, **country**, **state**, **city**, etc. Maps can also be plotted with the help of **latitude** and **longitude**. **Maps** can be useful, to know the current running business over different geographical locations. For example, if **geeks for geeks** want to analyze the **number of watch times** on their website in different **states**, then a map can be a useful tool, for better visualization. In this article, we will learn how to create a map in Power BI.

Creating a Map in Power BI

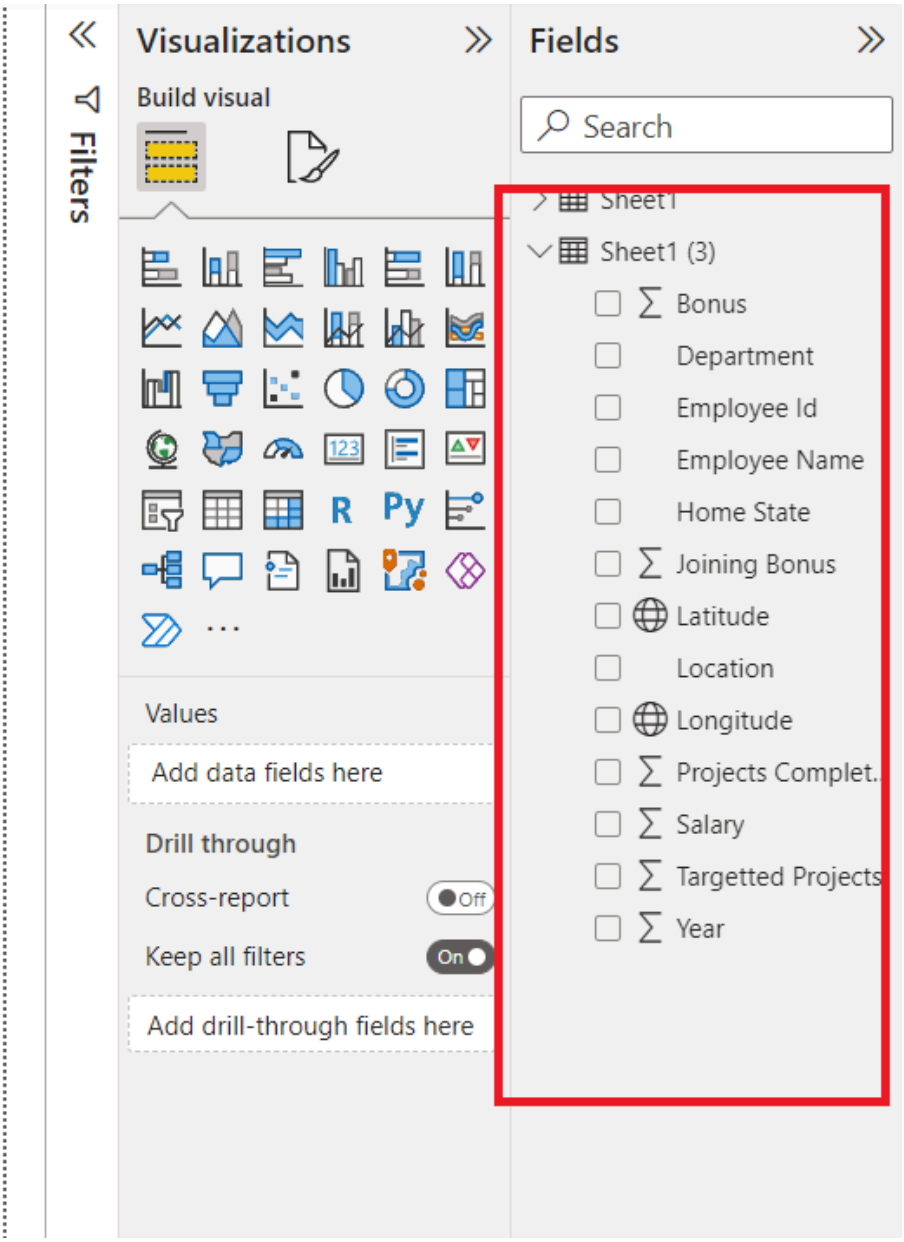
A map has multiple options while **creating**, and **customizing** it. We will take a look at each of the options. For example, we are given a dataset of **Employees**, and we want to make a map, consisting of **location** as **location(city names), legends** as **Department**, **bubble size** as **Bonus**, and **tooltips** as **Employee name** and **Salary**. We will explore each option while creating this map.



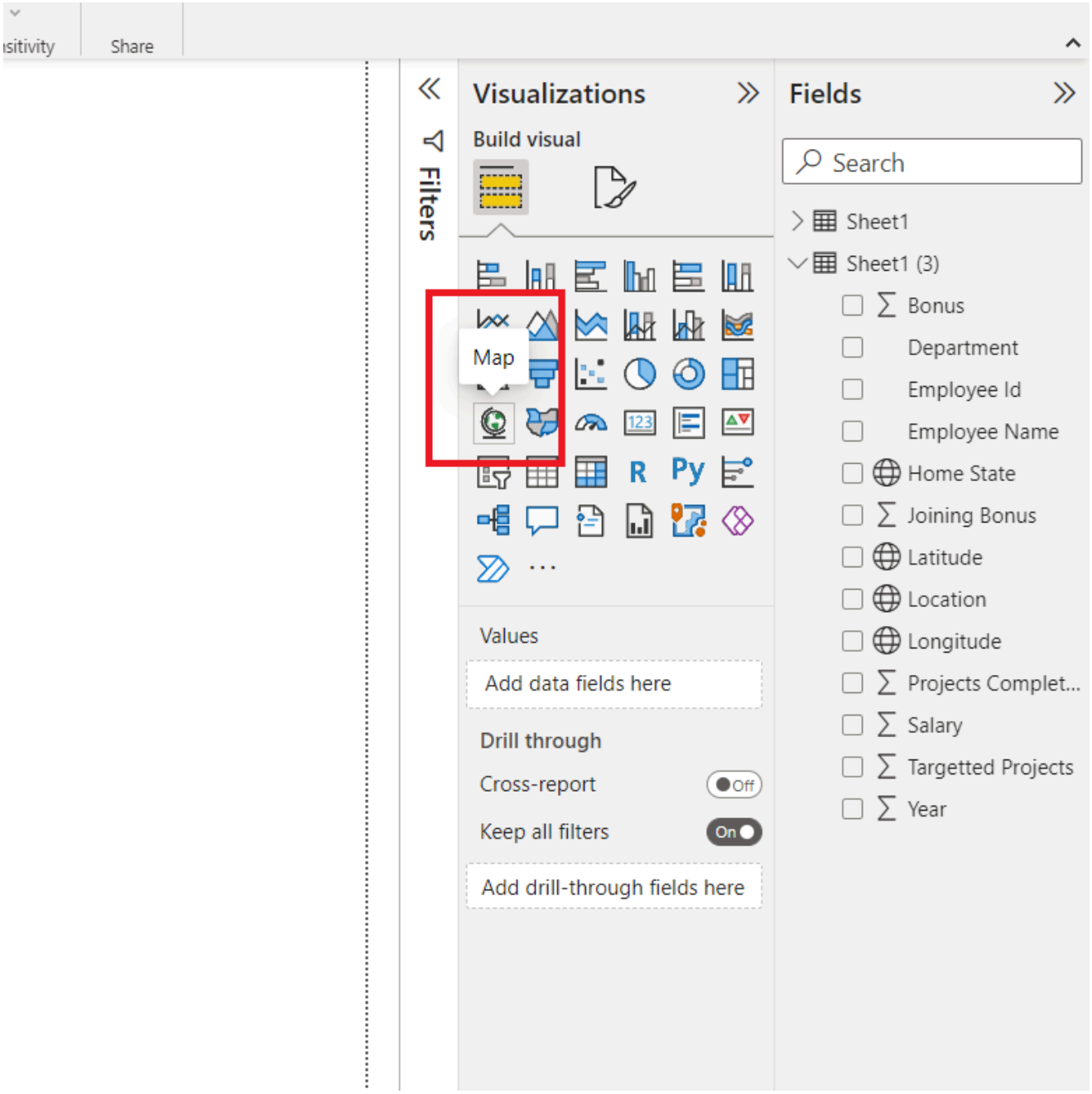
Employee Id	Employee Name	Department	Salary	Year	Bonus	Joining Bonus	Projects Completed	Targetted Projects	Location	Home State	Latitude	Longitude
1	Arushi	IT	50000	2022	20000	30000	10	10	Noida	Haryana	29.065773	76.040497
2	Gautam	IT	40000	2022	20000	40000	7	8	Noida	Haryana	29.065773	76.040497
3	Sita	Finance	60000	2019	5000	25000	15	25	Hyderabad	Gujrat	22.309425	72.13623
4	Ram	HR	40000	2015	3600	60000	25	27	Banglore	Uttar Pradesh	28.207609	79.82666
5	Radha	HR	70000	2000	2500	20000	4	6	Mumbai	Maharashtra	19.66328	75.300293

The following are the steps:

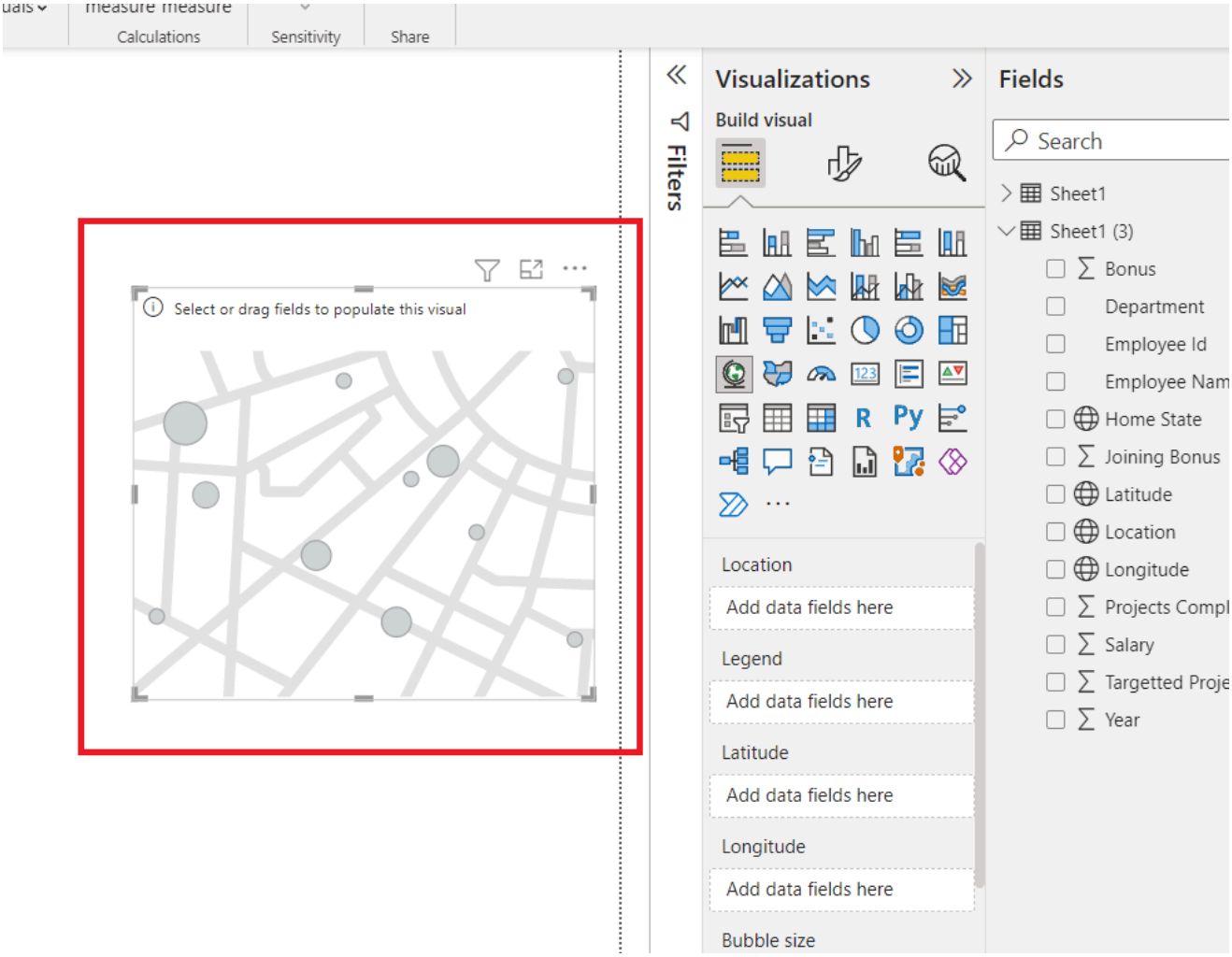
Step 1: Given the **dataset**, **Employee**. The columns we will use for this article are **Location**, **Department**, **Salary**, **Bonus**, **Employee Name**, **Latitude**, and **Longitude**.



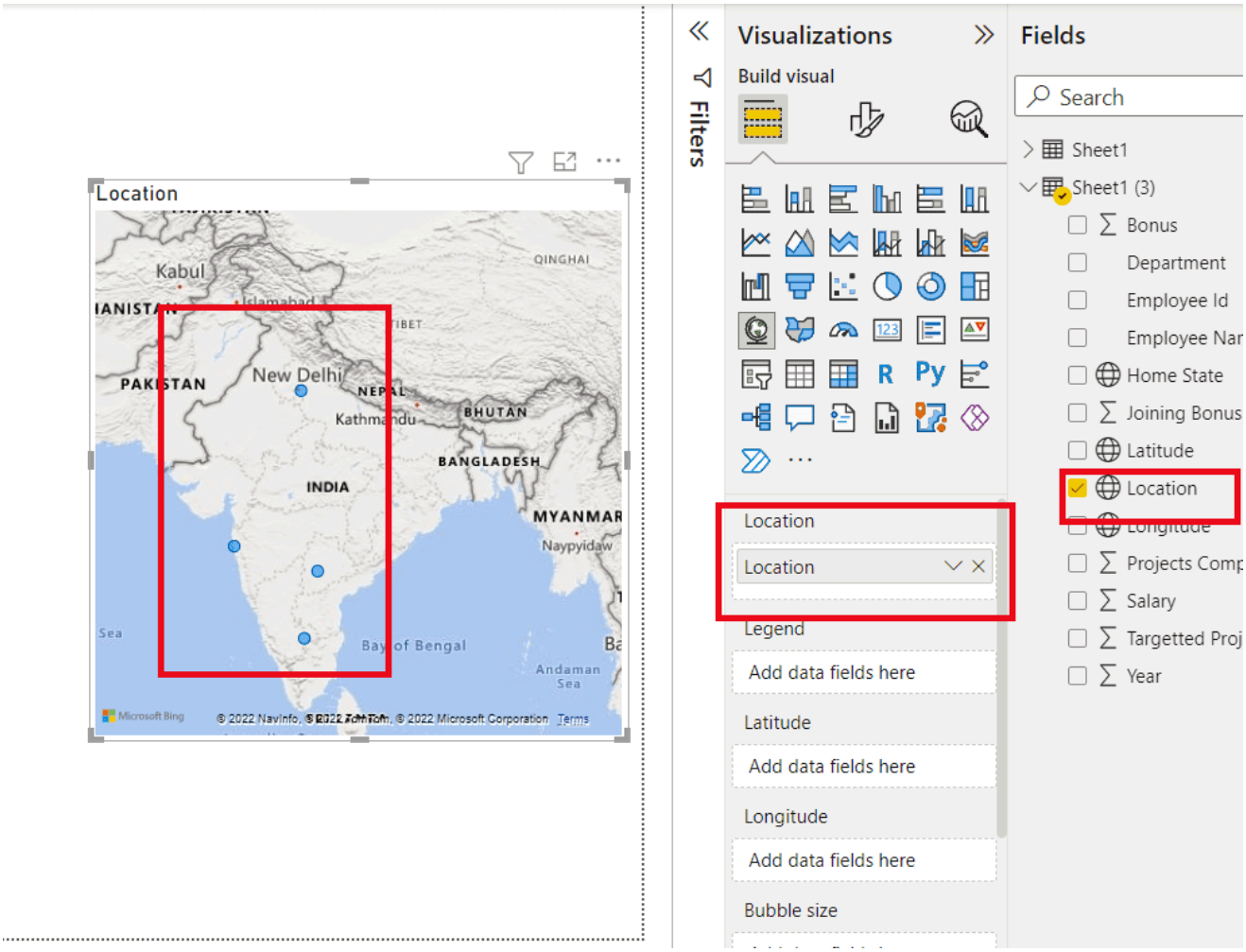
Step 2: Under the **Visualizations** section, click on the **Map**.



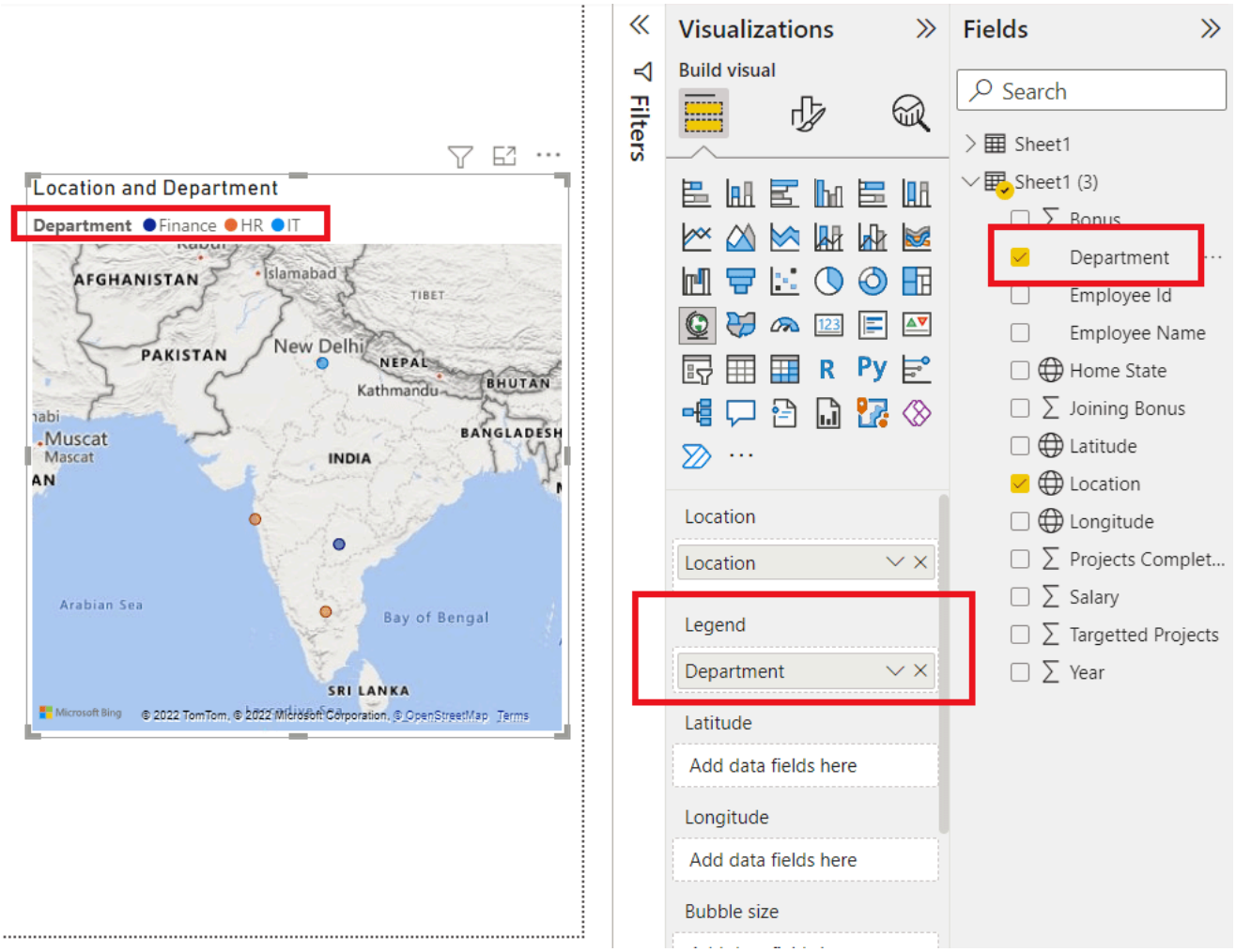
Step 3: An empty map is created. This map does not contain any fields. Our next task is to **add columns** to it.



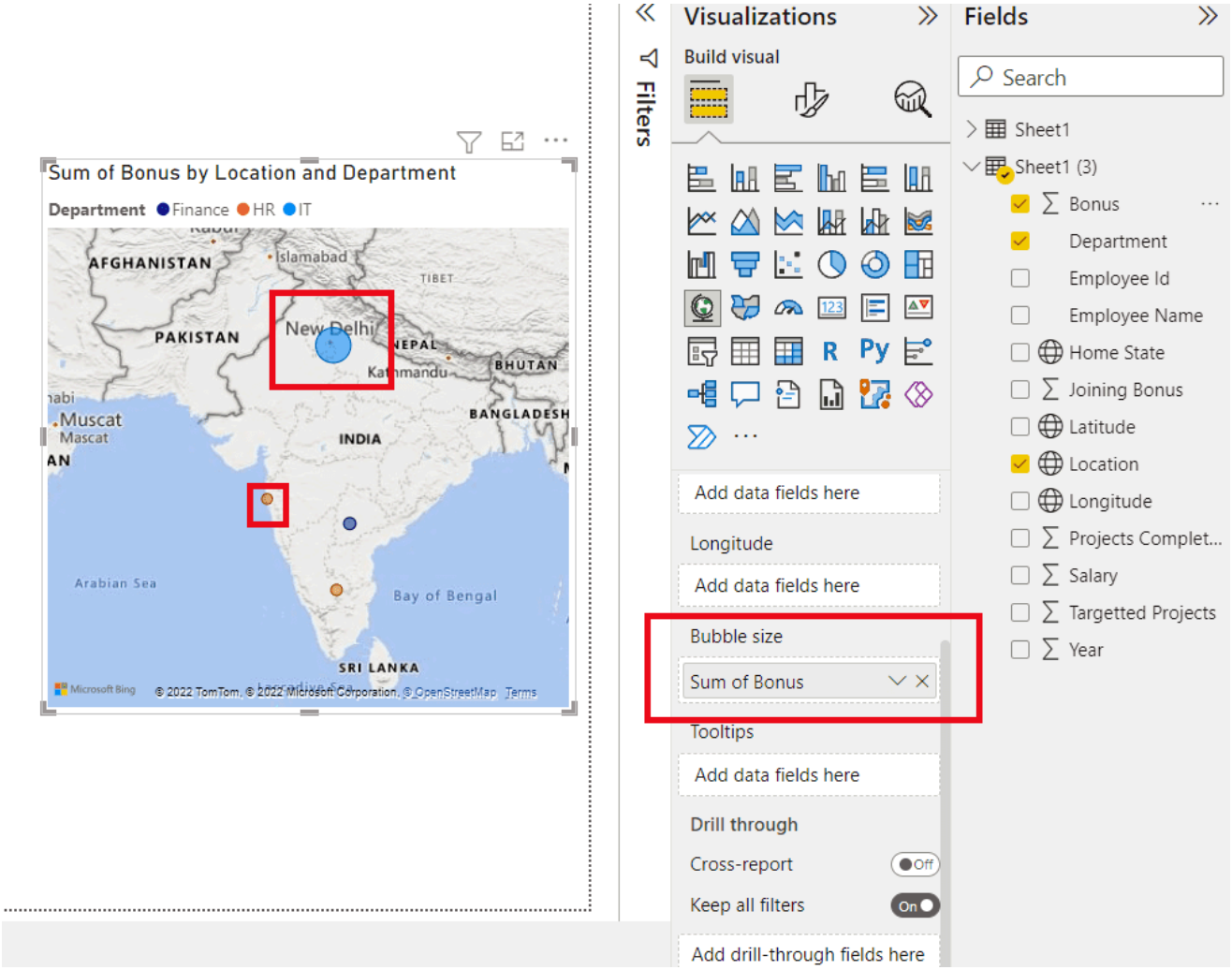
Step 4: Adding **Location** in the map. **Drag** and **drop Location** into the **location** section. We can see that the cities in the dataset have appeared on the map. We can also observe, all the cities are of the same color i.e. **blue**.



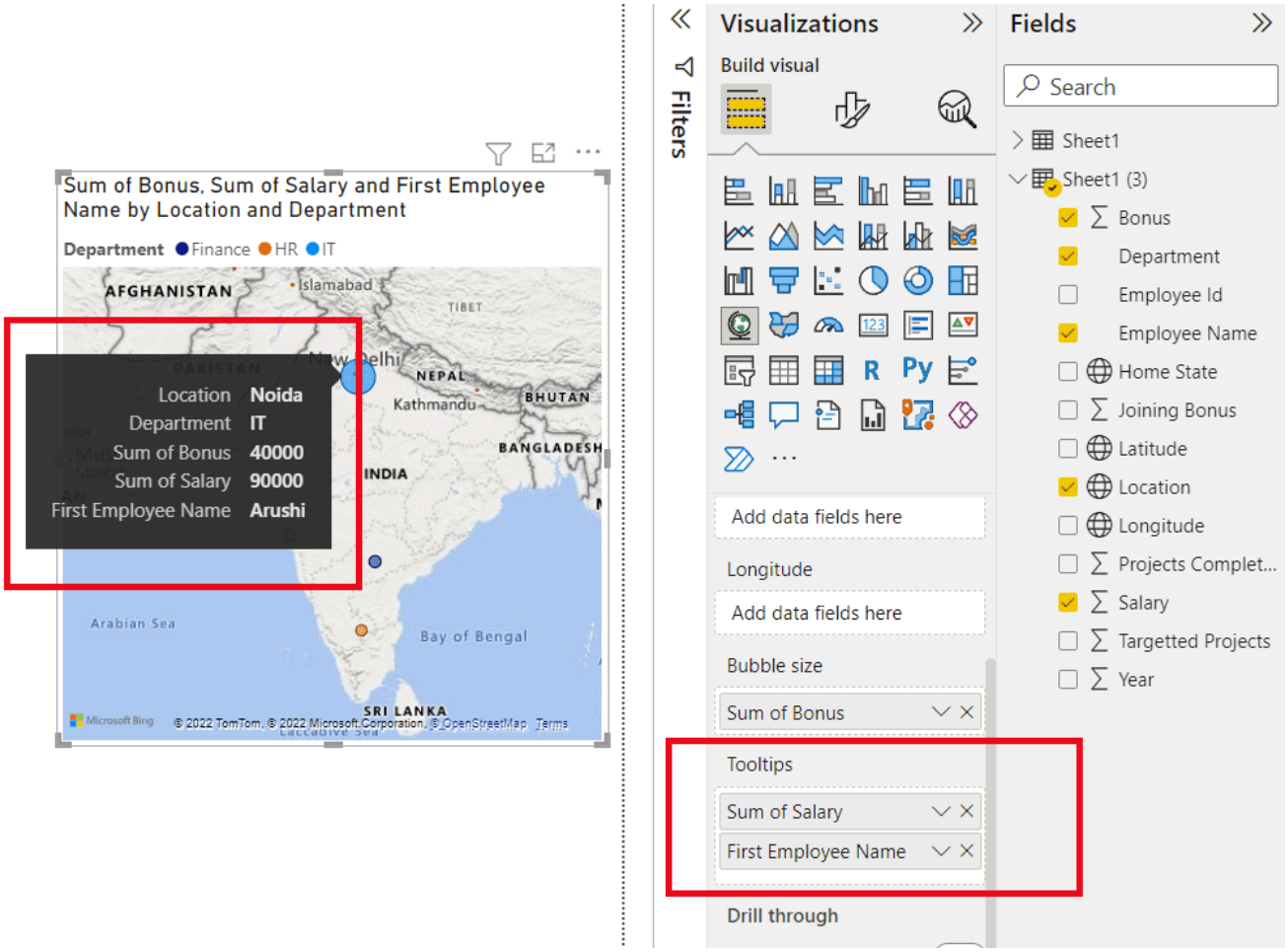
Step 5: Legends, help sub-categorize the data. It is preferred to use **legends**, on **categorical data**. **Drag** and **drop Department**, under the **Legend** section. We can see in the image, that, each **department**, gets its own **color**. For example, the **IT department** got a **Blue** color, and hence the **Salary** of **Arushi** and **Gautam** is shown on the blue data point.



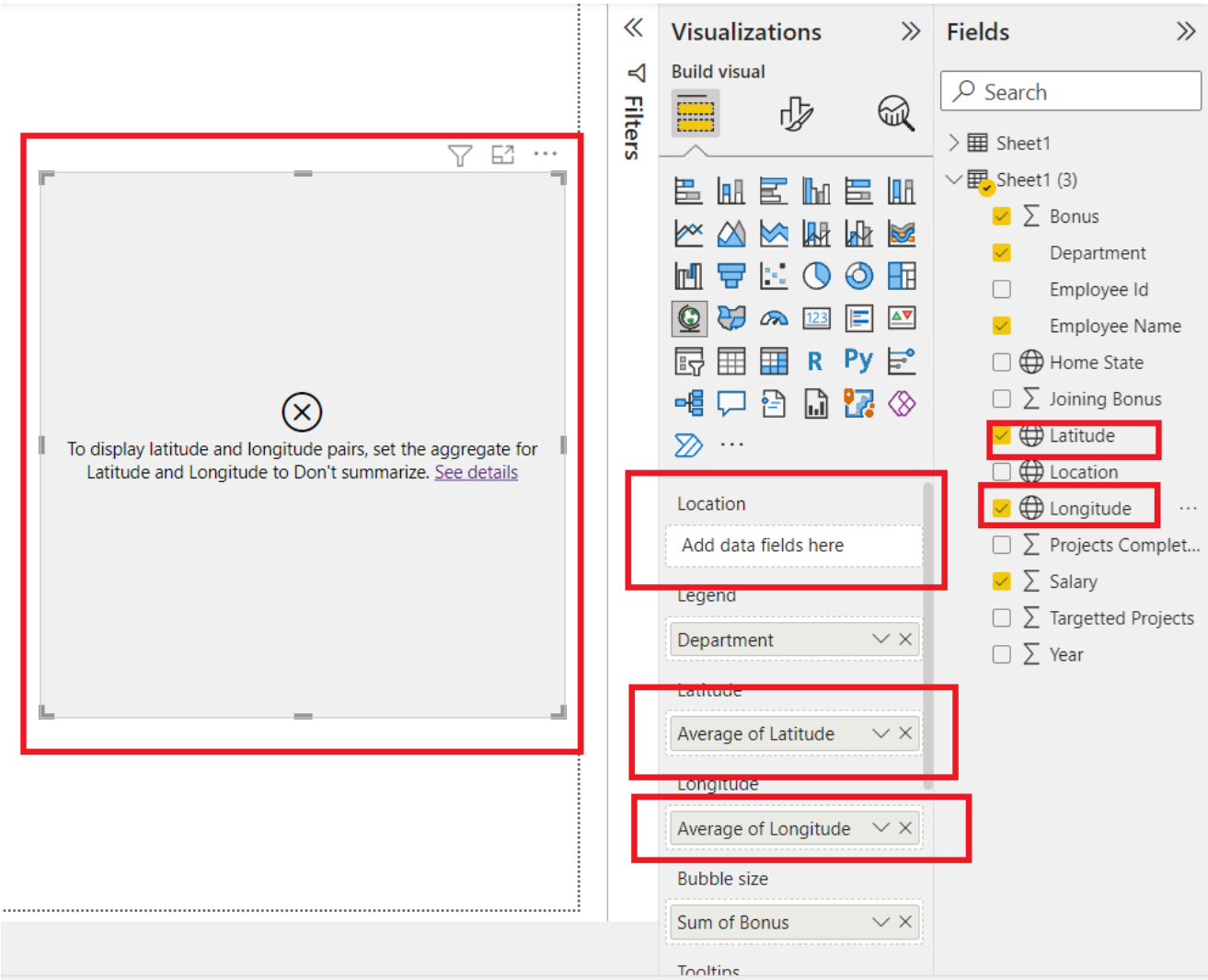
Step 6: Bubble size refers to the quantity of a column. The **larger** the **numeric value**, the greater will be the **size** of the **bubble**. **Drag** and **drop Bonus** into the **Bubble size** section.



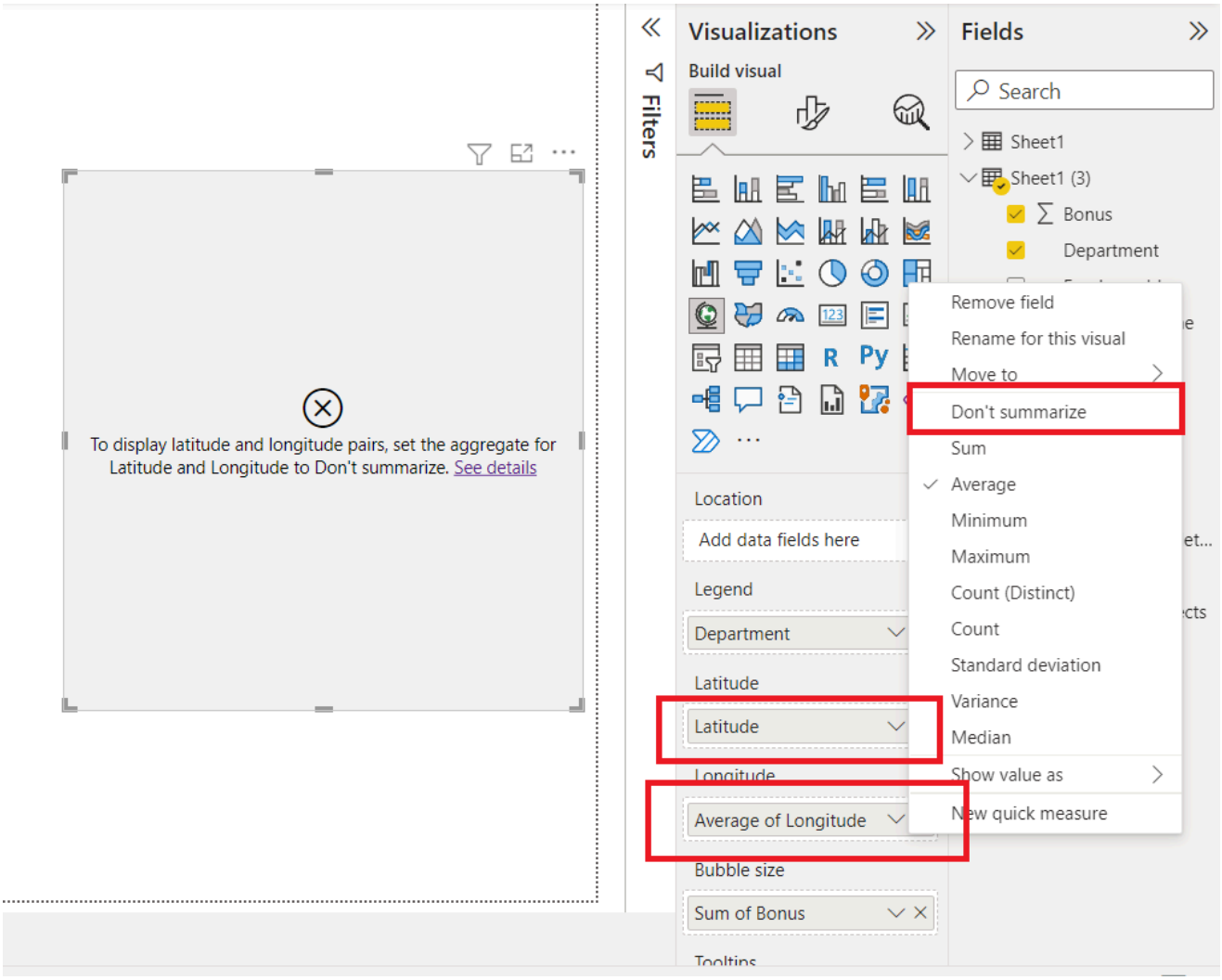
Step 7: Our next task, is to add **Tooltips** to the map. **Tooltips** provide additional information that we want to see, whenever we **hover** at a **data point**. In the below image, we can see that, we have **hovered** at **Noida**, and we view the previously added tooltips i.e.**Location Noida**, and **Department IT**. These tooltips appeared, as we have added, these measures previously. Now, think what if we want to add **Employee Name**, and **Salary** to this list? **Drag** and **drop Employee Name** and **Salary** under **Tooltips**. Now, again hover over **Noida**.



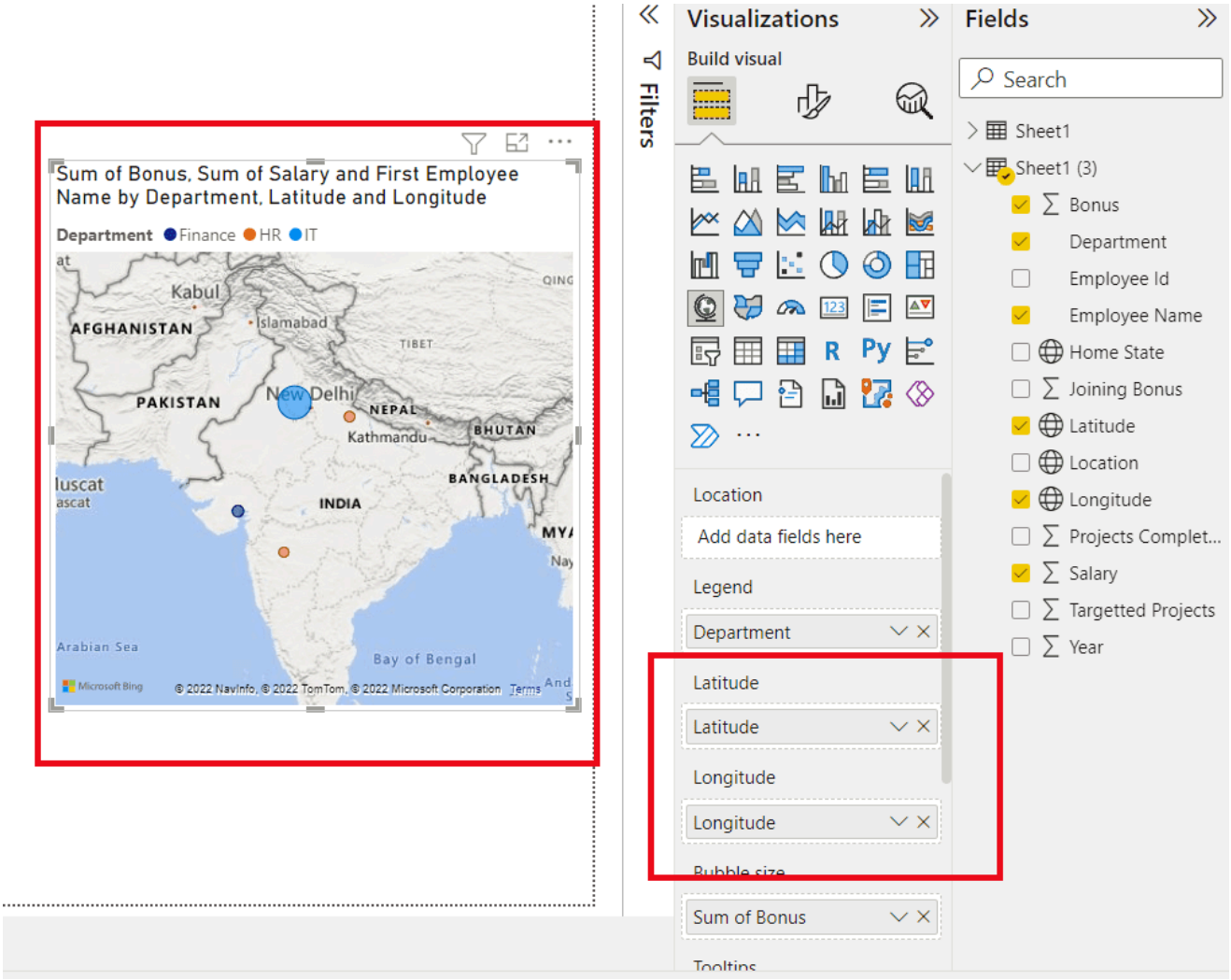
Step 9: We can also add **latitude** and **longitude**, instead of **location** into our map. **Latitude** and **Longitude** are the data points, which tell a particular position on the globe. Remove, **Location** under the **Location** section, and add **Latitude** and **Longitude** into the map. We can observe that an error came, this happened because, by default, PowerBI summarizes the numerical values, and hence we received an error.



Step 10: To remove the error, simply **right-click** on the **longitude**. A drop-down appears. Click on the don't summarize option. Repeat the same for **latitude**.



Step 11: We can see that a map is successfully created.



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GeeksforGeeks
Sanchhaya Education Private Limited

Corporate & Communications Address:

A-143, 7th Floor, Sovereign Corporate Tower, Sector- 136, Noida, Uttar Pradesh (201305)

Registered Address:

K 061, Tower K, Gulshan Vivante Apartment, Sector 137, Noida, Gautam Buddh Nagar, Uttar Pradesh, 201305

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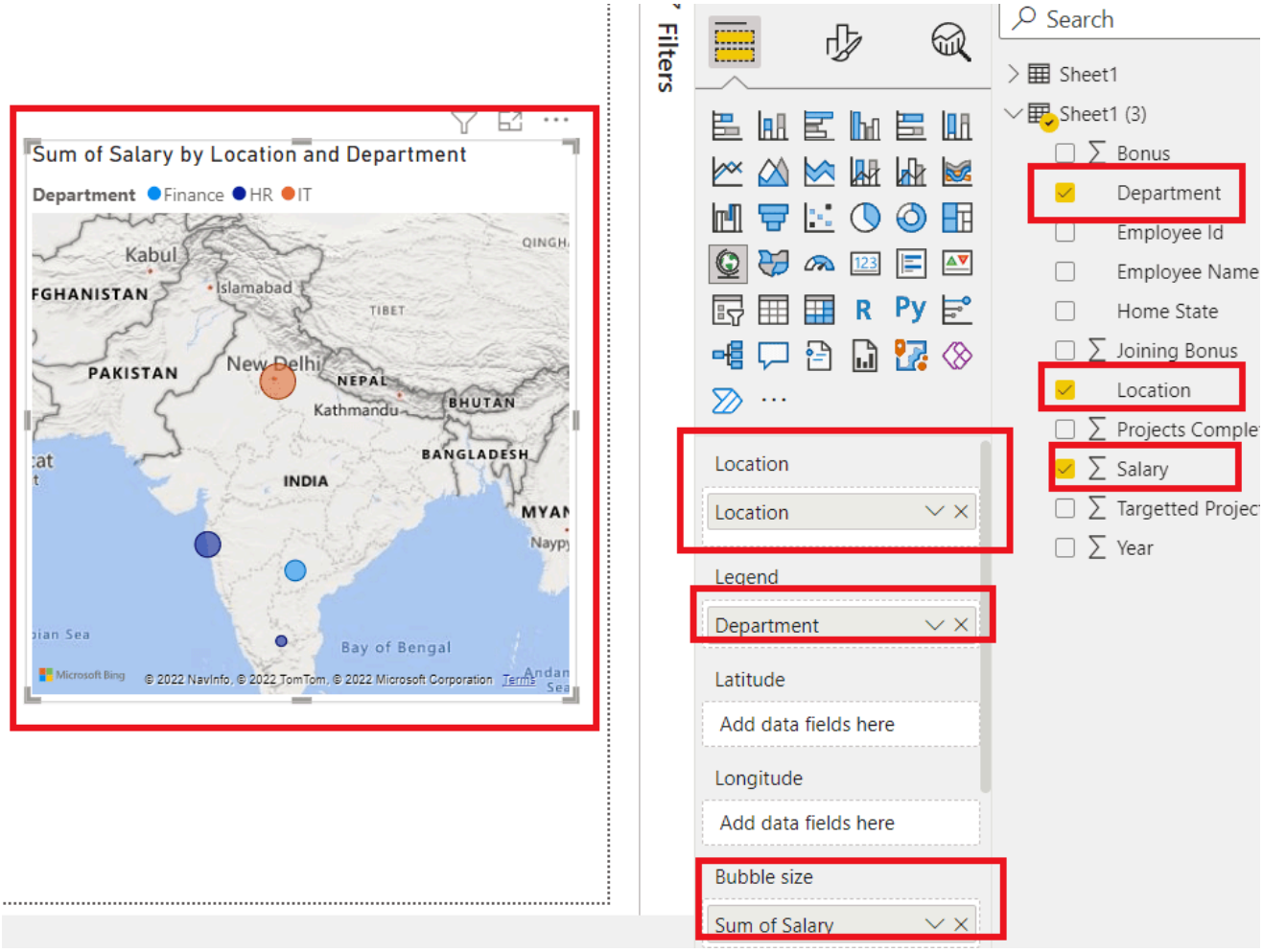
Power BI - How to Format Map

Last Updated : 05 Feb, 2023

Maps are the visualizations that display dataset values on the basis of **location**. The location can be **state**, **country**, **city**, **pin code,** etc. We have various options to format maps. We can apply different **styles** to map, add **legends**, customize the **colors of the bubbles,** etc. In this article, we will learn how to format a **map** in Power BI and explore its various options.

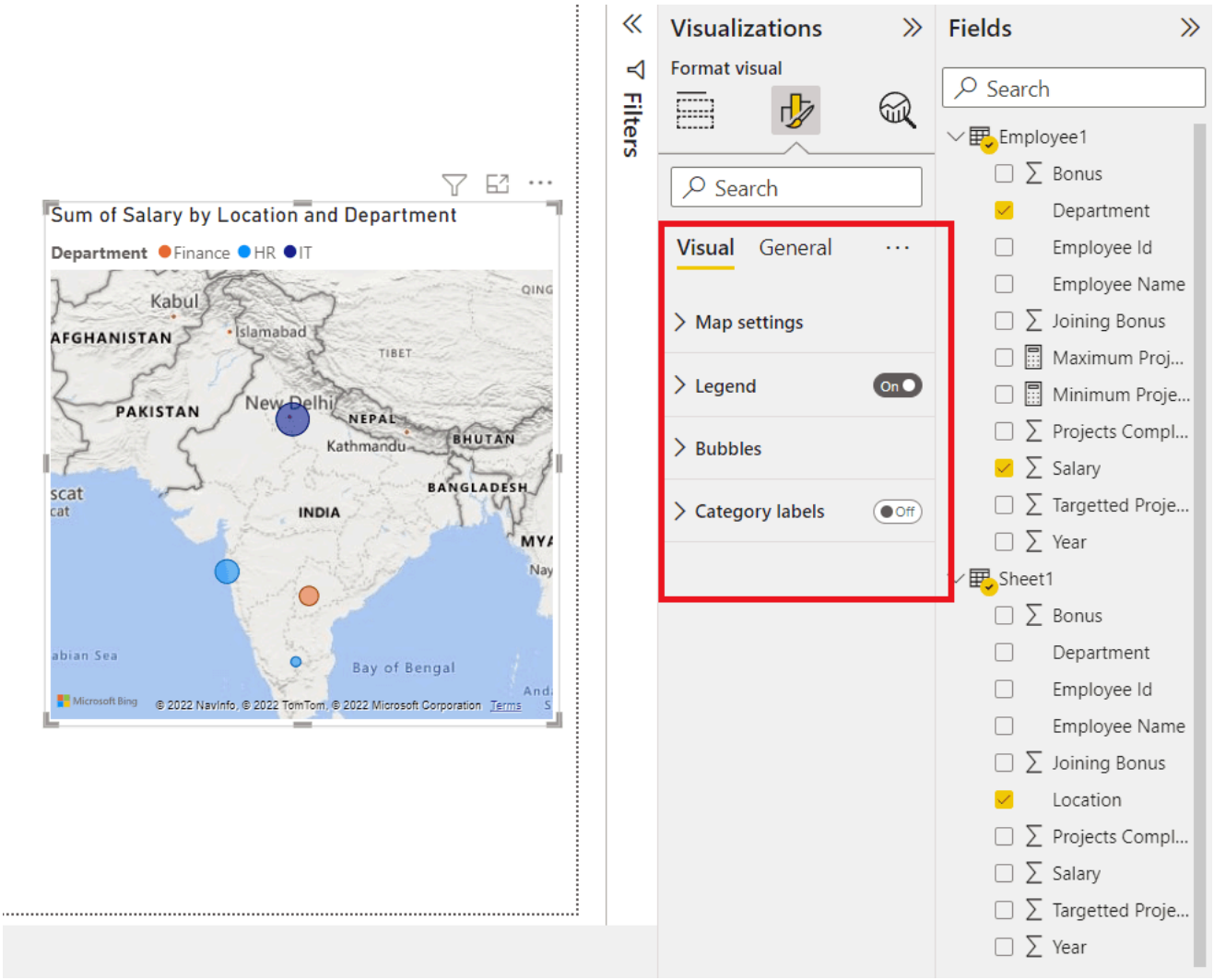
Formatting a Map In Power BI

After the successful, creation of a map in Power BI. We have multiple options to **format** it. For example, adding the **title** to the map, changing the **color**, and **position** of the map, and adding **tooltips**, and **legend** colors, to the map. We have been given a dataset, name, **Employee**, and we have created the map, by adding **Location** in the **Location**, **Department** in the **legends**, and **salary** in the **bubble size**. We will explore every option to format the **map** in Power BI. There are **two** types of **Formatting** in visualizations i.e. **visual formatting** and **general formatting**.



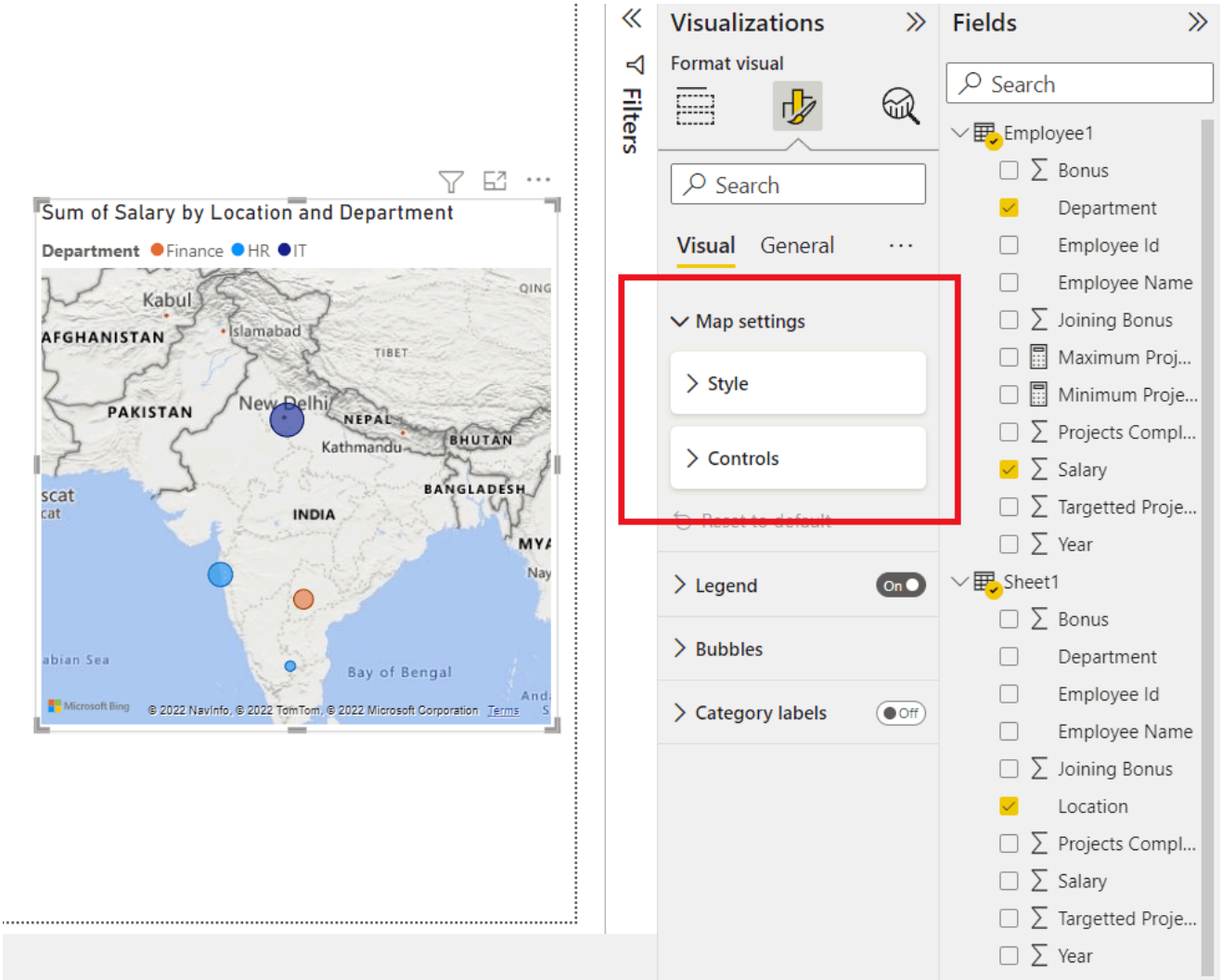
Visual Formatting

Visual formatting comprises **4** options i.e. **Map settings**, **Legends**, **bubbles**, and **Category Labels**.



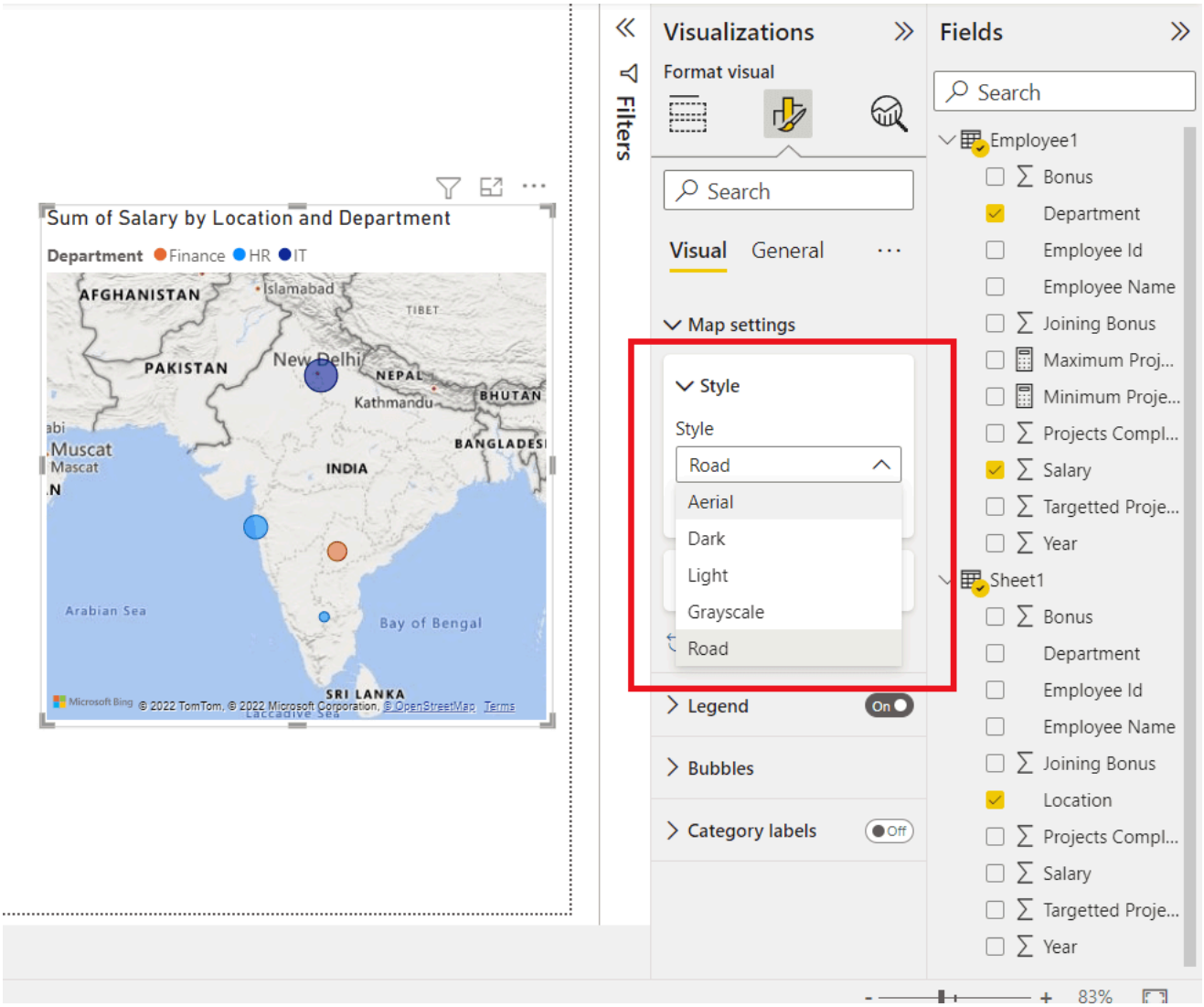
Map Settings

The **map settings** help customize the entire map, with different styles, and zoom settings.

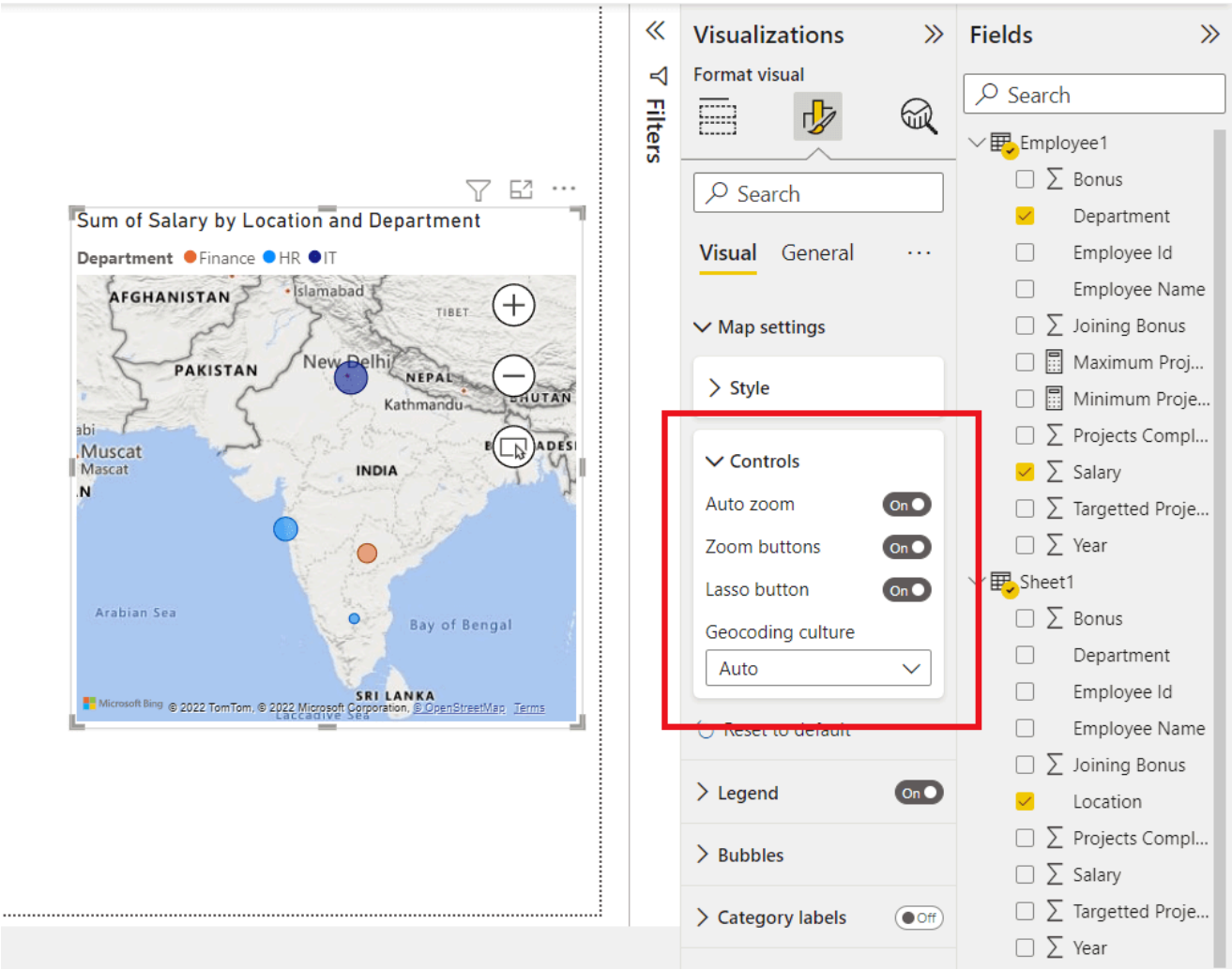


The following are the steps:

Step 1: Click on the **Map Settings** option. A drop-down appears. We have multiple options available here i.e. **Style** and **Controls**. Click on the **Style** option, and a drop-down appears. We have multiple styles, for example, **Aerial**, **Dark**, **Light**, etc.

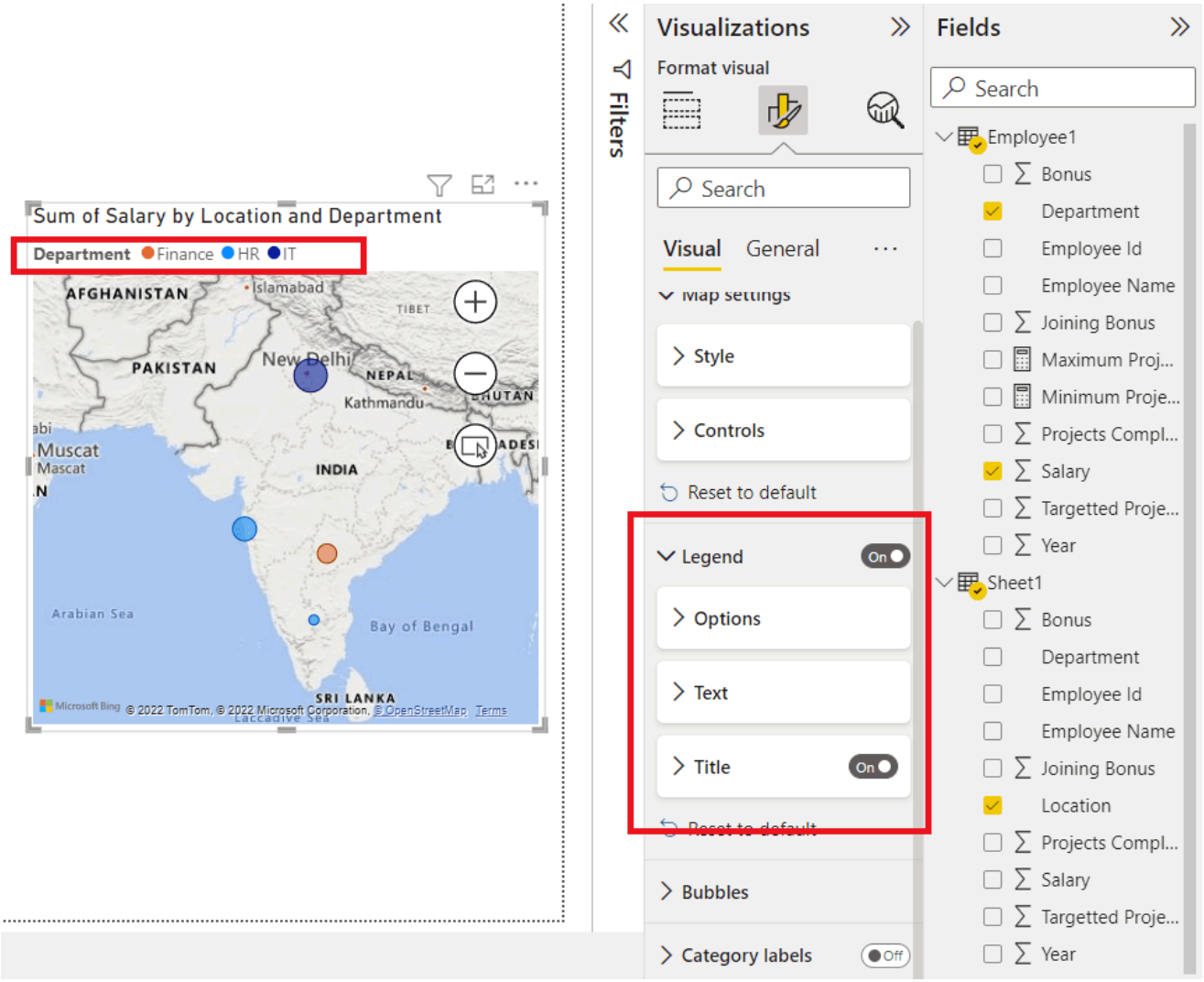


Step 2: Similarly, click on the **Controls** option. We have **three sliders** available i.e. **Auto zoom, Zoom buttons**, and **Lasso buttons**. **Auto zoom** is the default slider that helps us to auto-focus the data points. Click on the **zoom buttons** option, we will see that **two** buttons appear on the map of **+** and **-,** we can use these buttons to **zoom in** and **zoom out** the map. Also, click on the **Lasso button** option, and a new option with a **rectangle icon** will appear, this option helps us to select any portion of the data set values, in a specific region of the selected map.



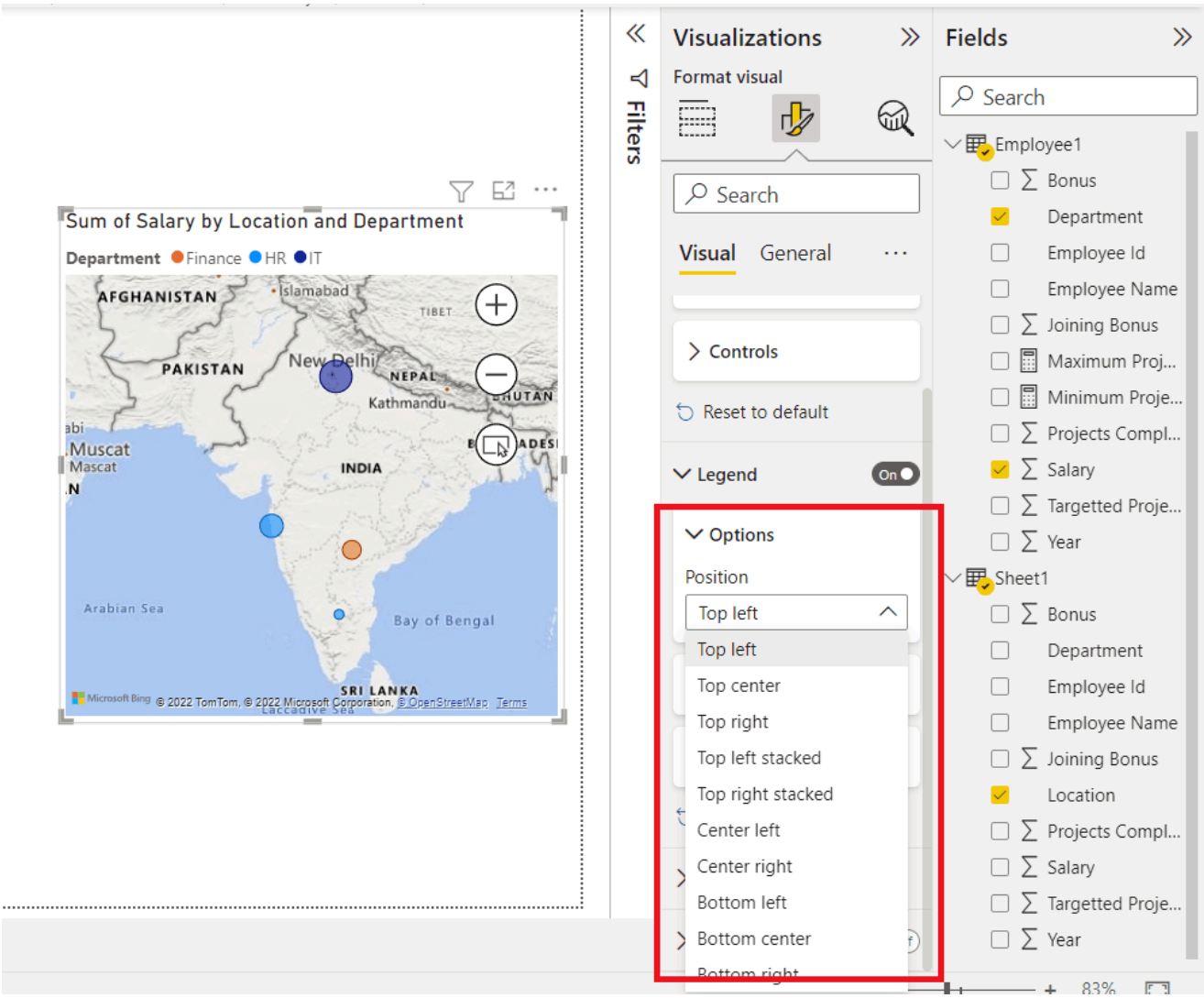
Legends

Legends are the property that is used to **sub-categorize** the data for better analytics. It divides the data into different sub-groups. Click on the **Legend** option. A drop-down appears. We have multiple options available here i.e. **Options**, **Text**, and **Title.**

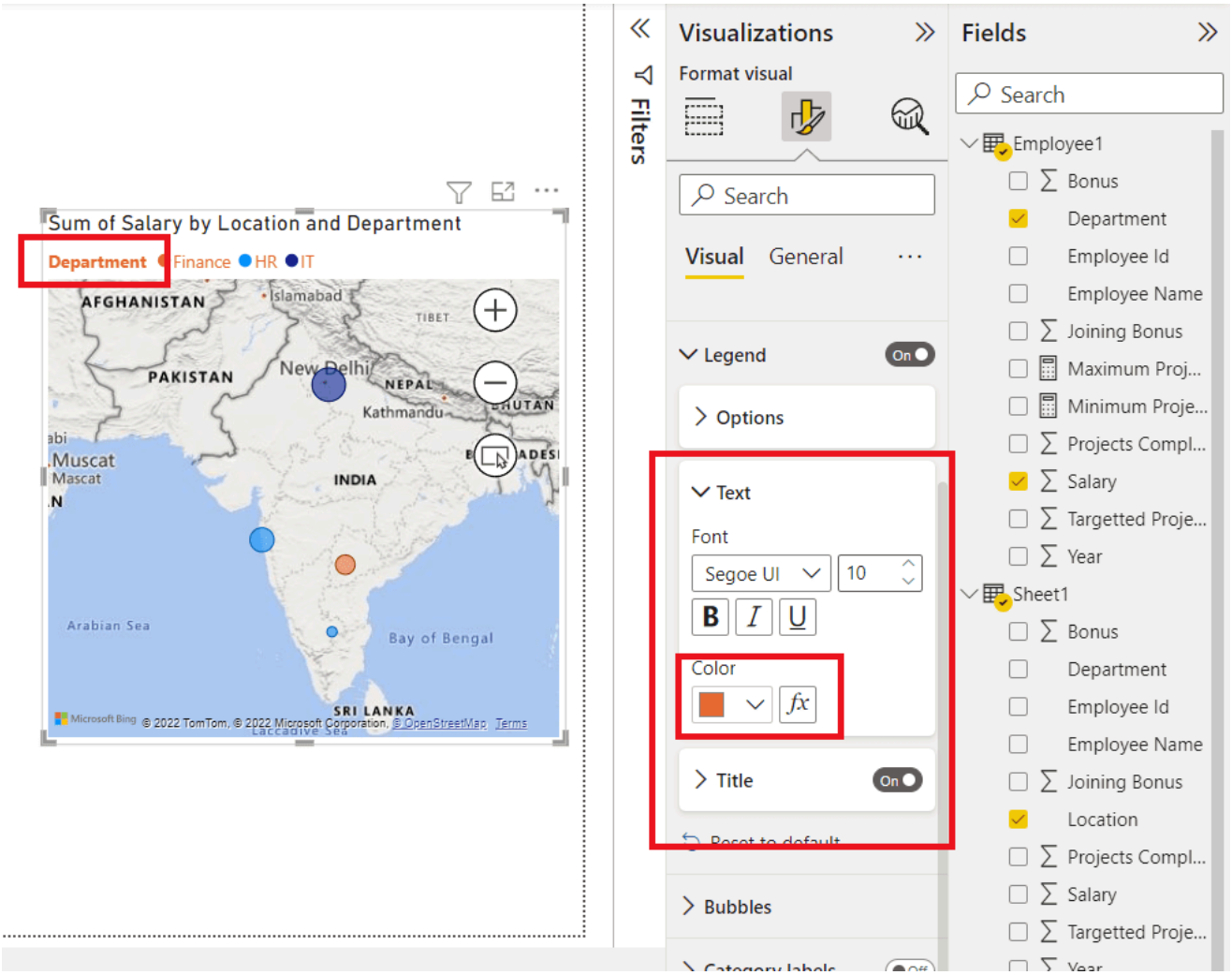


The following are the steps:

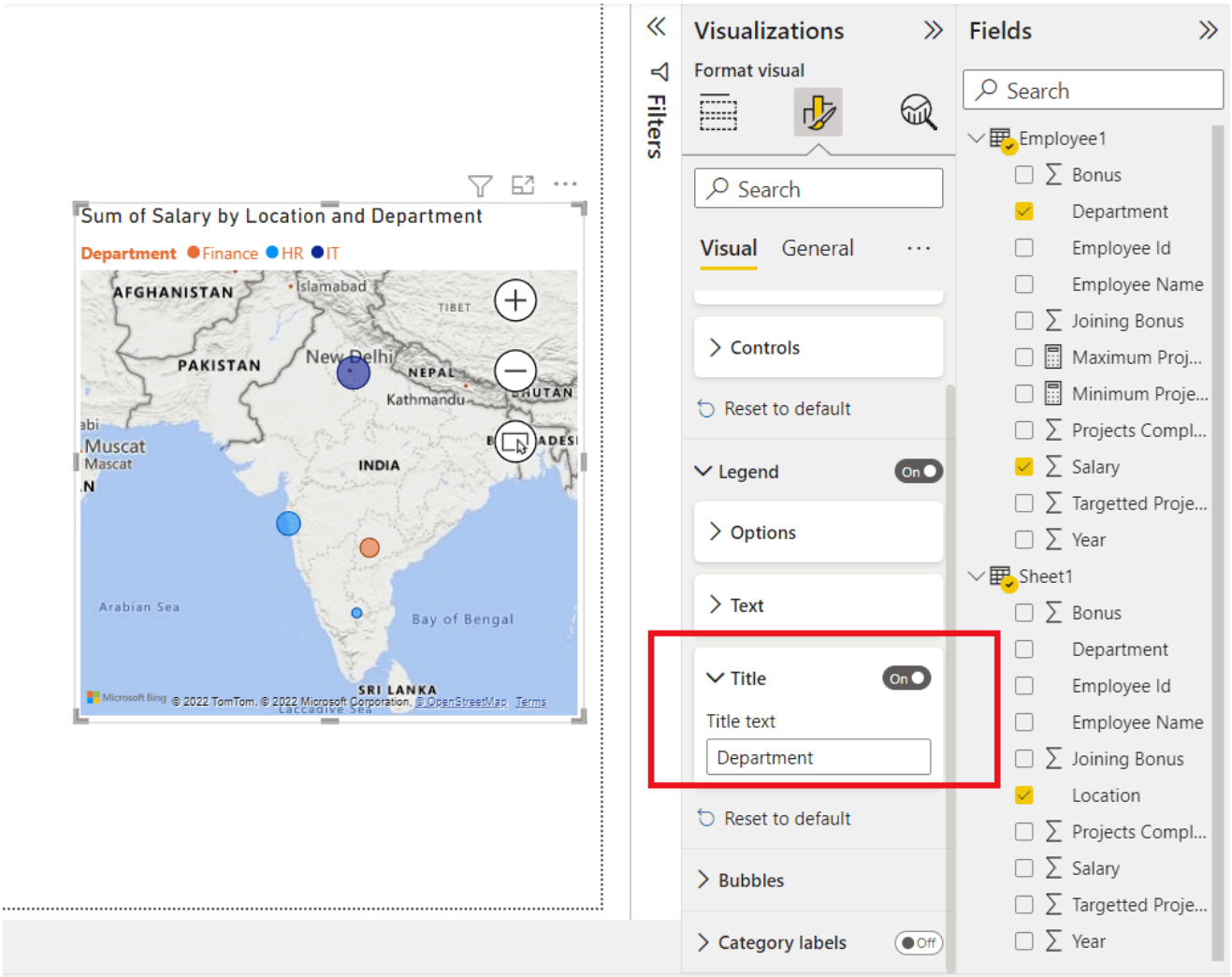
Step 1: Click on the **Options** property, we can change the **position** of the legends in the map. For example, Top Left, Top Center, etc.



Step 2: Using the **Text** property, we can change the **color** and **font size** of the legends i.e. **Department**. Click on the **Title**, to customize the title i.e. **Department**.

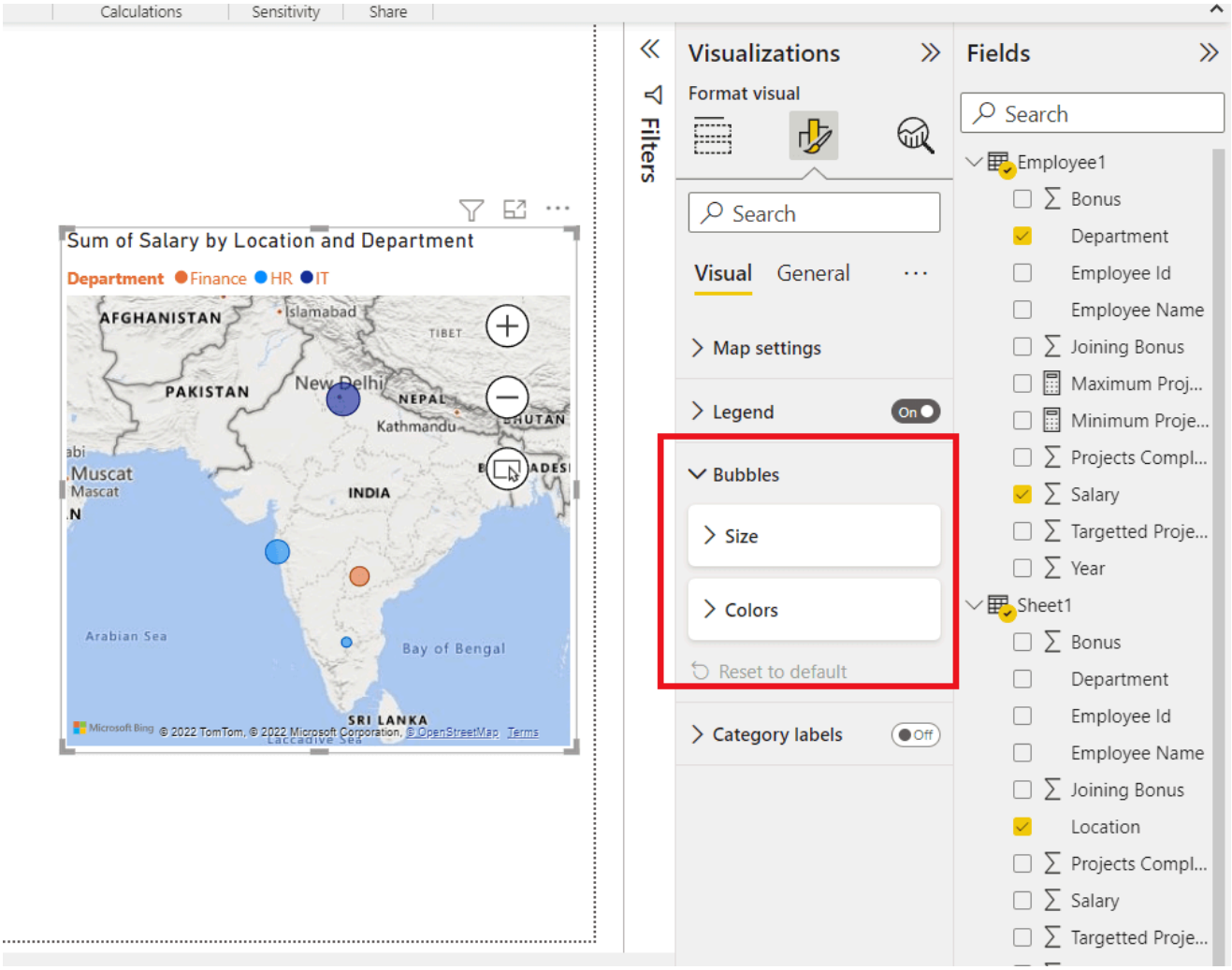


Step 3: Click on the **Title** property. We can customize the title of the legends. By default, it is the name of the column which is dragged inside the **Legends** section.



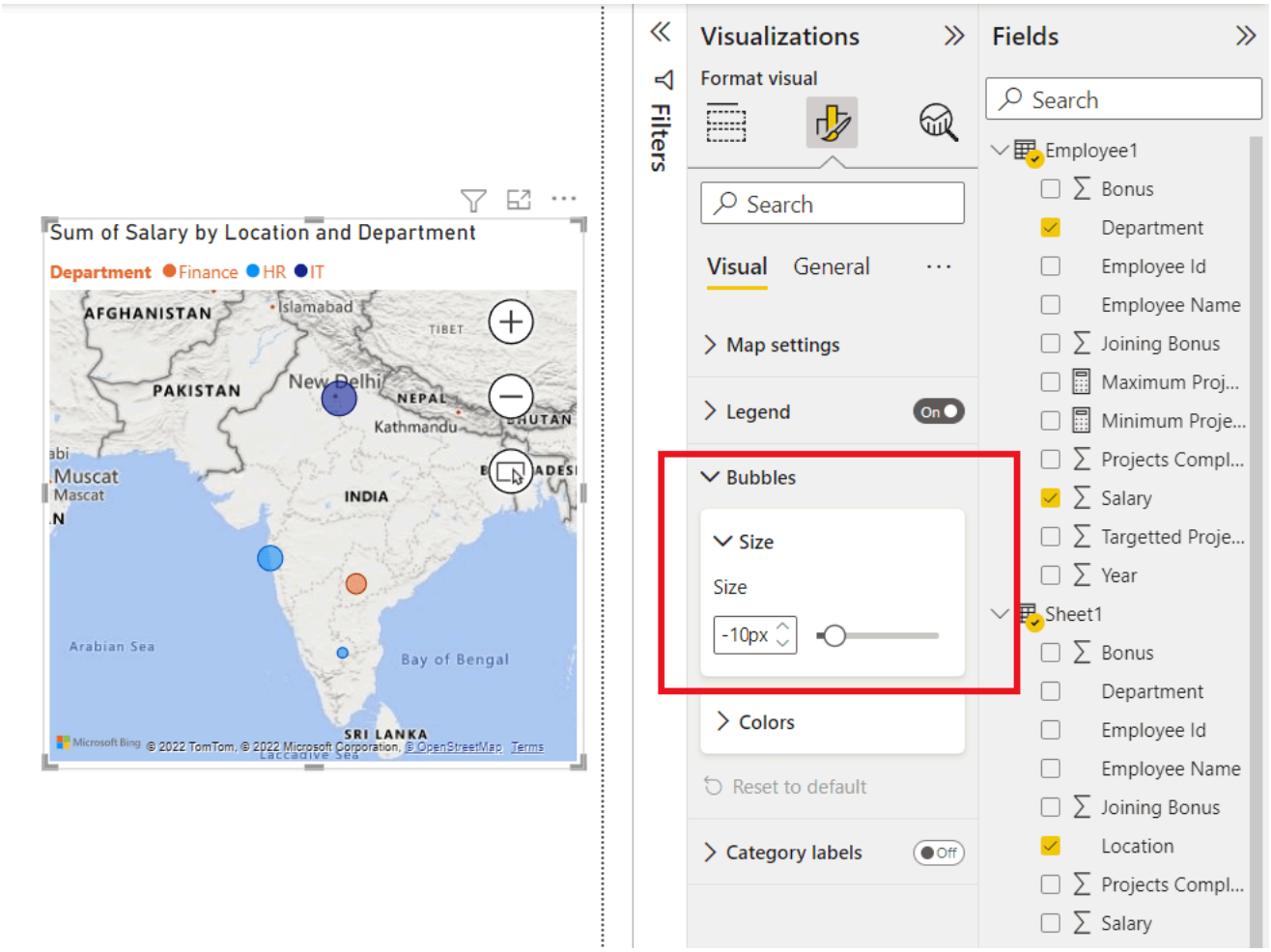
Bubbles

Bubbles are the circles present only in maps, and not in the filled maps. The size of the **bubble** is larger if the **numeric value** of the column inserted is **larger**. We can customize the **size** of the bubbles, and can also change the **color** of the bubbles. Click on the **bubbles** option, we have **two** options available i.e. **color** and **size**.

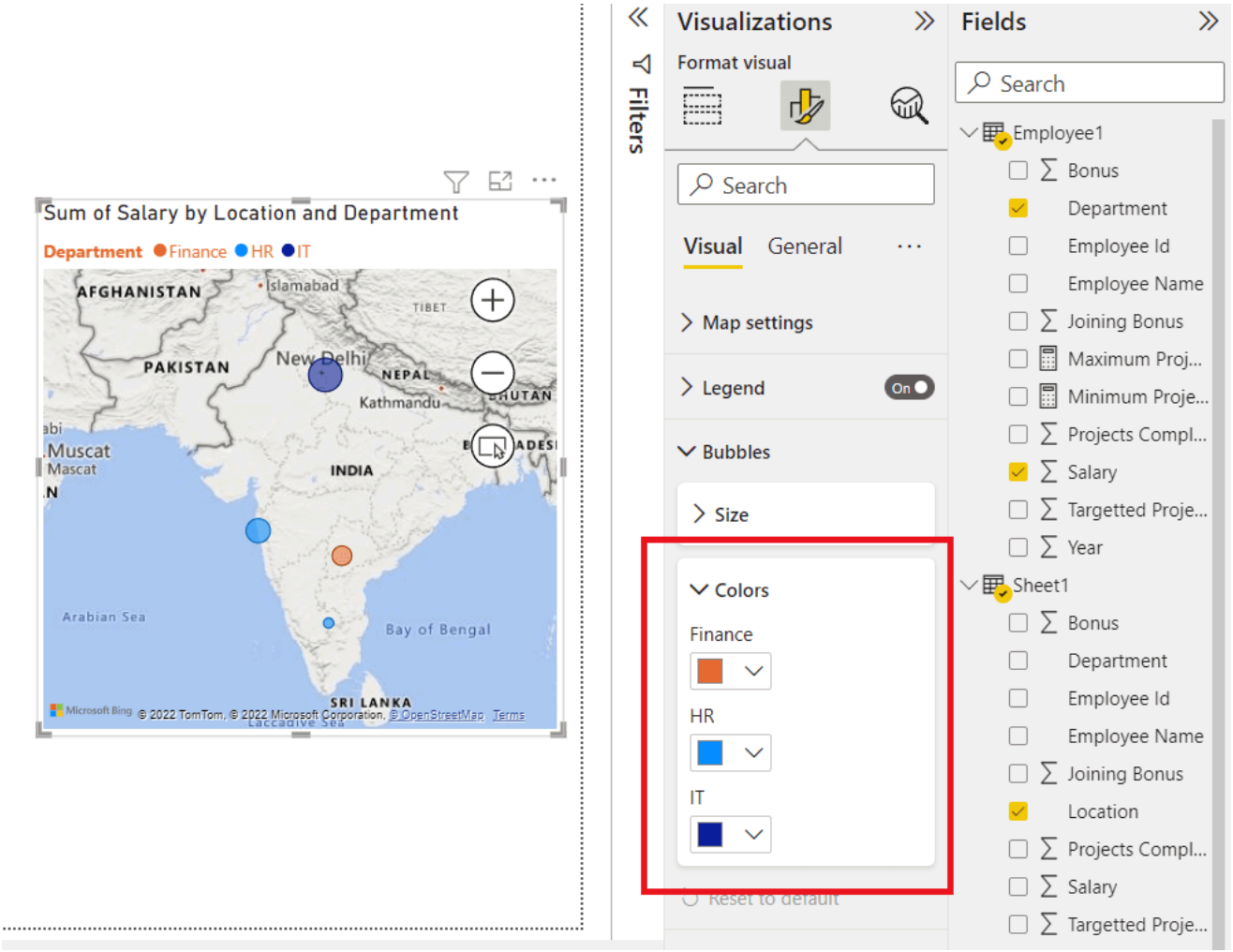


The following are the steps:

Step 1: Click on the **size** option. We can change the size of the bubble accordingly. For example, **-10px.**

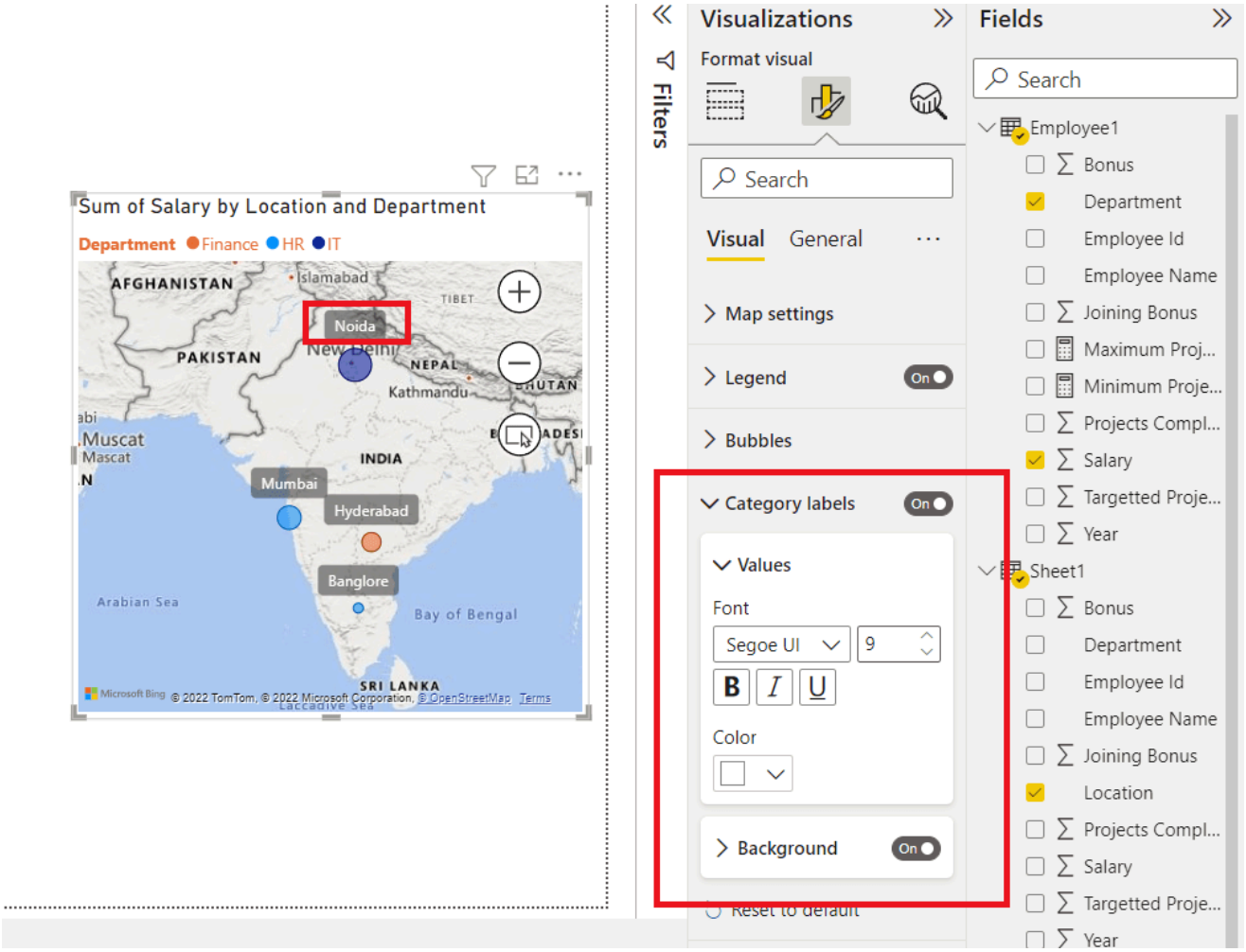


Step 2: Click on the **colors** option. A drop-down appears. The colors have been divided on the basis of the **legend's** property. For example, **IT** is shown in **purple** color.



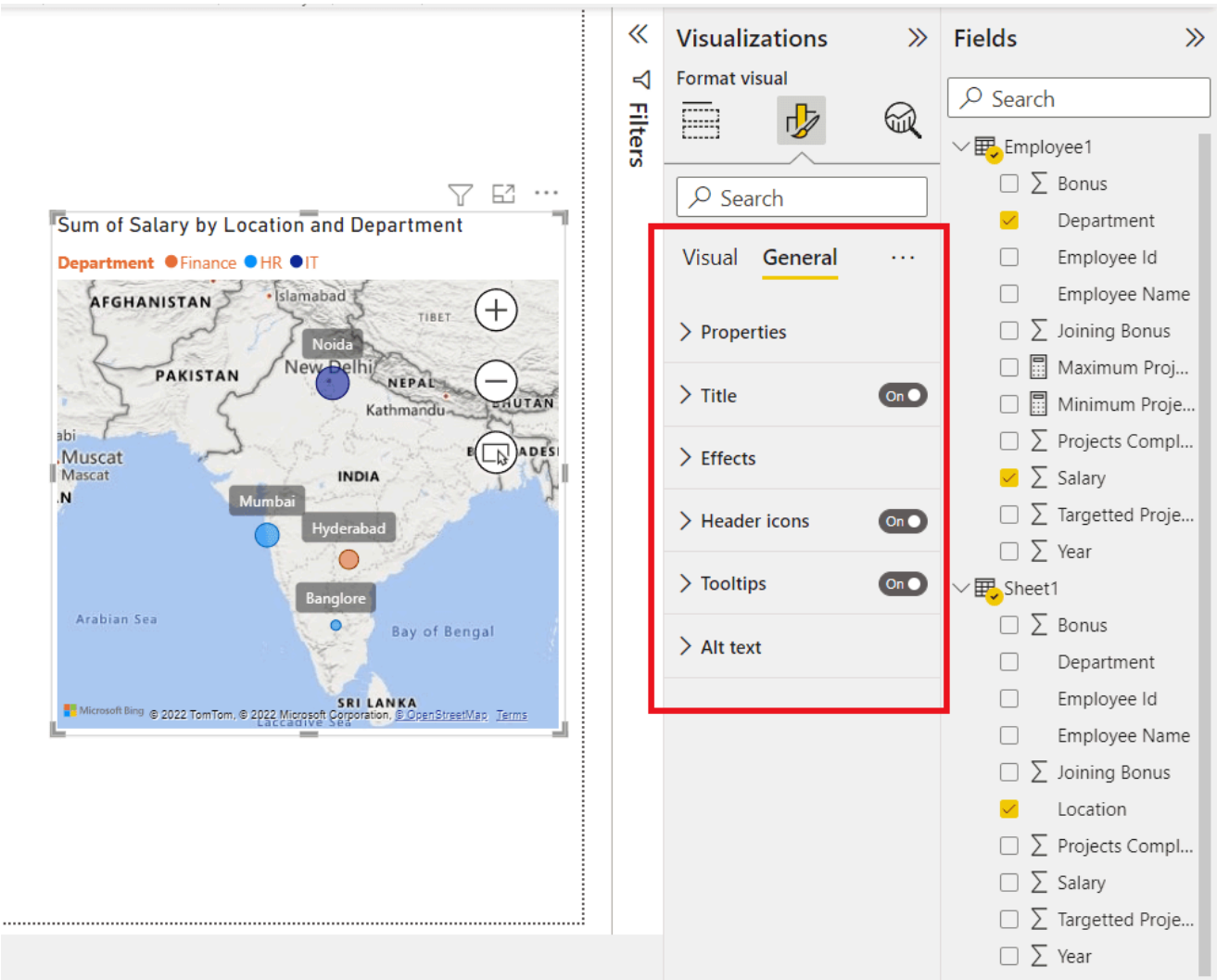
Category Labels

Category labels are the tags, added above at each of the **data points**, and their **values** are the **Location** names. **Font** can be used to change the type of script used, we can also change the **size** of the category labels. The **background** option can be used to add a **background color** to the category labels.



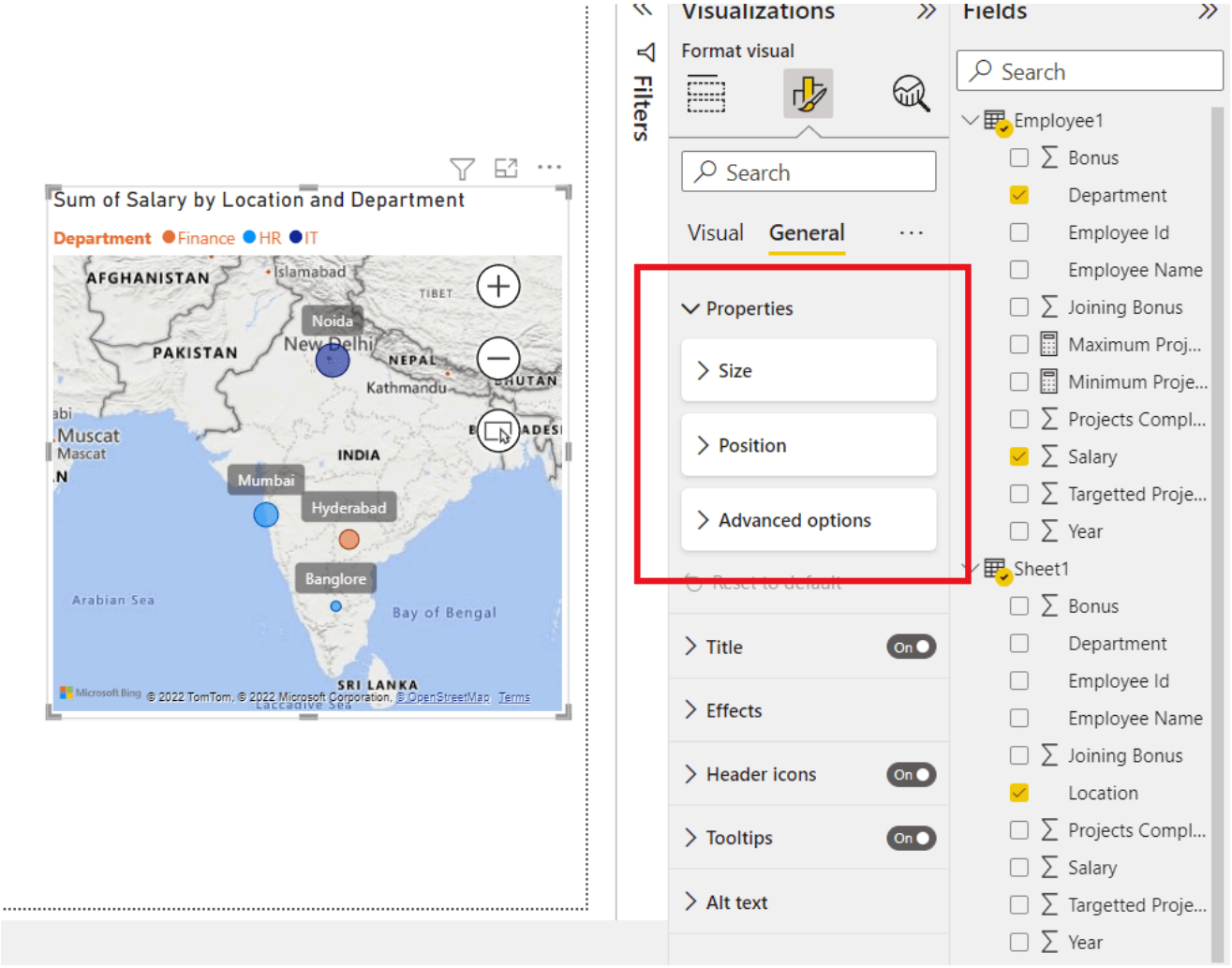
General Formatting

There are **multiple options** in general formatting. For map, we have options like **Title**, **tooltip**, **effects**, **alt text**, etc. We will look at each of the options in detail.



Property

The **property** option is generally present in every visualization. It contains **three** options, **Size**, **position**, and **Advance options**. We, generally do not use these properties, because all are easily accessible with **mouse clicks**. The **size** property helps to resize the visualization created. The **position** property changes the position of the visualization, in the report. The **Advance option** comprises adding a **layer order**, which is rarely used.

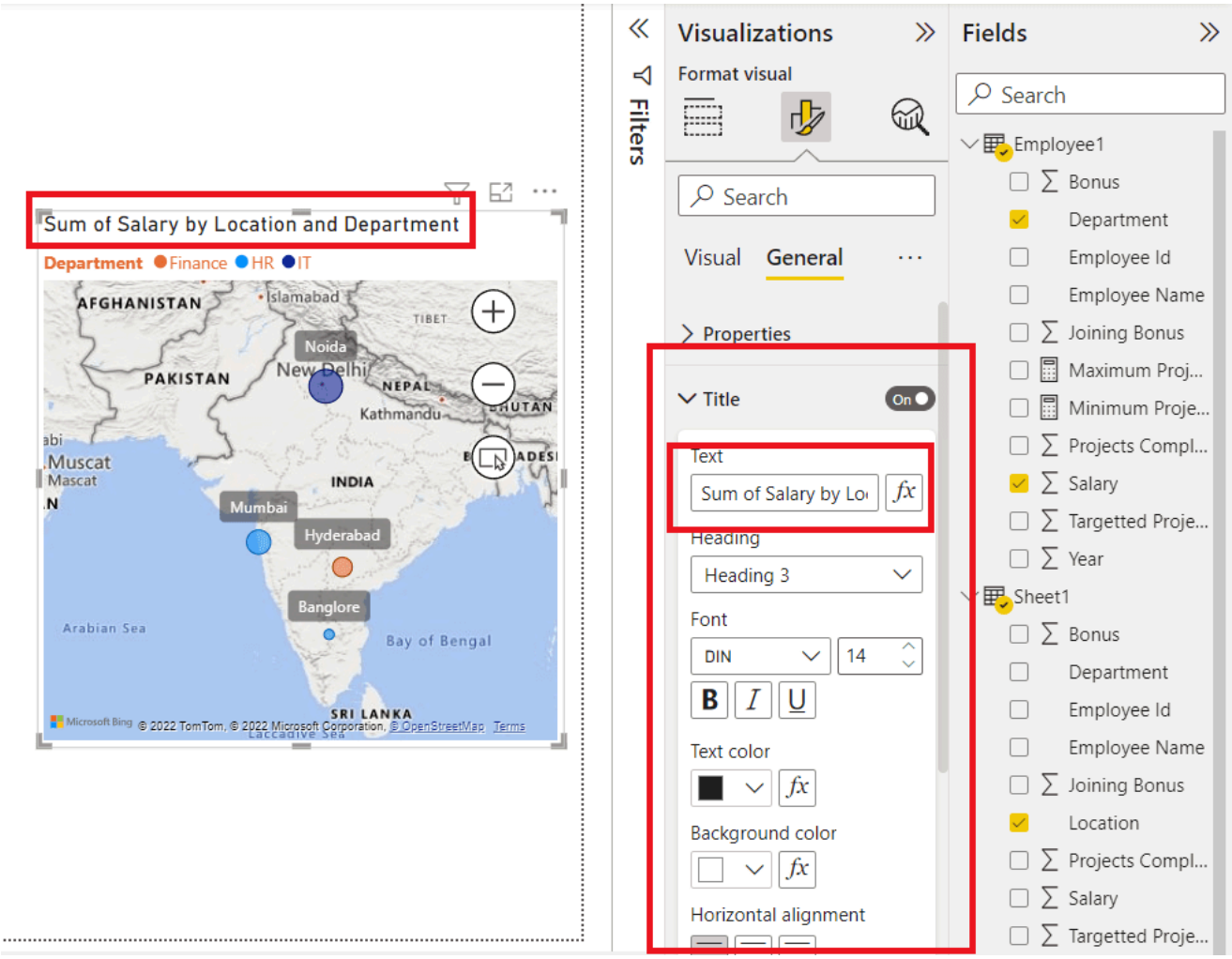


Title

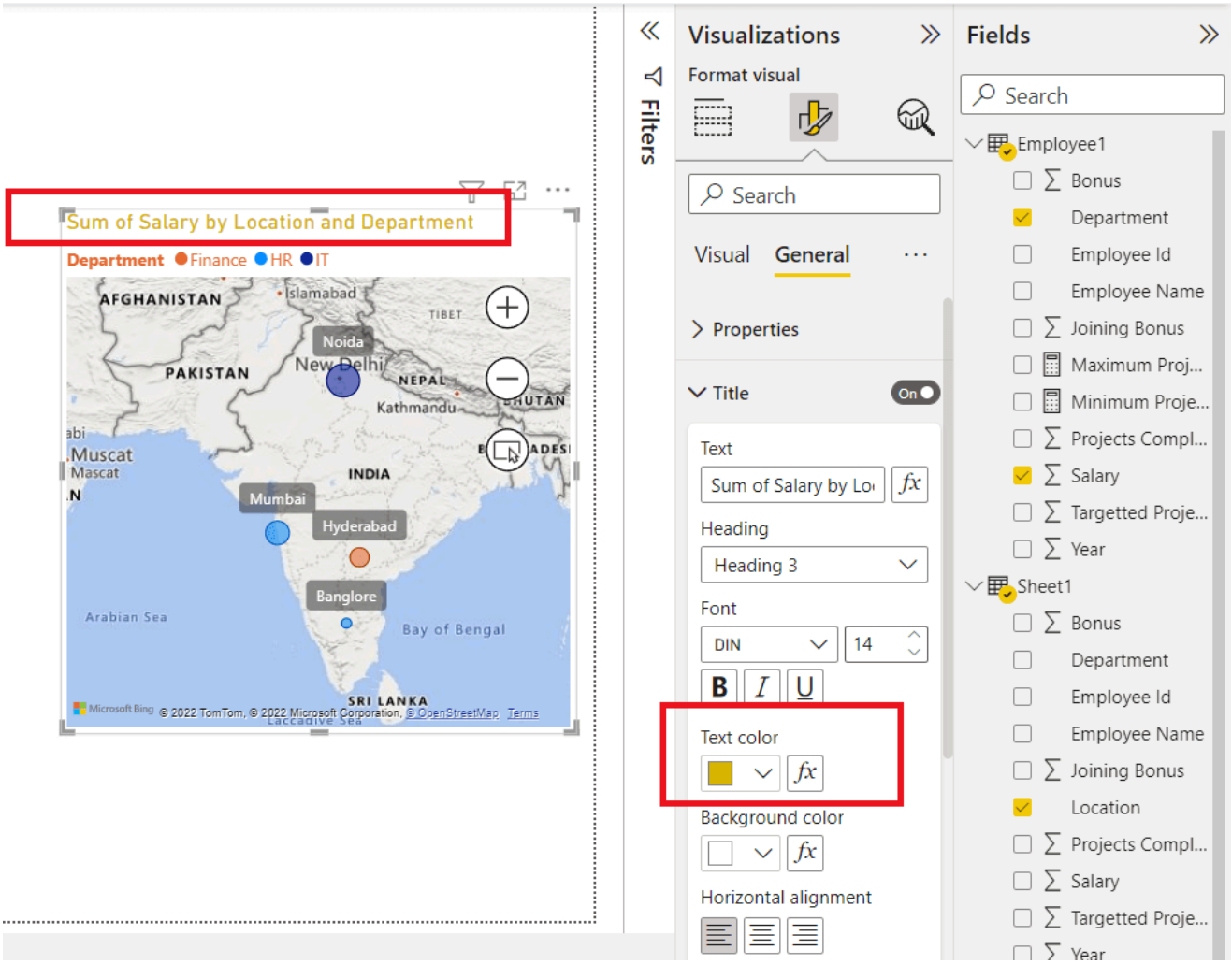
The **title** formatting is present in every visualization. As the name suggests, it adds a **heading** to the visualization. Click on the **slider** to enable the title.

The following are the steps:

Step 1: Click on the **Title** option. A drop-down list appears. Add the title, under the **Text** section. For example, **Sum of Salary by Location and Department**. We can view in the image a **title** is added to the map. As done previously we can customize the **size**, **font type** of the title, etc.

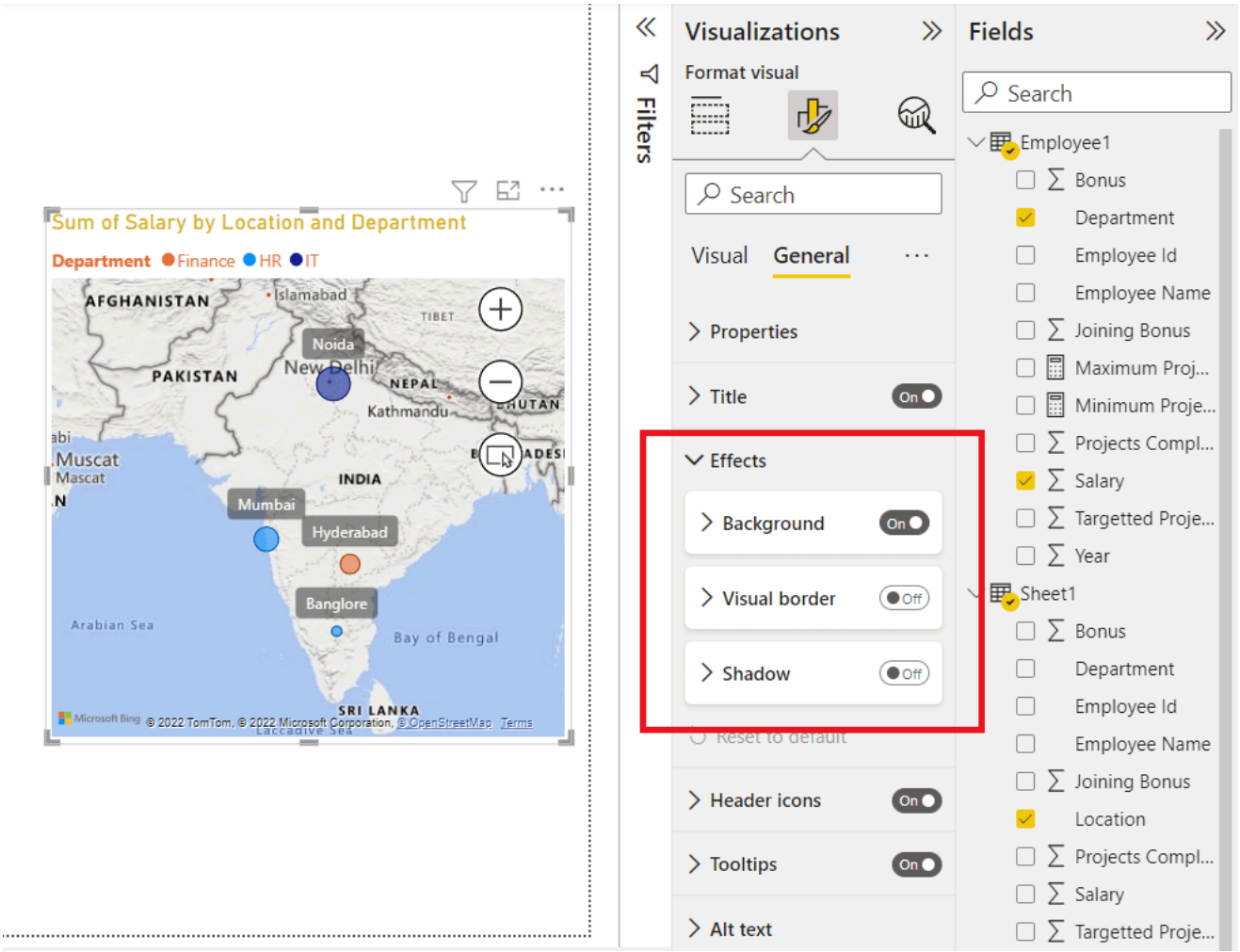


Step 2: We can also change the **color** of the title. Under the **text** color, select the required color. For example, **yellow** in this case. The **title** color changes to **yellow**.



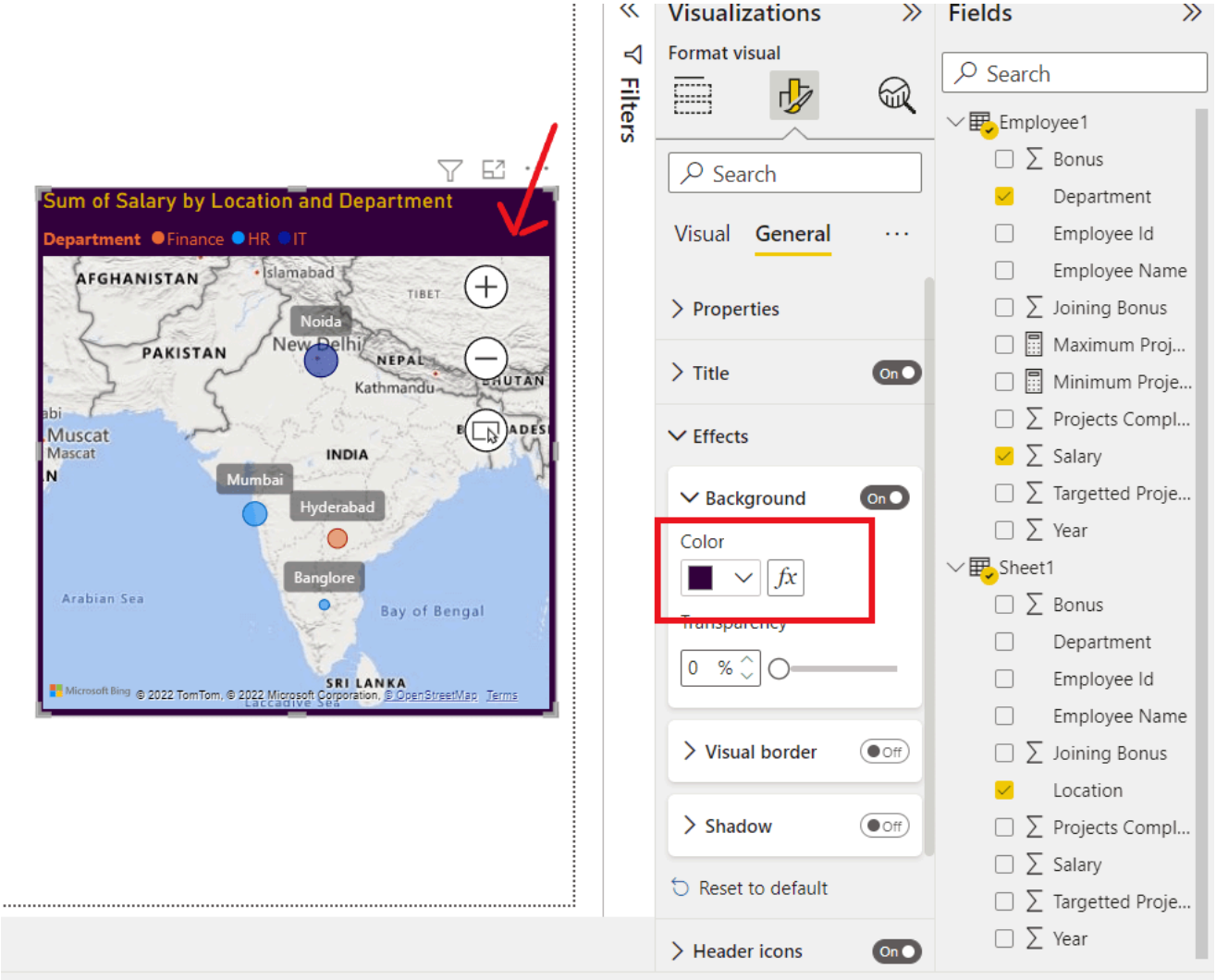
Effects

The **effects** section comprises **three** features i.e. **Background**, **Visual Border**, and **Shadow**. All works according to their names. The **background** adds a background color to the visualization, the **Visual border** adds a border around the visualization, and the **shadow** option creates a shadow on the outskirts of the visualization.



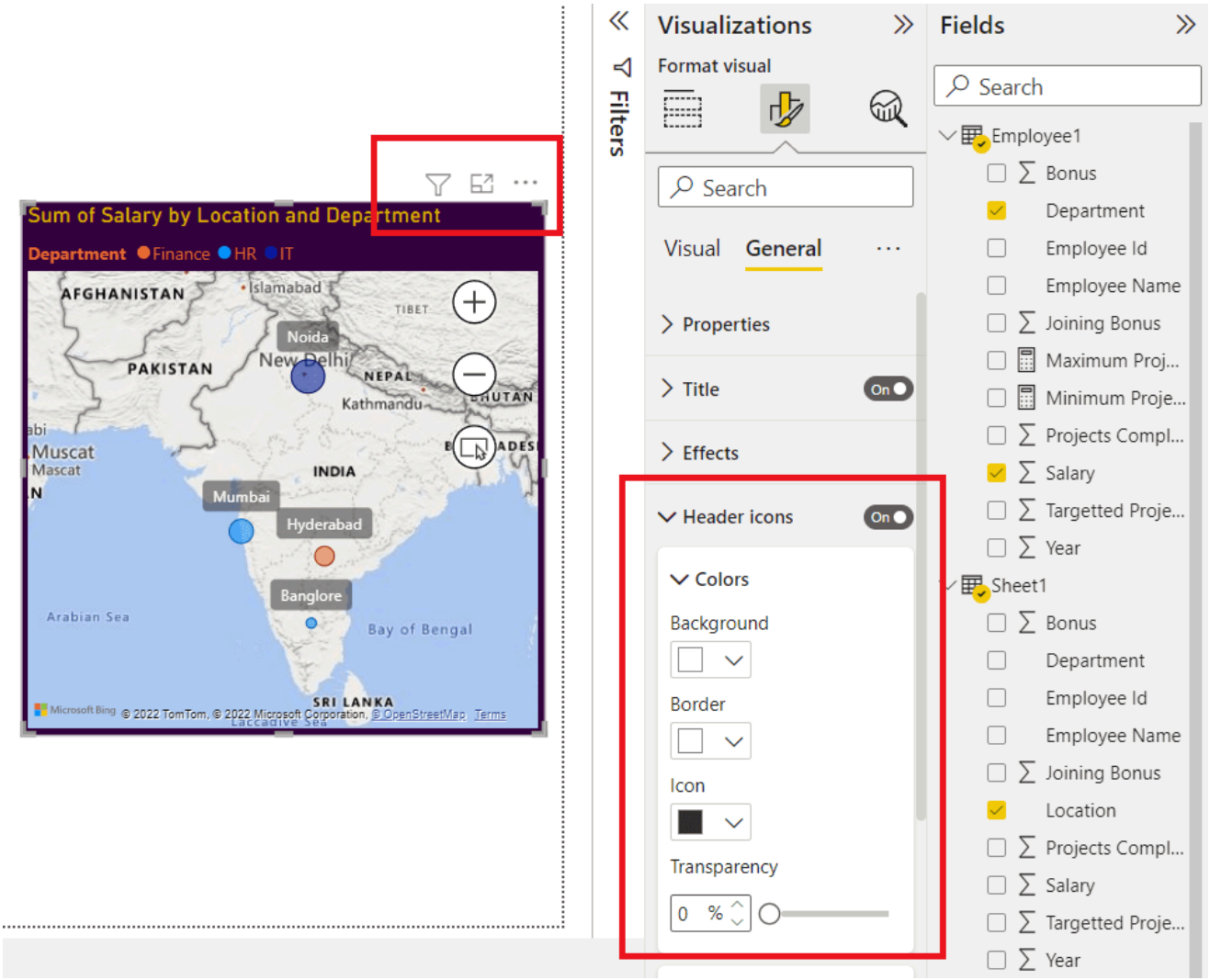
The following are the steps:

Step 1: Click on the **Background** option. Select the color of the background accordingly. For example, **Black**. We can view in the below image that the background of the map changed to **black**.



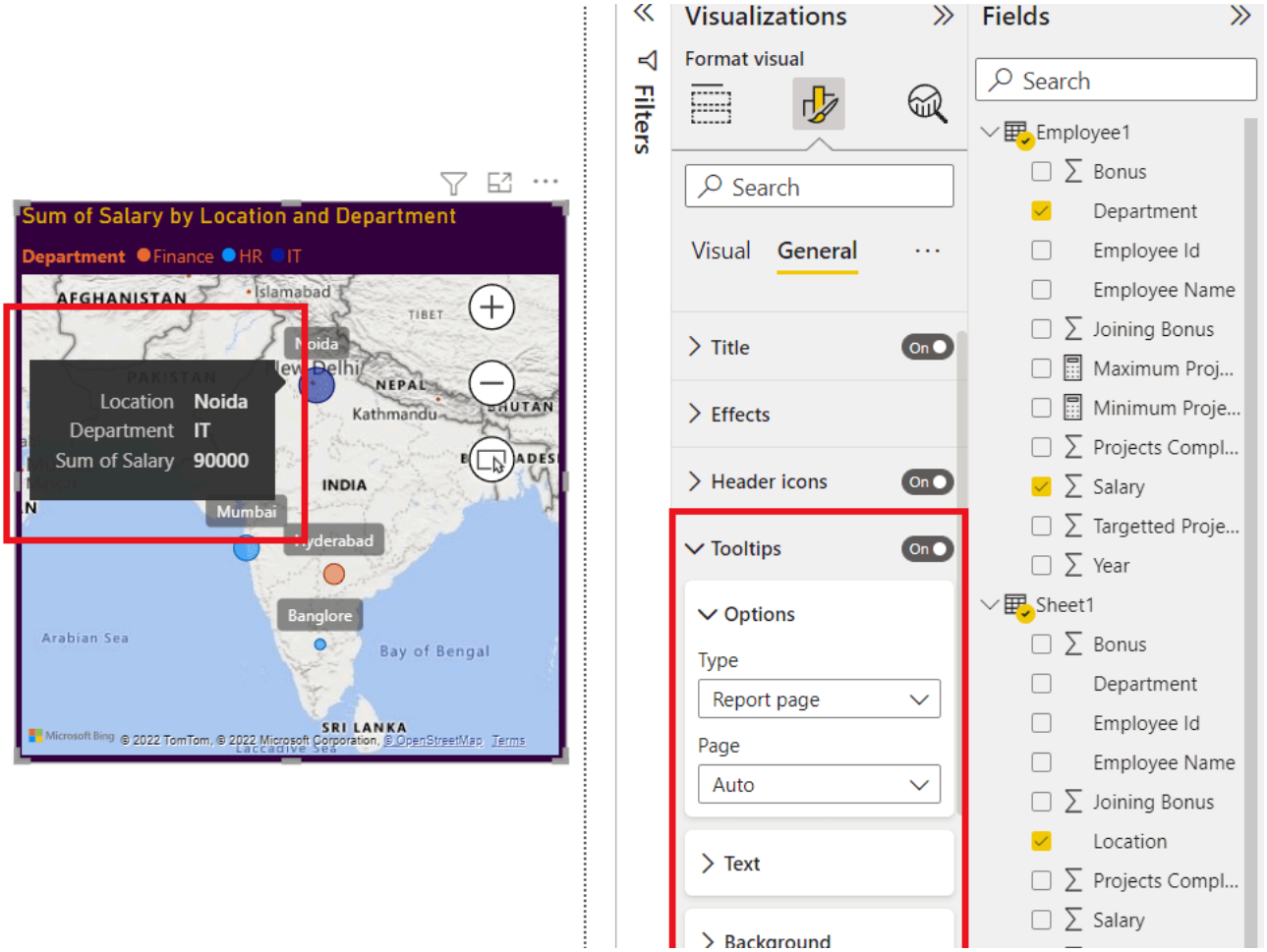
Header Icons

Header-icons are the options, present on the top of the visualization. For the map, there are **two** options, **filter on visuals** and **more options**. Click on the **header-icons** option, we will get various options, like **Background**, **Border**, and **Icons**. One can set its colors as per choice.



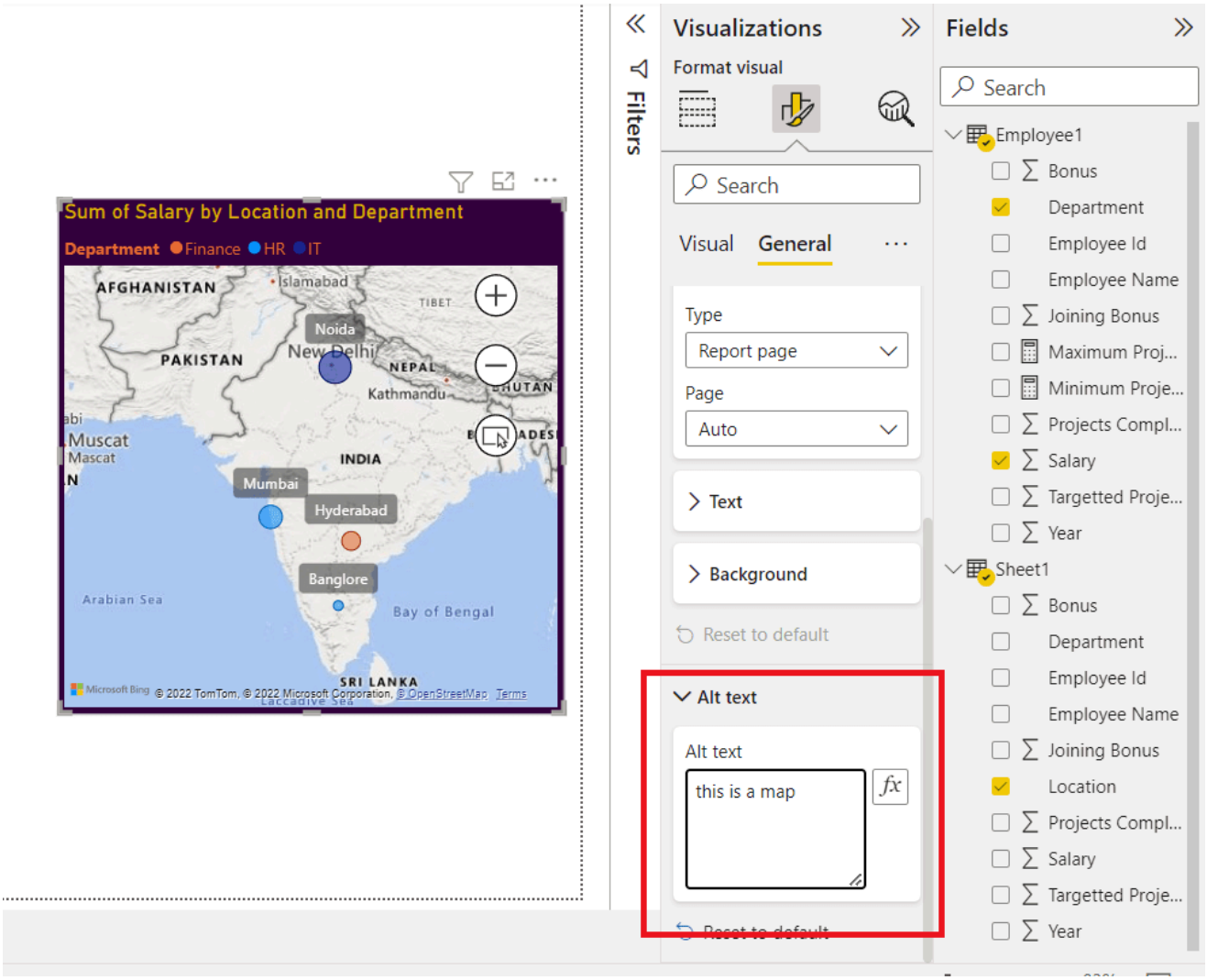
Tooltips

Consider a situation, where we want to display the fields added by hovering over the map, then this task can be achieved by the **Tooltips** option. Tooltips have **three** properties i.e. **Options**, **Text**, and **Background**. Click on the **tooltips** option. Now, for example, we hover over the **Noida** data point, then we can view **Location** as **Noida**, **Department IT,** and **Salary 90K**(Sum of salary of **Arushi** and **Gautam**). We can set **text** and **background color** according to our needs.



Alt Text

Alt text is a property present in each visualization. People generally misinterpret, alt text by its name, they think that alt text will be displayed when they hover over the visualization. Alt text is for the persons, who cannot see the visuals, images, etc. This option is only available if you are using a **narrator** in your system. When your narrator is active, then this alt text will be spoken by the system. Click on the **Alt text**, and type the required text.



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Sanchhaya Education Private Limited

Corporate & Communications Address:

A-143, 7th Floor, Sovereign Corporate Tower, Sector- 136, Noida, Uttar Pradesh (201305)

Registered Address:

K 061, Tower K, Gulshan Vivante Apartment, Sector 137, Noida, Gautam Buddh Nagar, Uttar Pradesh, 201305

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Power BI - How to Create a Treemap?

Last Updated : 06 Sep, 2025

A TreeMap in Power BI is a visualization that helps us to display hierarchical data through a set of nested rectangles. Each rectangle represents a category or subcategory and their size reflects the value they represent.

- Larger values are shown as larger rectangles making it easy to identify trends and patterns in the data.
- They are useful for displaying parent-child relationships and data distribution across categories.

Use of a Treemap

Here are a few reasons why we should consider using a TreeMap:

1. **Visualize Hierarchy:** TreeMaps are ideal for displaying hierarchical data which helps in showing how smaller categories fit within larger ones. This helps understand the relationship between different levels of data.
2. **Spot Patterns Quickly:** The size and color of each rectangle help highlight key trends or outliers in our data which makes it easier to analyze large datasets and spot anomalies.
3. **Compact Representation:** Instead of using multiple charts or visuals, a TreeMap consolidates everything into a single view. This compact representation makes it easier to compare categories and subcategories in a clear and simple way.

Implementing TreeMap in Power BI

Lets see a real-life example by using a dataset of employees for better understanding.

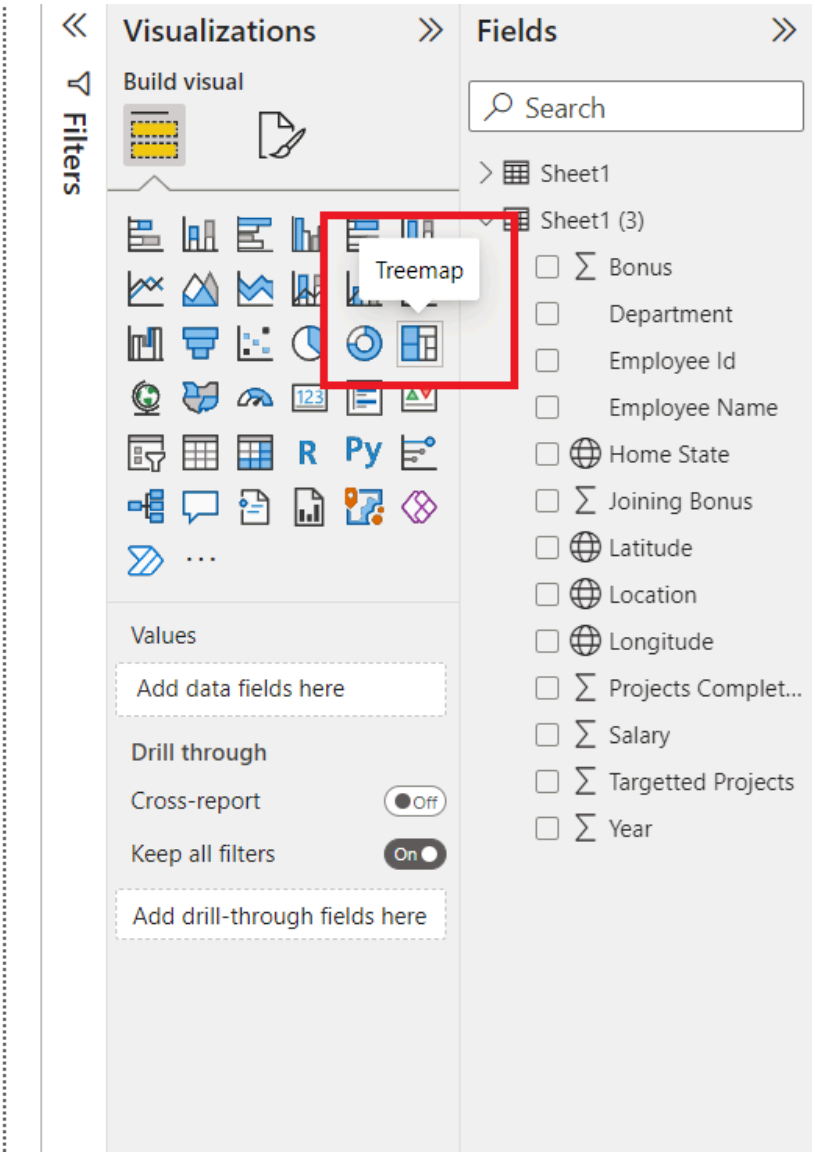
Step 1: Prepare the Dataset

For this example, we will use the employee dataset which includes columns like:

- Department
- Employee Name
- Salary
- Bonus.

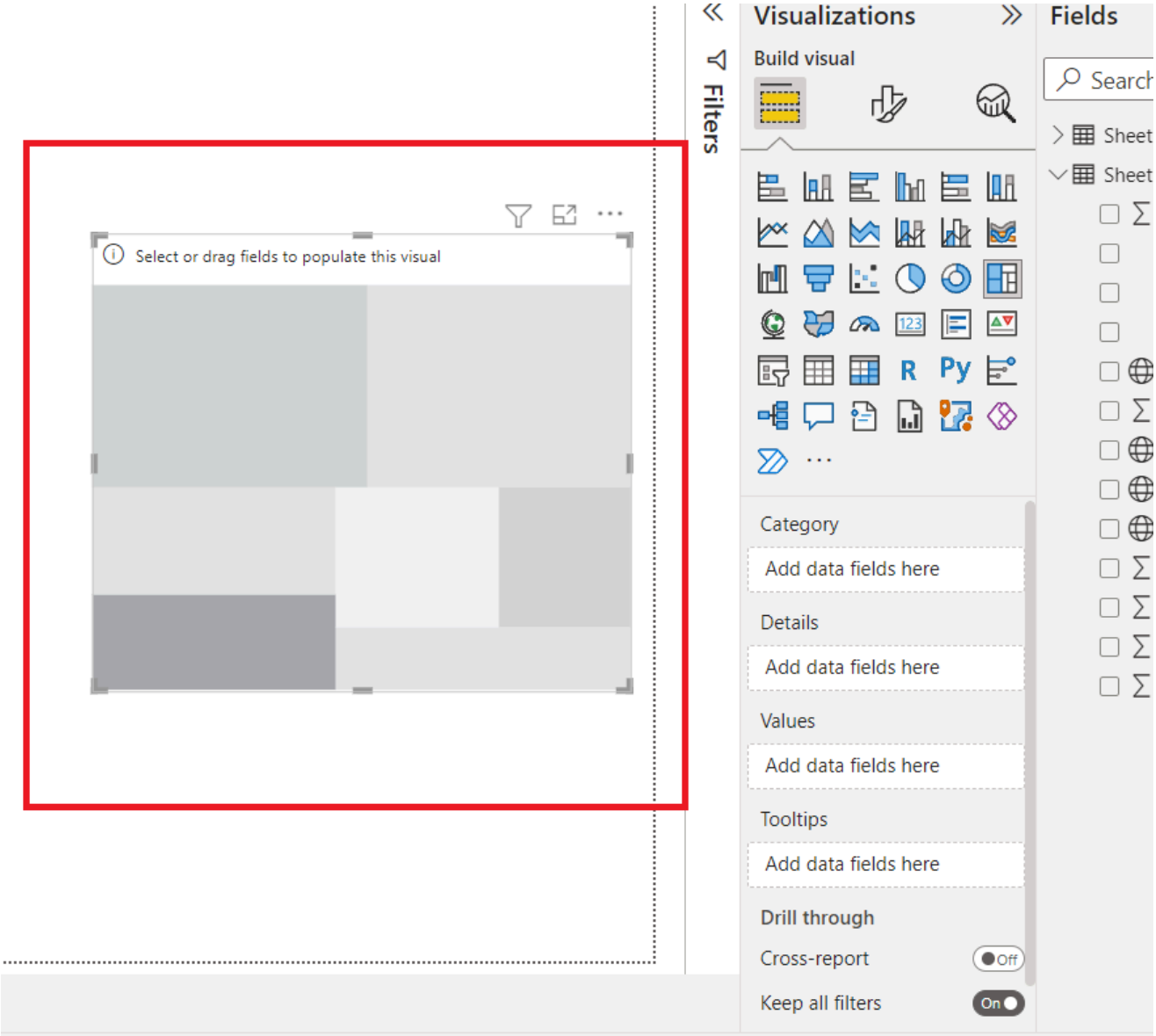
Dataset can be downloaded from here

Step 2: Visualizations section, click on the Treemap chart.



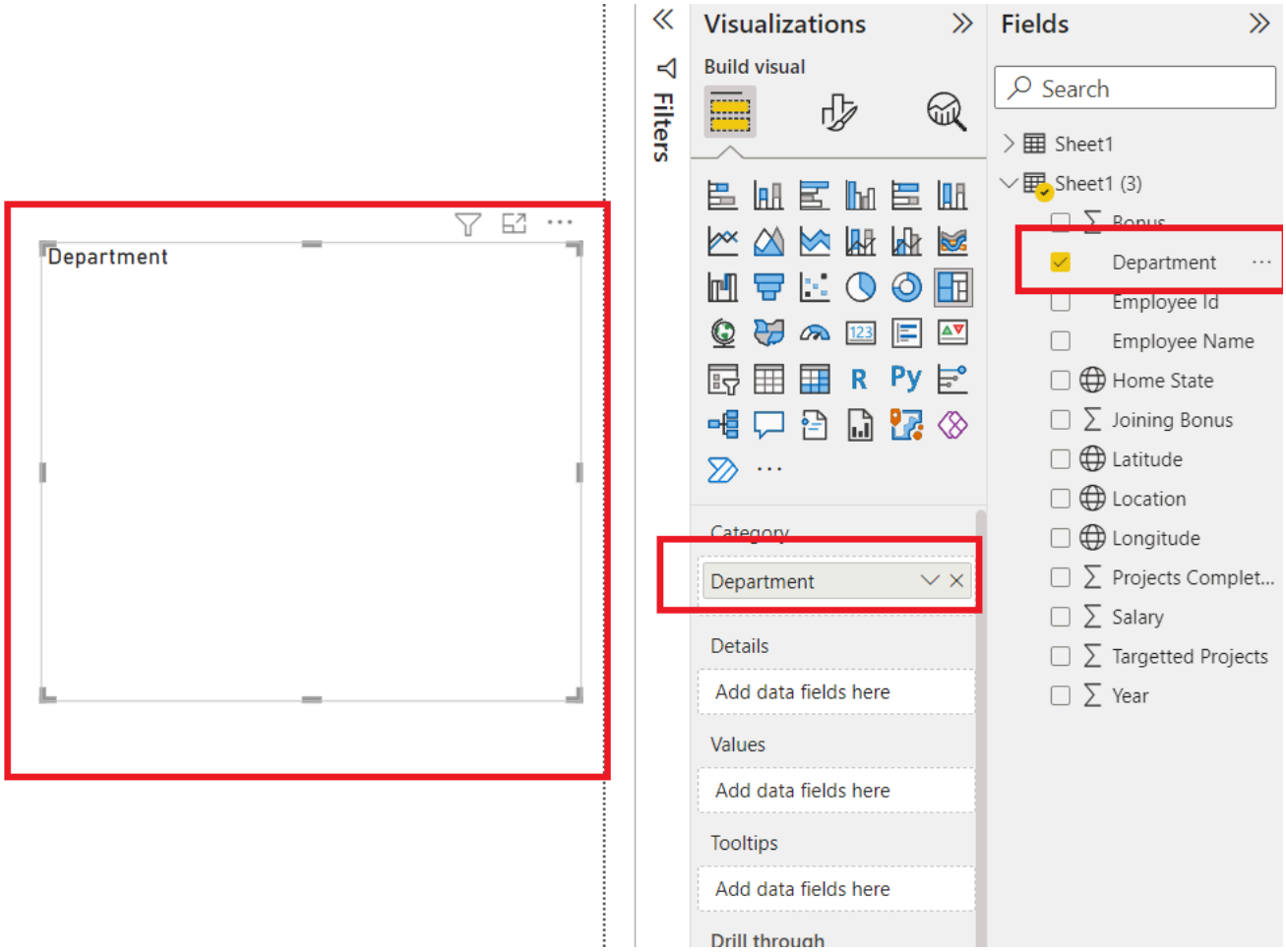
Visualizations section

Step 3: An empty treemap will be created. This treemap does not contain any fields. Our next task is to add columns to it.



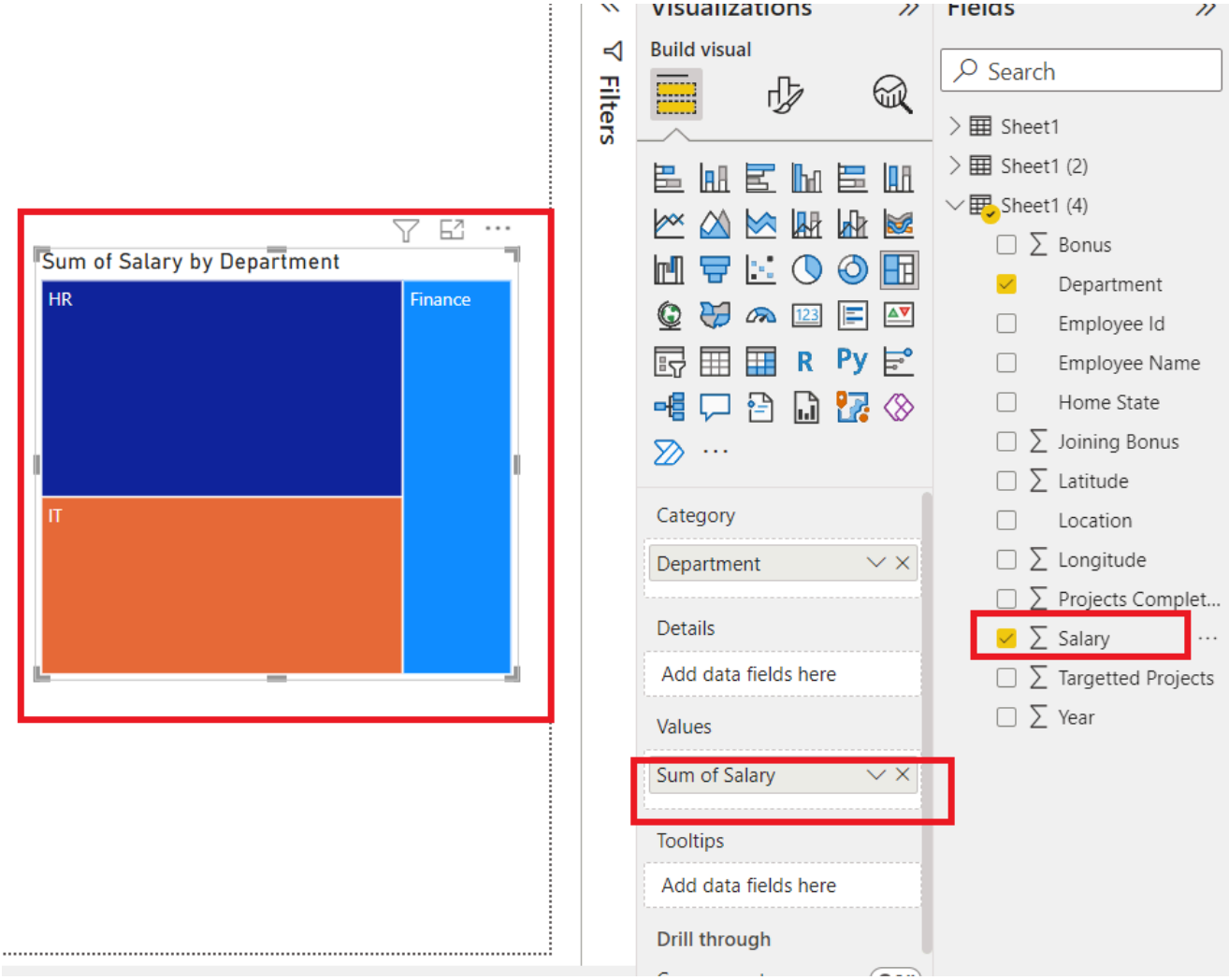
empty treemap

Step 4: Drag the Department column and drop it into the Category field of the TreeMap. At this point, we will not see any rectangles but this will be resolved in later steps.



Category field

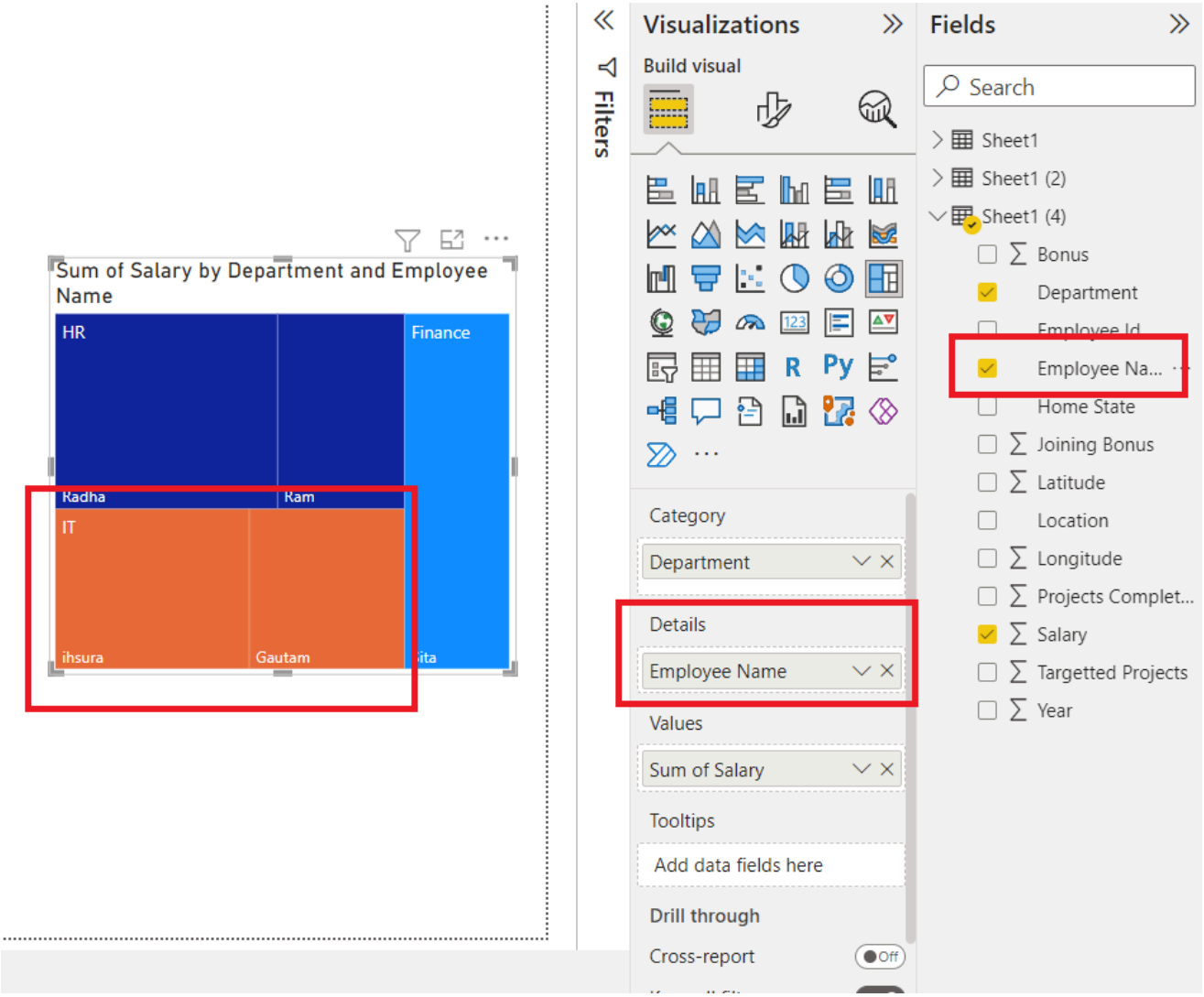
Step 5: Under the values section, drag and drop the Salary column. We can see that a treemap is created with three rectangles in it which represents the 3 departments.



Salary column

Step 6: Details section can be used to form a child of the parent i.e category.

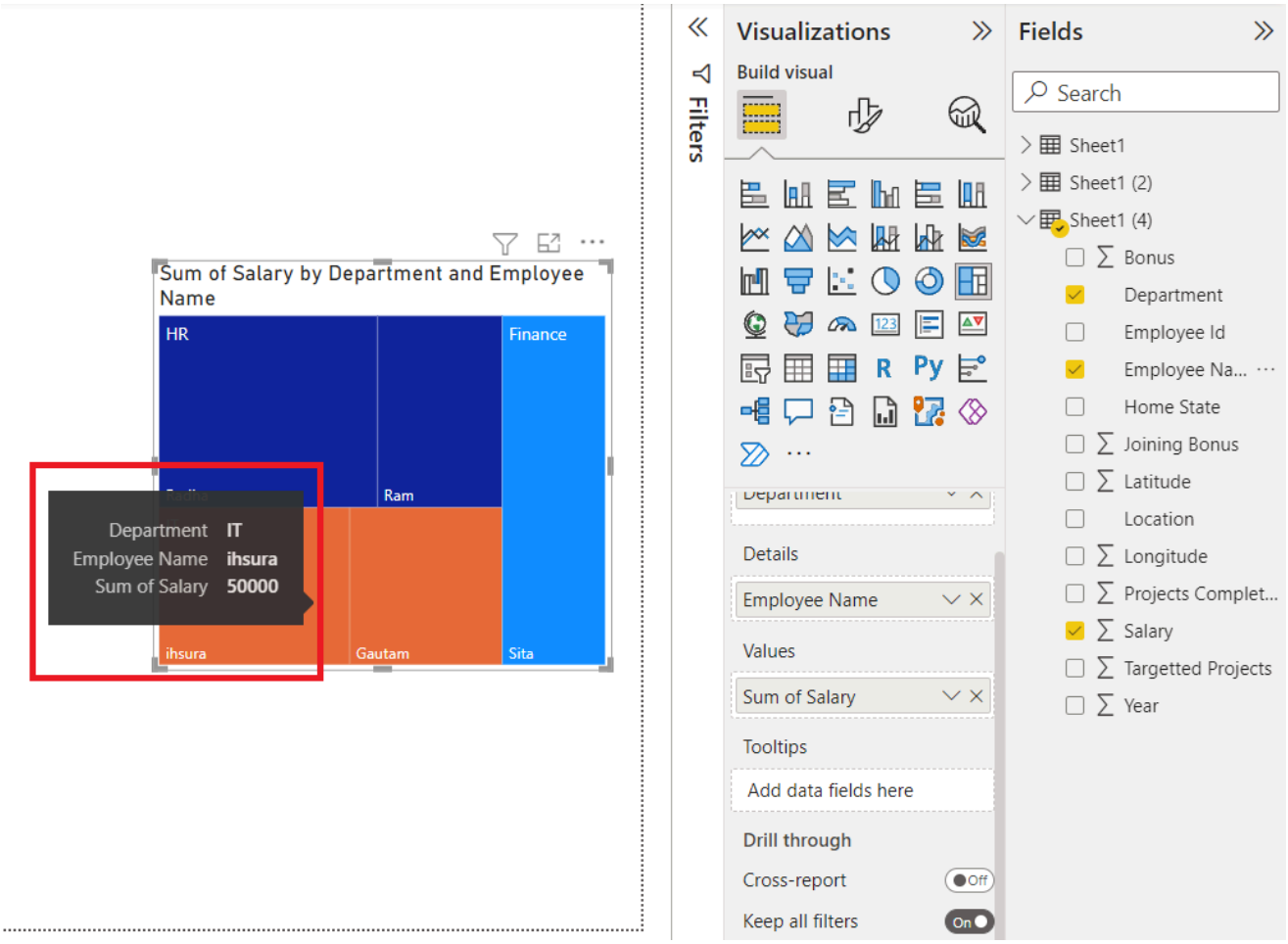
- Drag and drop Employee Name into the Details section.
- Now, we can observe that for each department, we have the names of the employees separately showing their Salary.
- Here Employee's Name is the child and Department is the parent.



Details section

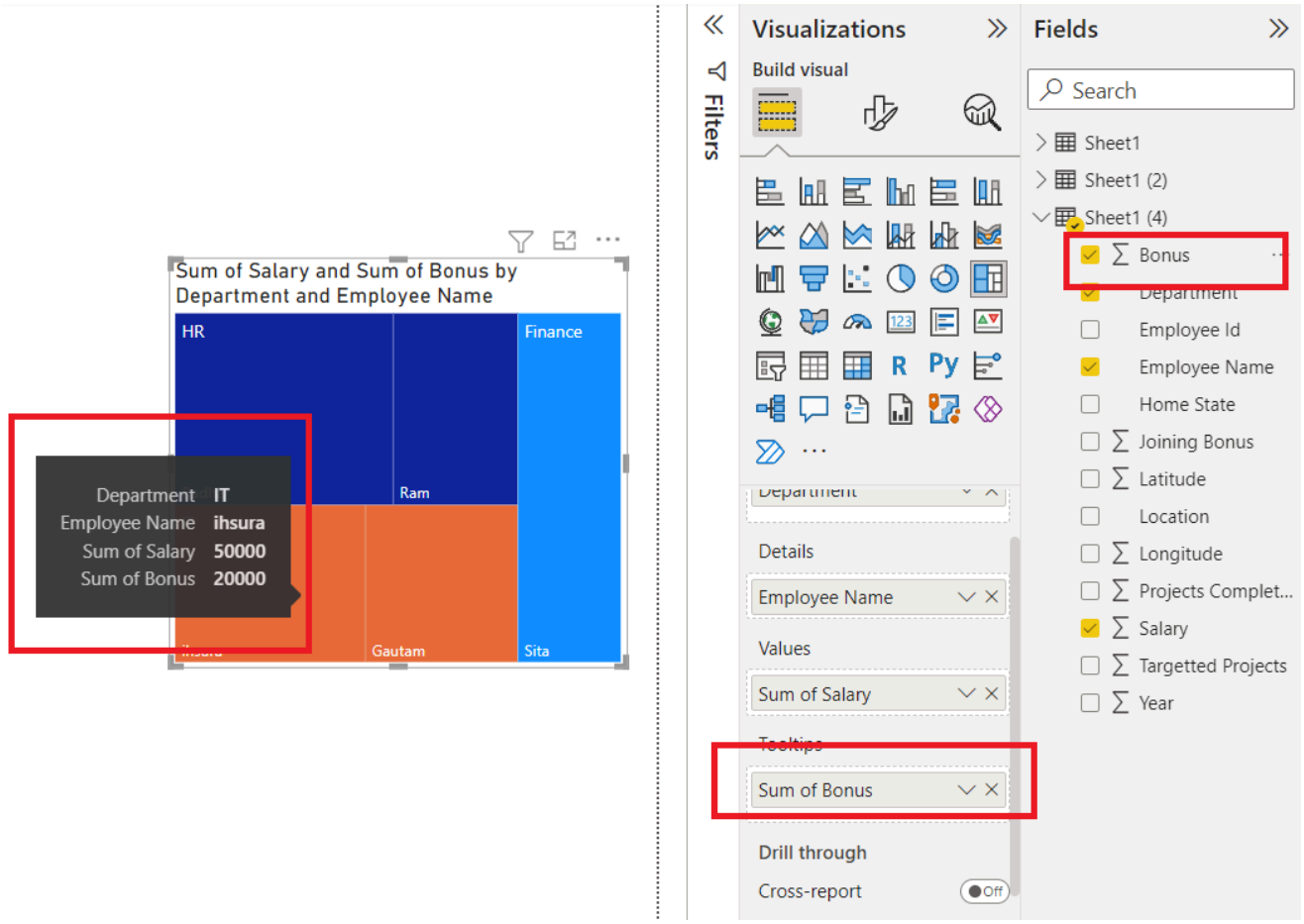
Step 7: Our next task is:

- To add Tooltips to the map. Tooltips provide additional information whenever we hover at a data point in our TreeMap.
- In the below image, we can see that we have hovered at the employee ihsura and we view the previously added tooltips i.e Department IT, Employee Name ihsura, Sum of Salary 50K.
- These tooltips appeared as we have added these measures previously.



Tooltips

Now think what if we want to add a Bonus to this list. Drag and drop Bonus under Tooltips. Now again hover at employee ihsura. We can see that a Bonus of 50K is added.



Bonus

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Sanchhaya Education Private Limited

Corporate & Communications Address:

A-143, 7th Floor, Sovereign Corporate Tower, Sector- 136, Noida, Uttar Pradesh (201305)

Registered Address:

K 061, Tower K, Gulshan Vivante Apartment, Sector 137, Noida, Gautam Buddh Nagar, Uttar Pradesh, 201305

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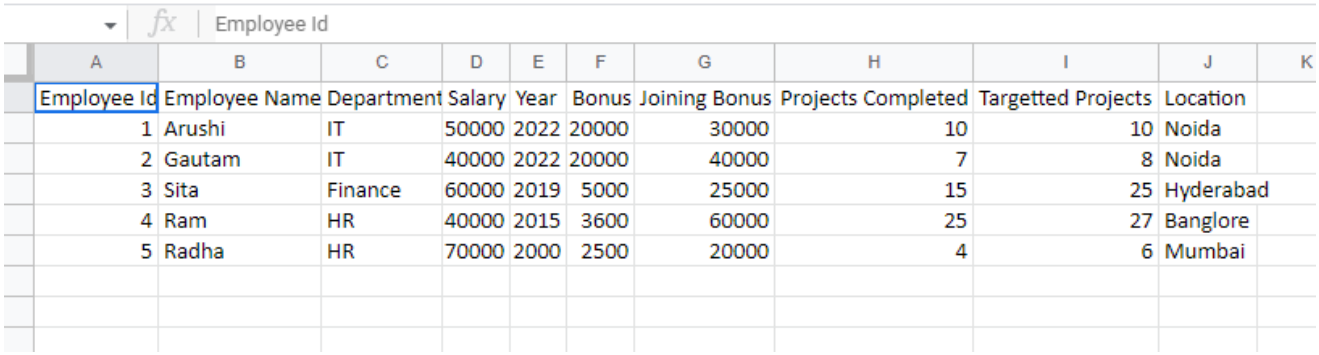
Power BI - How to Format Tree Map?

Last Updated : 16 Jan, 2023

Tree Maps are the visualizations that display dataset values in the form of a hierarchical rectangle-cut format. We prefer Tree Map whenever we want to show large hierarchical data, in a limited space, with a better color combination, we have treemap as our first choice, also when we have a correlation between color and size easy to adopt. We have various options to format tree maps. We can add **legends**, **data labels,** etc. In this article, we will learn how to format a **tree map** in Power BI and explore its various options.

Formatting a Tree Map in Power BI

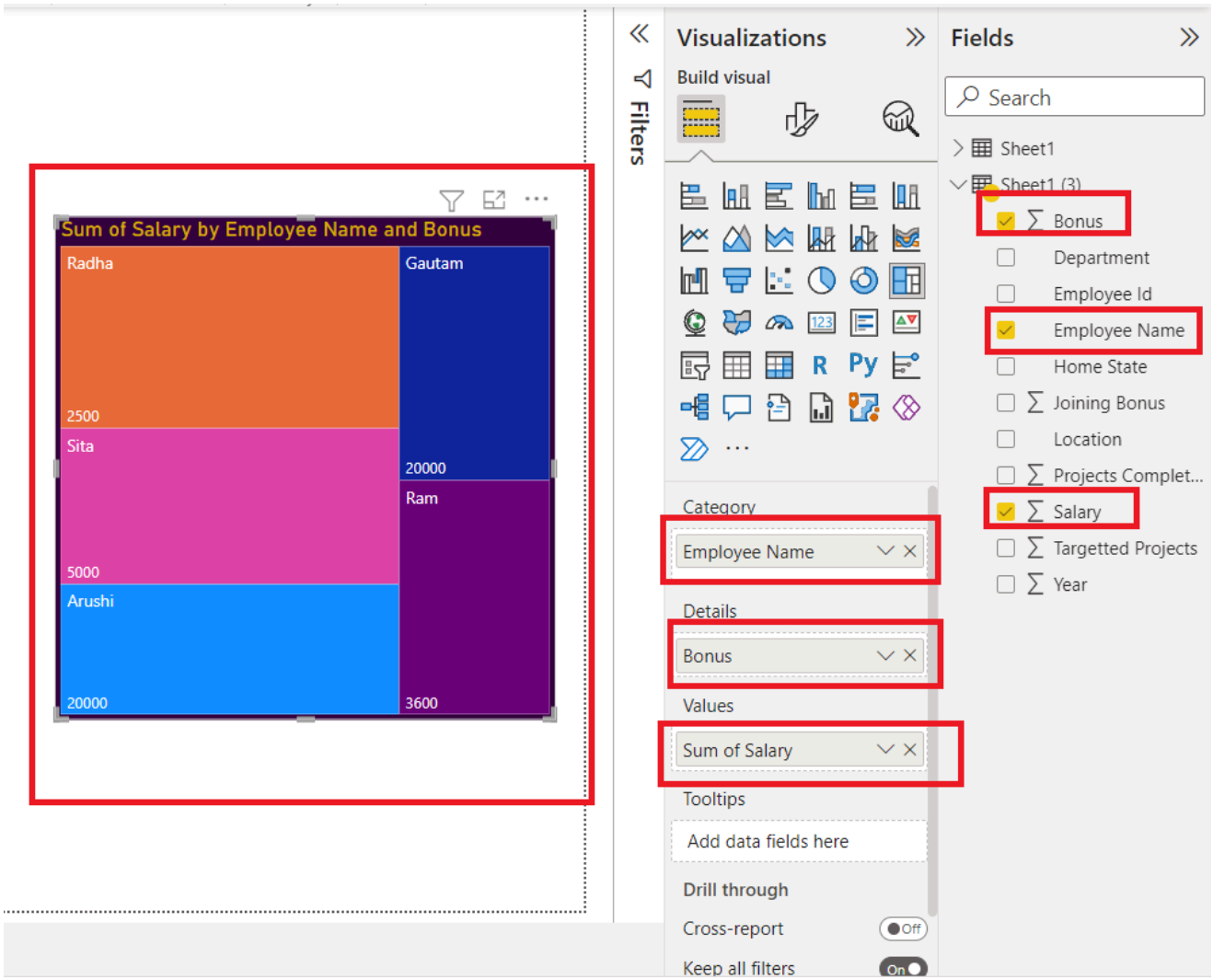
After the successful, creation of a tree map in Power BI. We have multiple options to format it. For example, adding the **title** to the map, changing the **color**, and **position** of the map, and adding **tooltips**, and **legend colors**, to the tree map. We have been given a dataset, name, and **Employee.**



fx | Employee Id

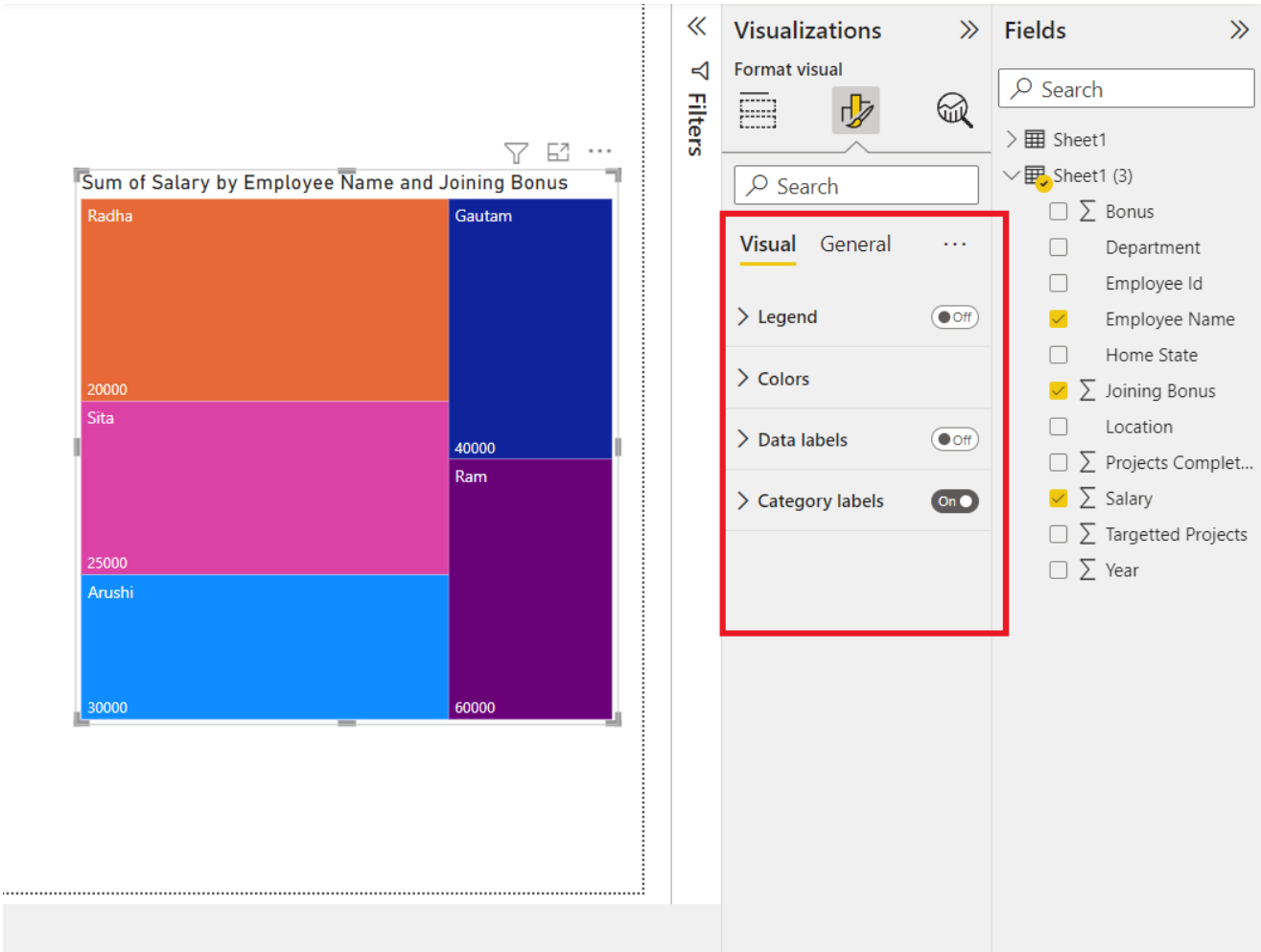
	A	B	C	D	E	F	G	H	I	J	K
	Employee Id	Employee Name	Department	Salary	Year	Bonus	Joining Bonus	Projects Completed	Targetted Projects	Location	
	1	Arushi	IT	50000	2022	20000	30000	10	10	Noida	
	2	Gautam	IT	40000	2022	20000	40000	7	8	Noida	
	3	Sita	Finance	60000	2019	5000	25000	15	25	Hyderabad	
	4	Ram	HR	40000	2015	3600	60000	25	27	Banglore	
	5	Radha	HR	70000	2000	2500	20000	4	6	Mumbai	

We have created the map, by adding the **Employee Name** in the **category**, **Joining Bonus** in the **details**, and **Sum of salary** in **Values**. We will explore every option to format the tree map in Power BI. There are **two** types of Formatting in visualizations i.e. **visual formatting** and **general formatting**.



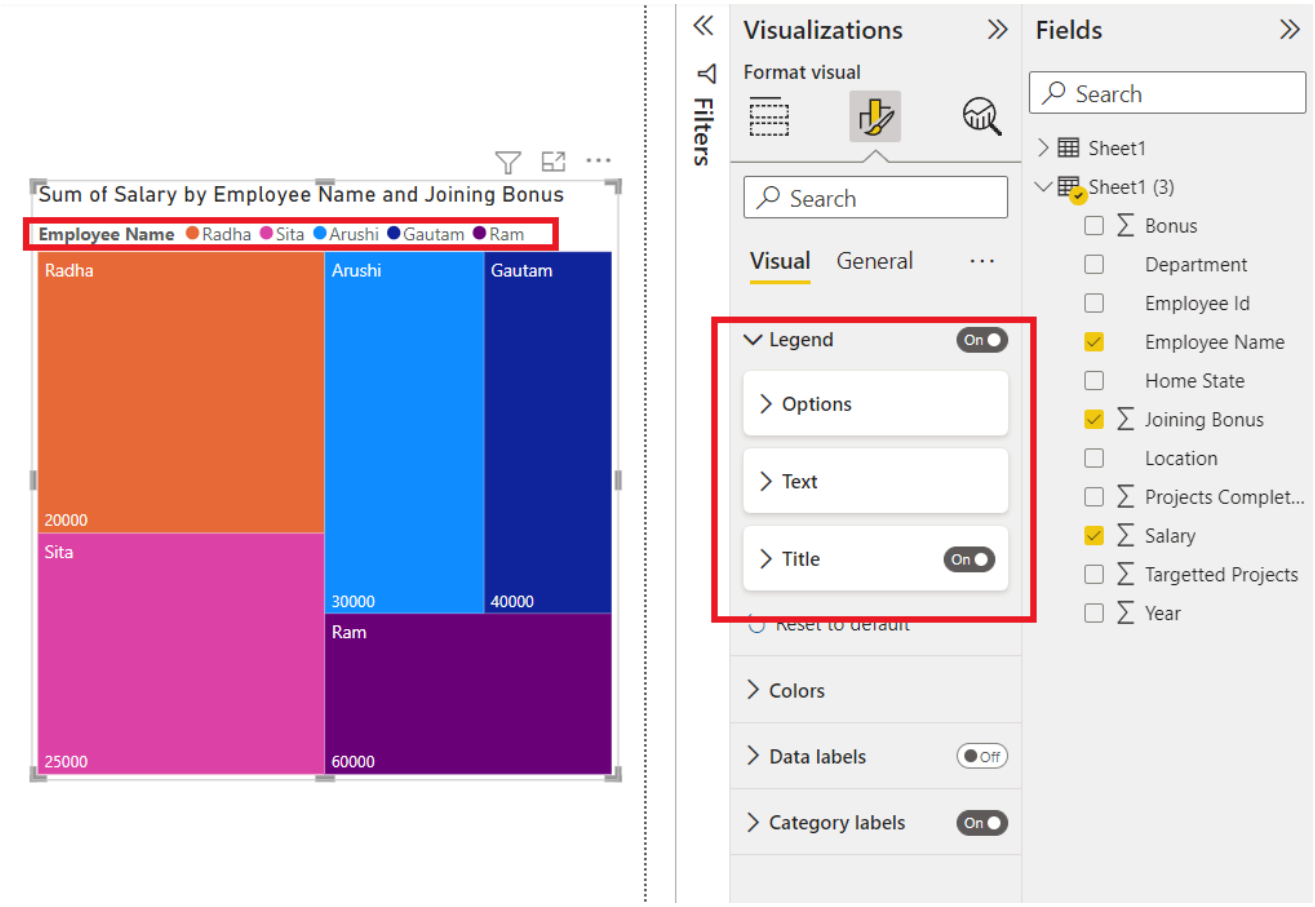
Visual Formatting

Visual formatting comprises **4** options i.e. **Legends**, **colors**, **Data labels**, and **category labels**.



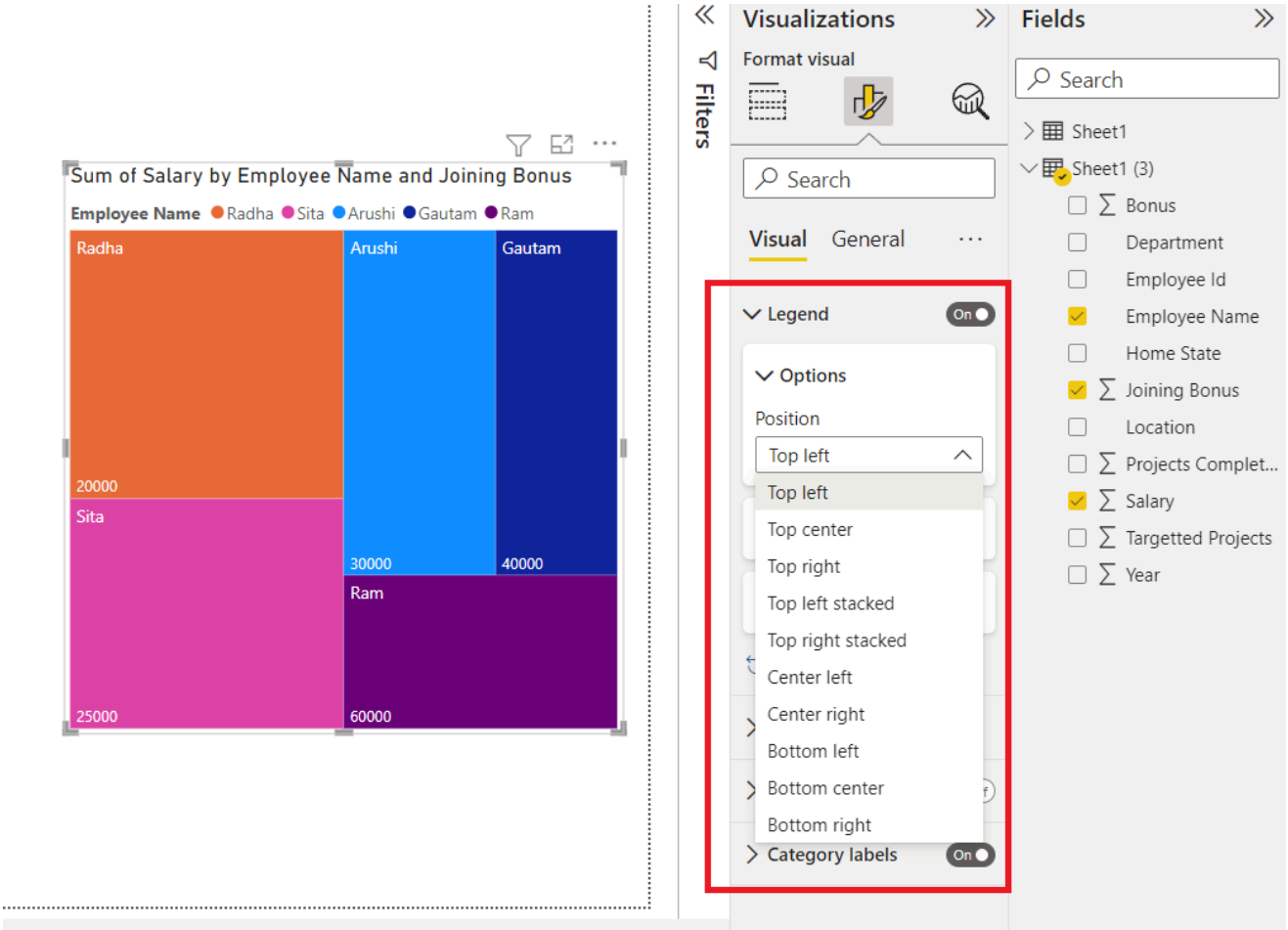
Legends

Legends are the property that is used to **sub-categorize** the data for better analytics. It divides the data into different sub-groups. Click on the **Legend** option. A drop-down appears. We have multiple options available here i.e. **Options**, **Text**, and **Title**.

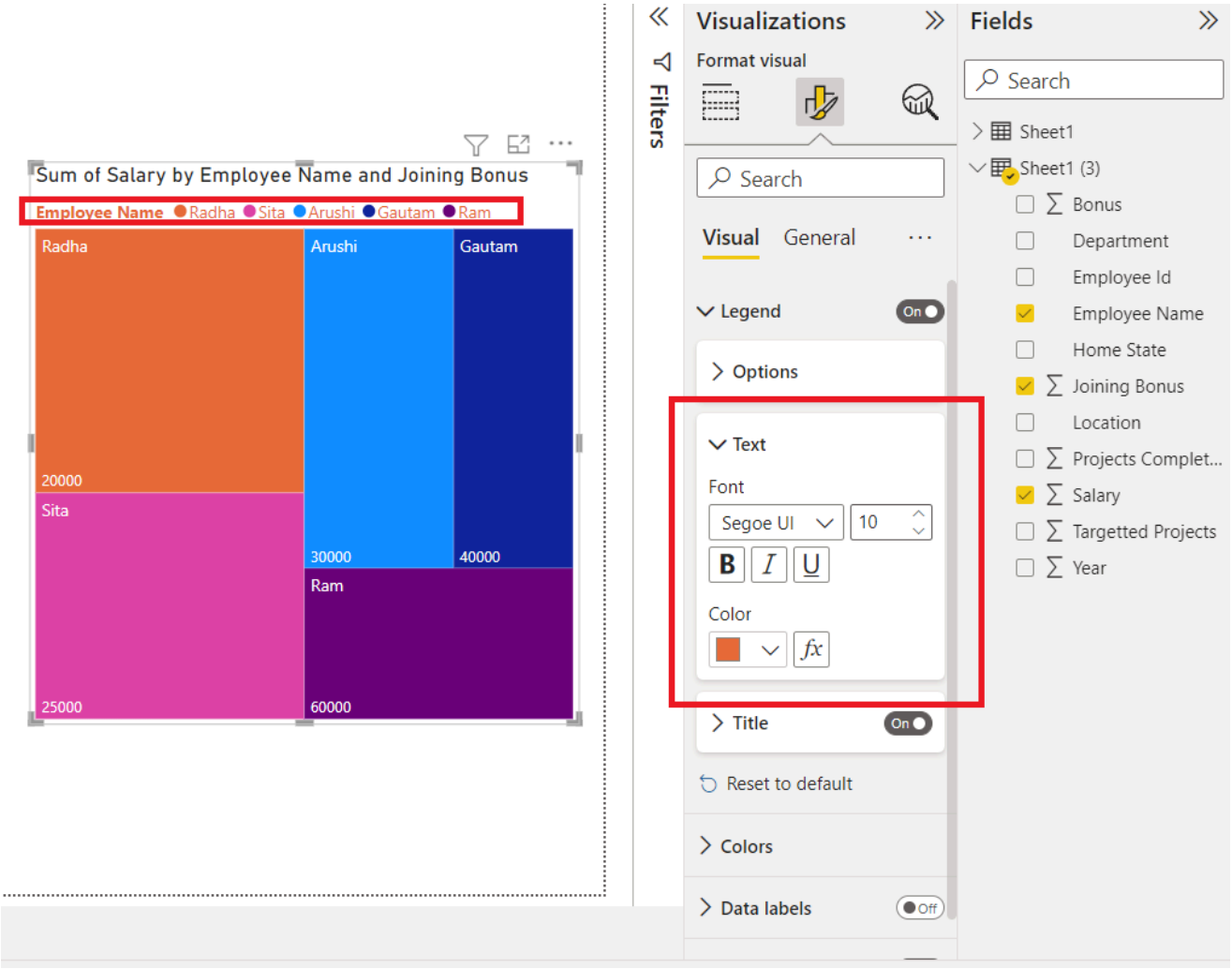


The following are the steps:

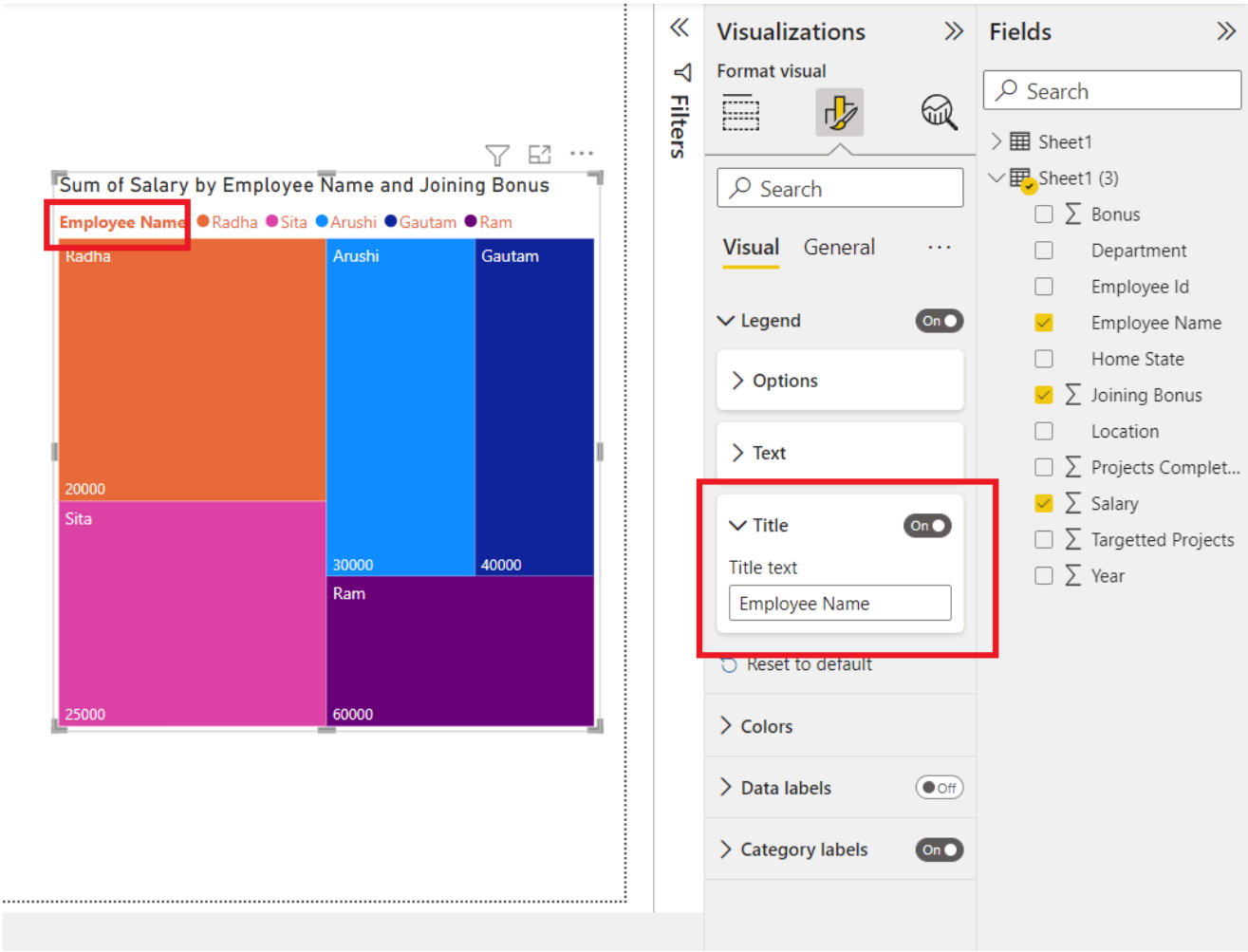
Step 1: Click on the **Options** property, we can change the **position** of the legends in the map. For example, **Top Left**, **Top Center**, etc.



Step 2: Using the **Text** property, we can change the **color** and **font size** of the **legends** i.e. **Department**. Click on the **Title**, to customize the title i.e. **Department**.

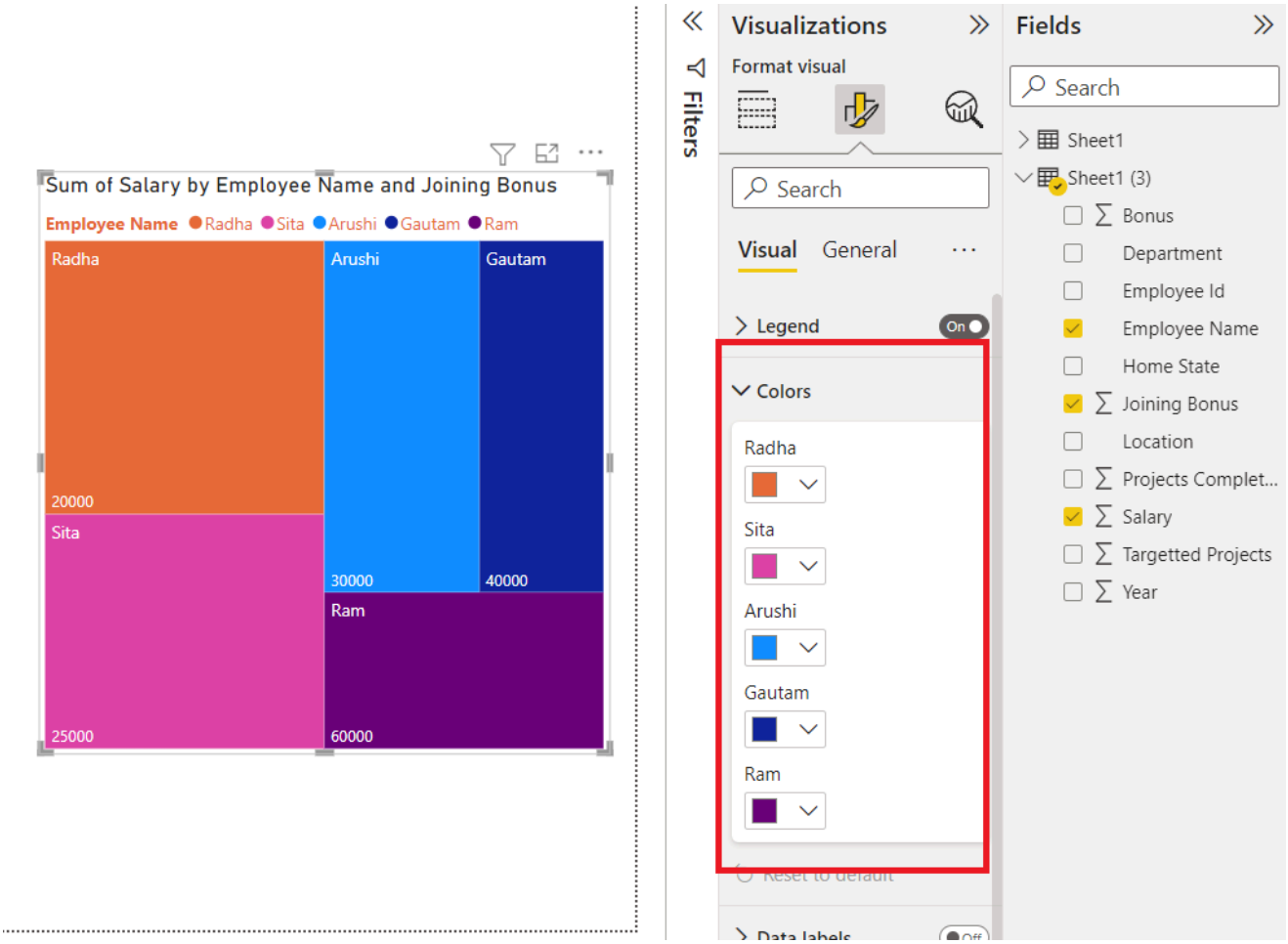


Step 3: Click on the **Title** property. We can customize the **title** of the legends. By default, it is the name of the column which is dragged inside the **Legends** section.



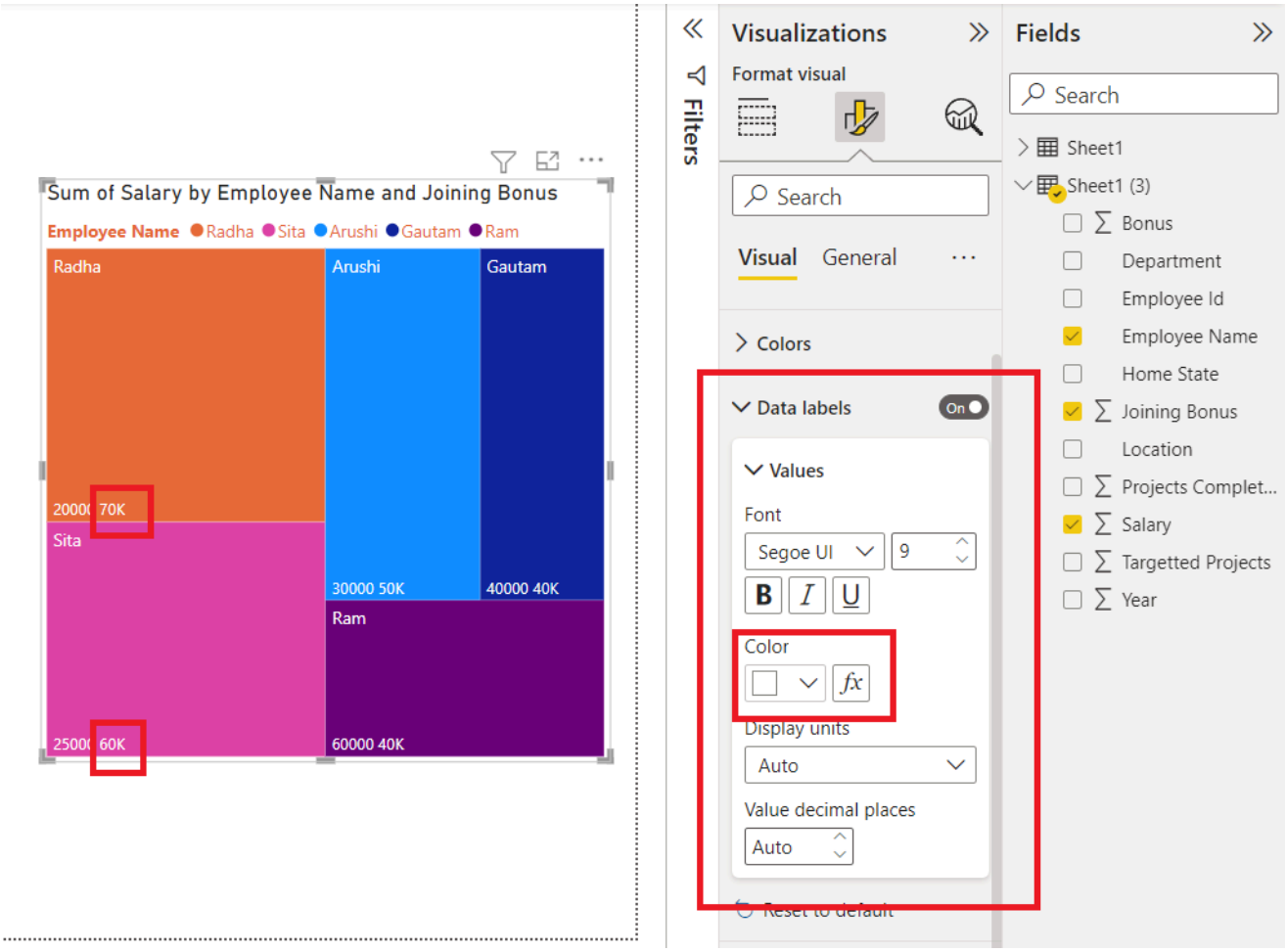
Colors

Click on the **colors** option. A drop-down appears. The colors have been divided on the basis of each data set value property. For example, **Arushi** is shown in **light blue** color.



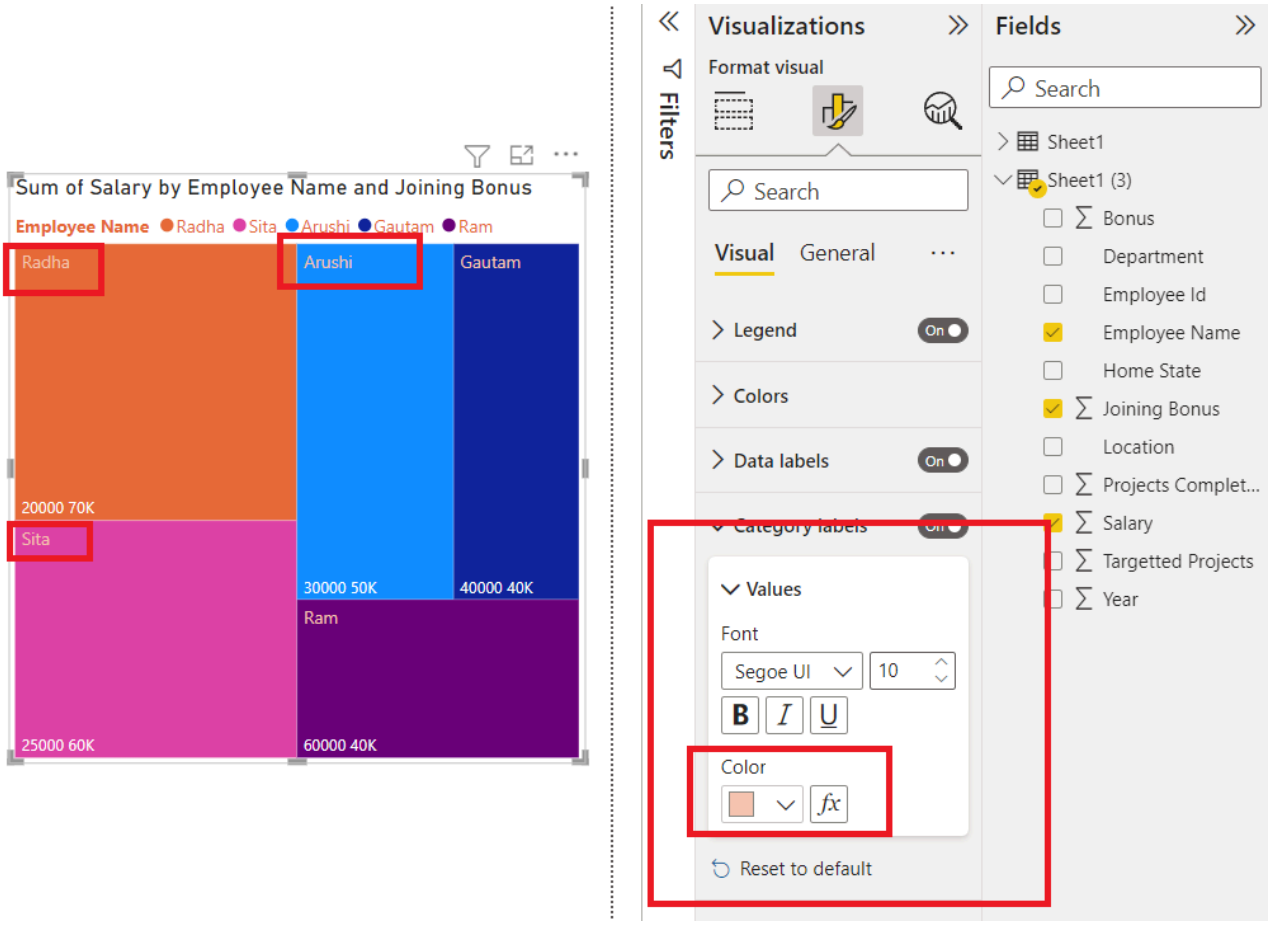
Data Labels

Data labels provide additional information on the **rectangles**. For example, **Arushi** and **Gautam** have a **salary** of **50K** and **40K**, and they want to display that on their respective allocated rectangles. Click on the **Data labels** option. The **salary** data label will be added to the entire chart. Also, a drop-down appears. We have an option inside data labels i.e. **Values**, we can customize the **font**, **text,** or **color** of the **salary** column. Using **Display units**, we can change the **unit** of the salary column.



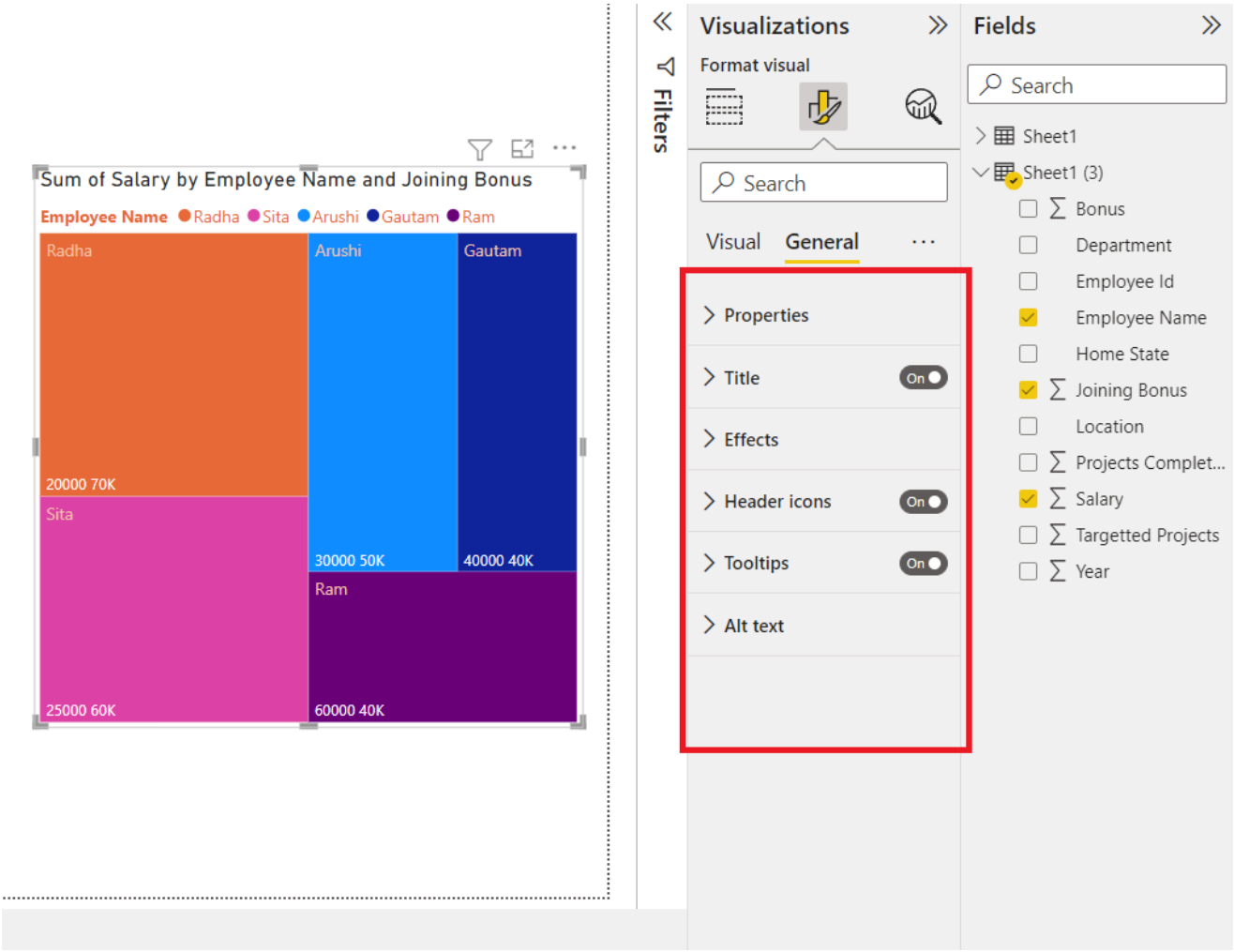
Category Labels

Category labels are the labels, for the data set values under the **category** and **details** section. By default, the **category labels** option is enabled. Click on the **category labels.** A drop-down appears. We have an option name **Values,** to customize the **font**, **text**, or **color** of the **category** column i.e. **employee name.**



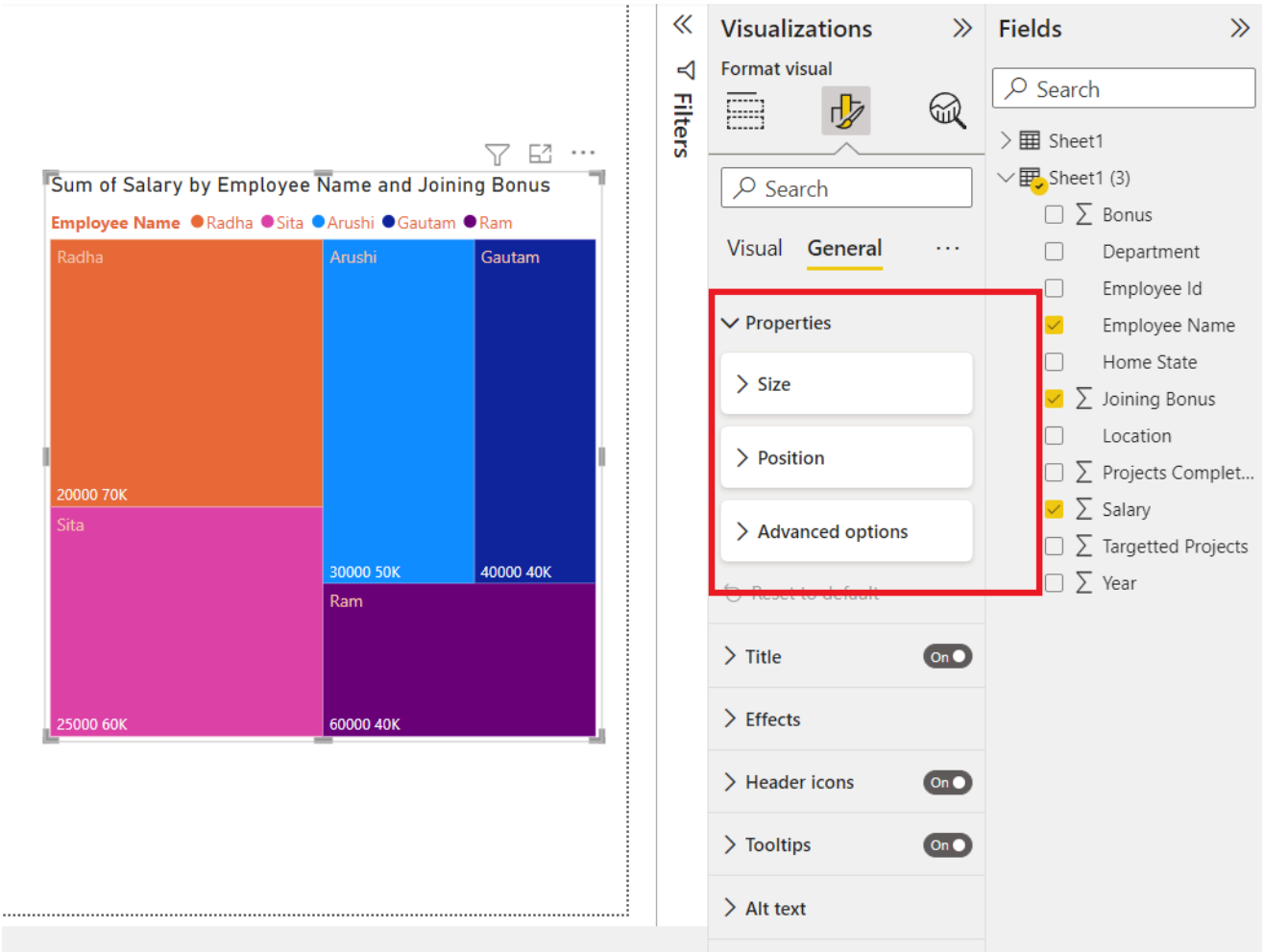
General Formatting

There are multiple options in general formatting. For maps, we have options like **Title**, **tooltip**, **effects**, **alt text,** etc. We will look at each of the options in detail.



Property

The **property** option is generally present in every visualization. It contains **three** options, **Size**, **position**, and **Advance options**. We, generally do not use these properties, because all are easily accessible with **mouse clicks**. The **size** property helps to resize the visualization created. The **position** property changes the position of the visualization, in the report. The **Advance option** comprises adding a layer order, which is rarely used.

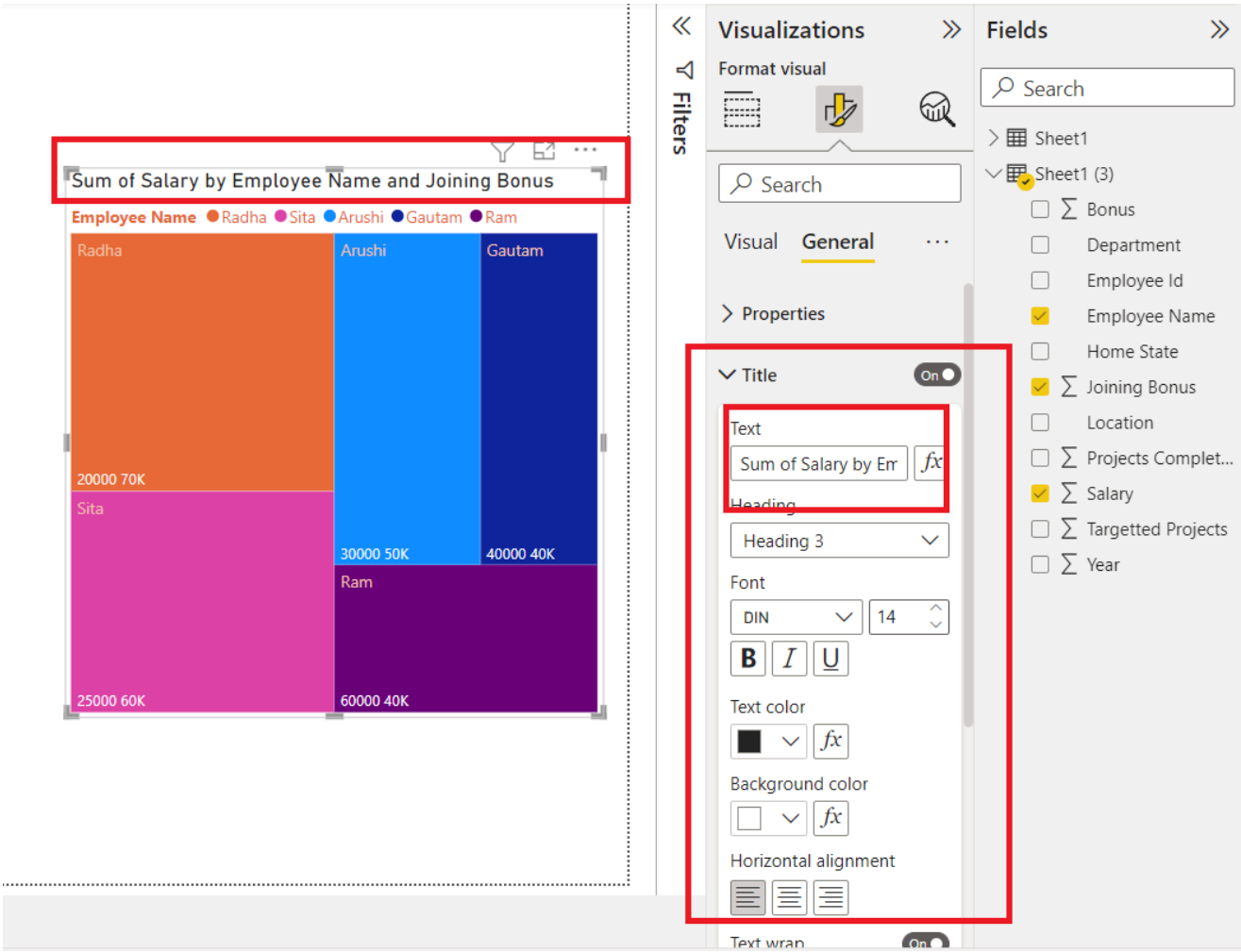


Title

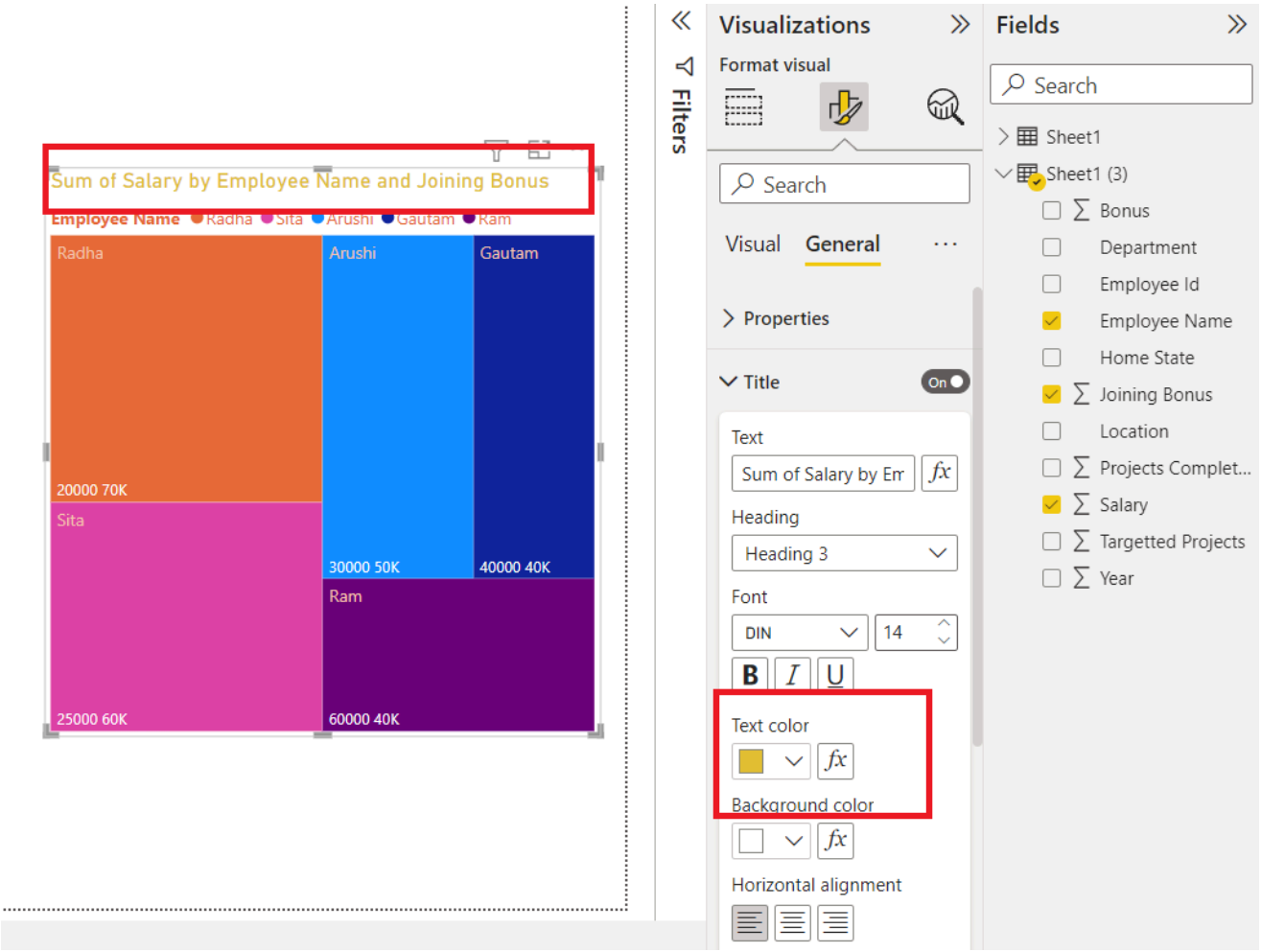
The **title** formatting is present in every visualization. As the name suggests, it adds a **heading** to the visualization. Click on the **slider** to enable the title.

The following are the steps:

Step 1: Click on the **Title** option. A drop-down list appears. Add the **title**, under the **Text** section. For example, the **Sum of Salary by Employee name and Joining Bonus.** We can view in the image a **title** is added to the map. As done previously we can customize the size, **font type** of the **title**, etc.

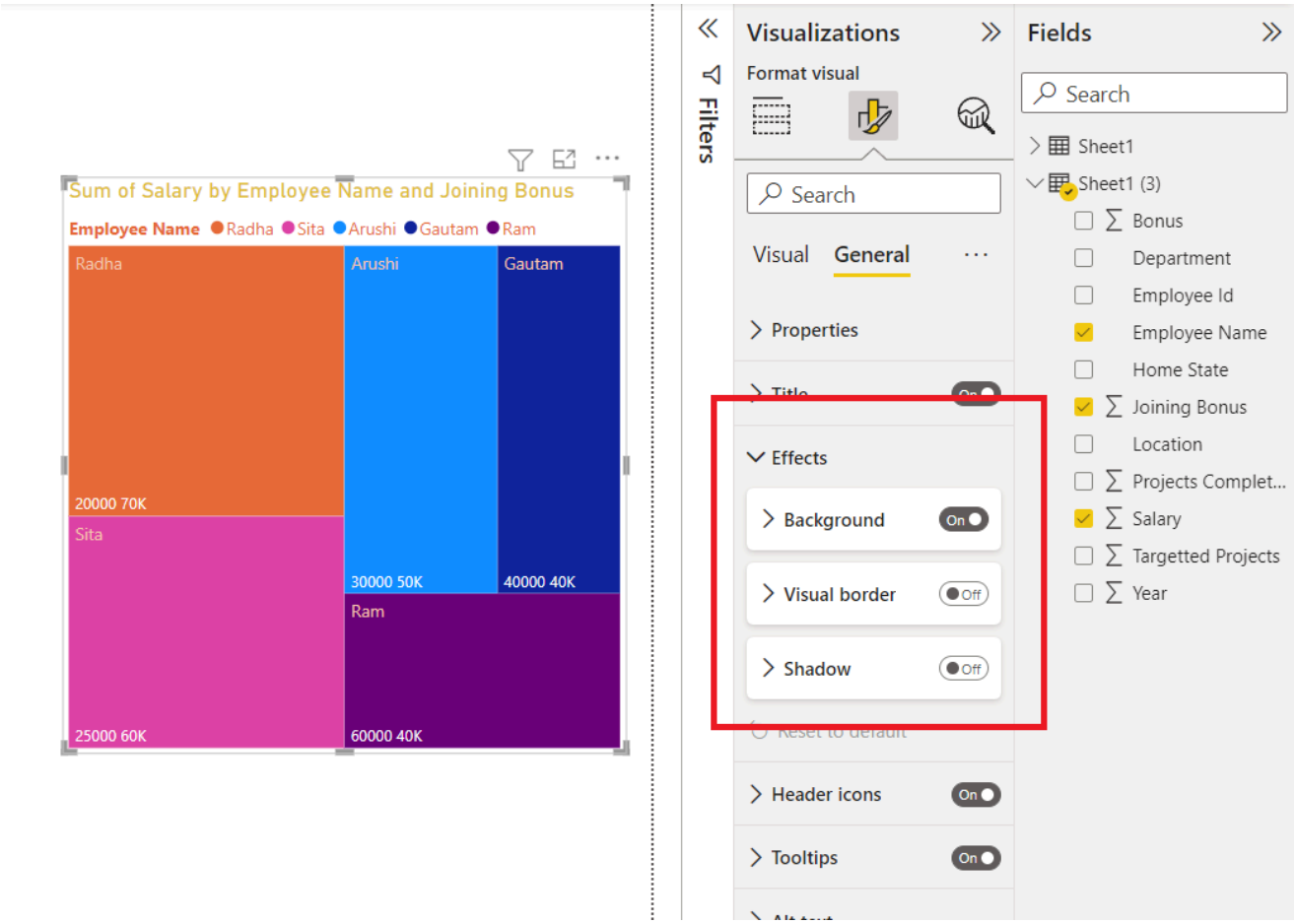


Step 2: We can also change the **color** of the title. Under the **text color**, select the required color. For example, **yellow** in this case. The **title** color changes to **yellow**.



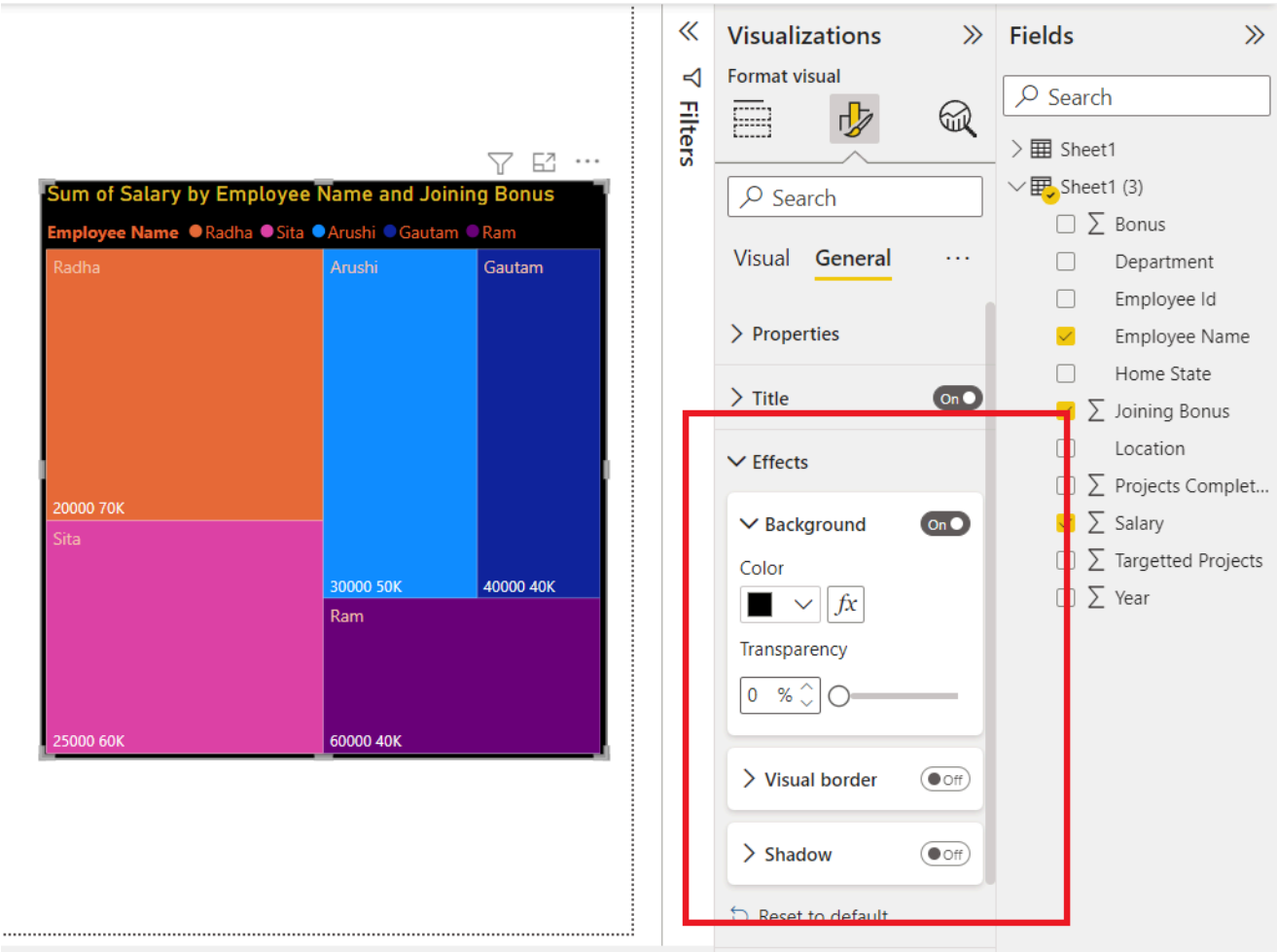
Effects

The **effects** section comprises **three** features i.e. **Background**, **Visual Border**, and **Shadow**. All works according to their names. The **background** adds a **background color** to the visualization, the **Visual border** adds a border around the visualization, and the **shadow** option creates a shadow on the outskirts of the visualization.



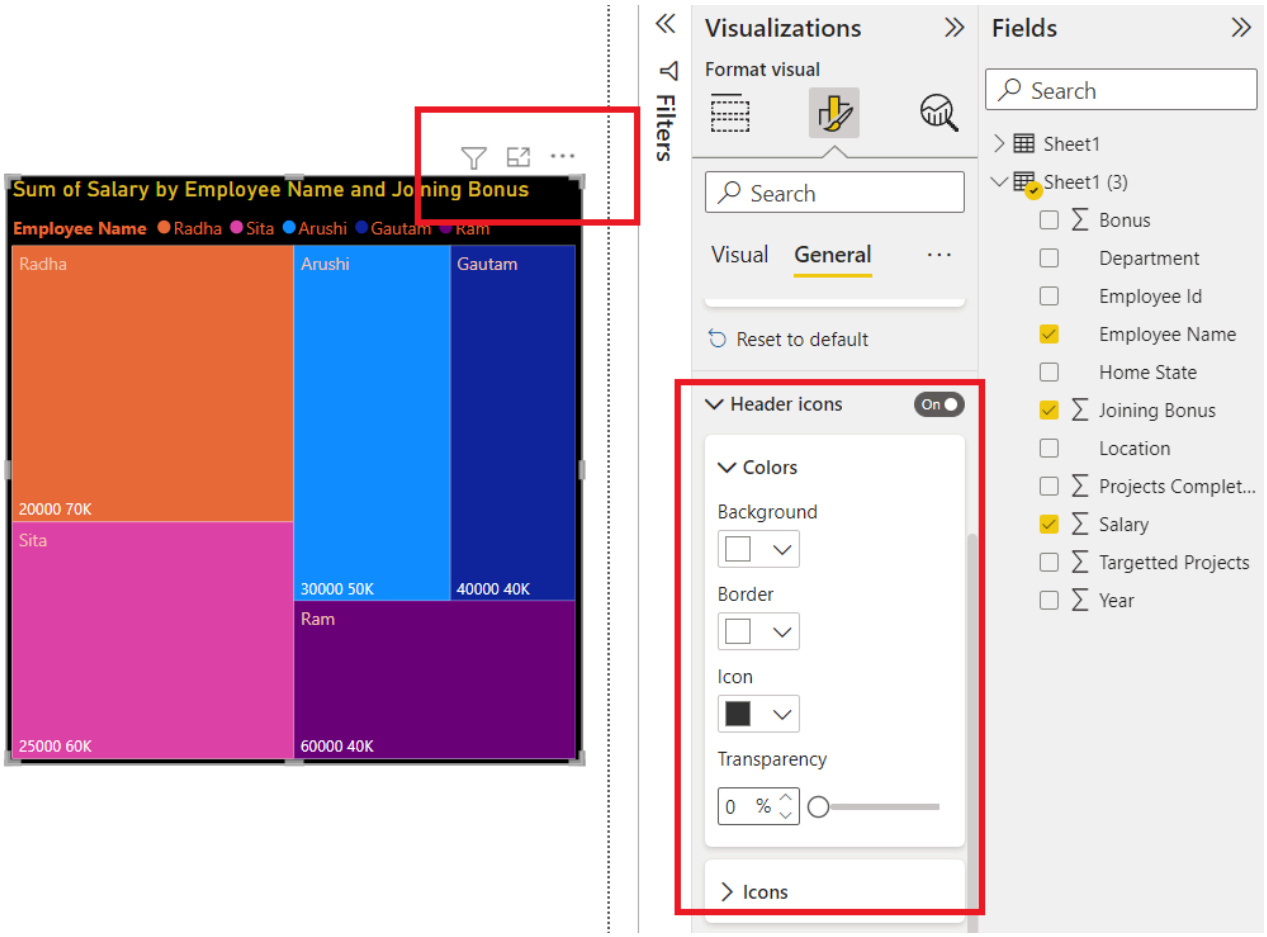
The following are the steps:

Step 1: Click on the **Background** option. Select the color of the **background** accordingly. For example, **Black**. We can view in the below image that the background of the map changed to **black**.



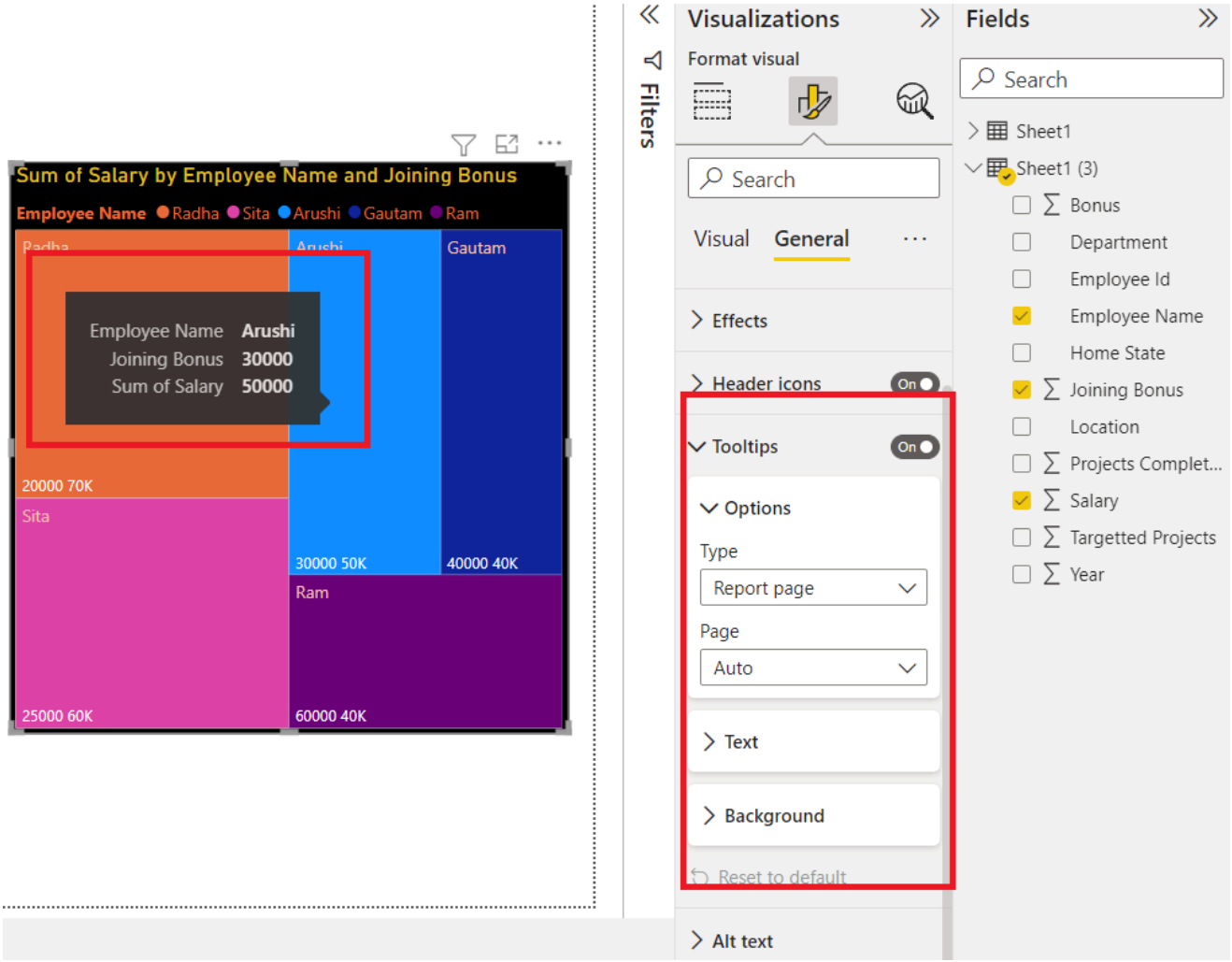
Header Icons

Header icons are the options, present on the top of the visualization. For the map, there are **two** options, **filter on visuals** and **more options**. Click on the **header-icons** option, we will get various options, like **Background**, **Border**, and **Icons**. One can set its colors as per choice.



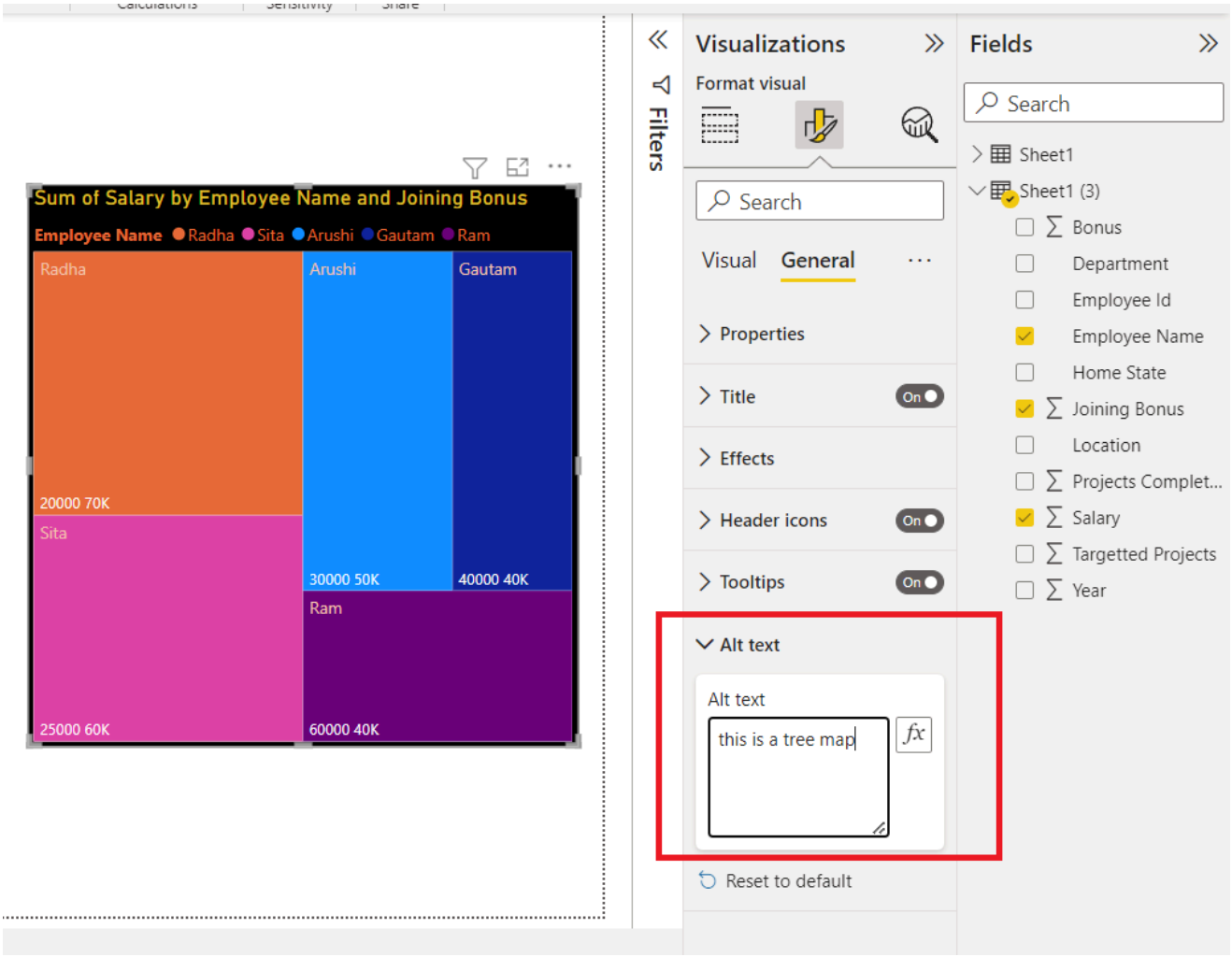
Tooltips

Consider a situation, where we want to display the fields added by hovering over the map, then this task can be achieved by the **Tooltips** option. Tooltips have **three** properties i.e. **Options**, **Text**, and **Background**. Click on the **tooltips** option. Now, for example, we hover over **Arushi's** data point, then **Employee name** as **Arushi**, **Joining Bonus** as **30000**, and **Sum of Salary 50000**. We can set text and **background color** according to our needs.



Alt Text

Alt text is a property present in each visualization. People generally misinterpret, alt text by its **name**, they think that alt text will be displayed when they hover over the visualization. **Alt text** is for the persons, who cannot see the visuals, images, etc. This option is only available if you are using a **narrator** in your system. When your narrator is active, then this alt text will be spoken by the system. Click on the **Alt text,** and type the required text.



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GeeksforGeeks
Sanchhaya Education Private Limited

Corporate & Communications Address:

A-143, 7th Floor, Sovereign Corporate Tower, Sector- 136, Noida, Uttar Pradesh (201305)

Registered Address:

K 061, Tower K, Gulshan Vivante Apartment, Sector 137, Noida, Gautam Buddh Nagar, Uttar Pradesh, 201305

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CS Core Subjects
Interview Preparation
GATE
School Subjects
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Connect Power BI Desktop with Power BI Service

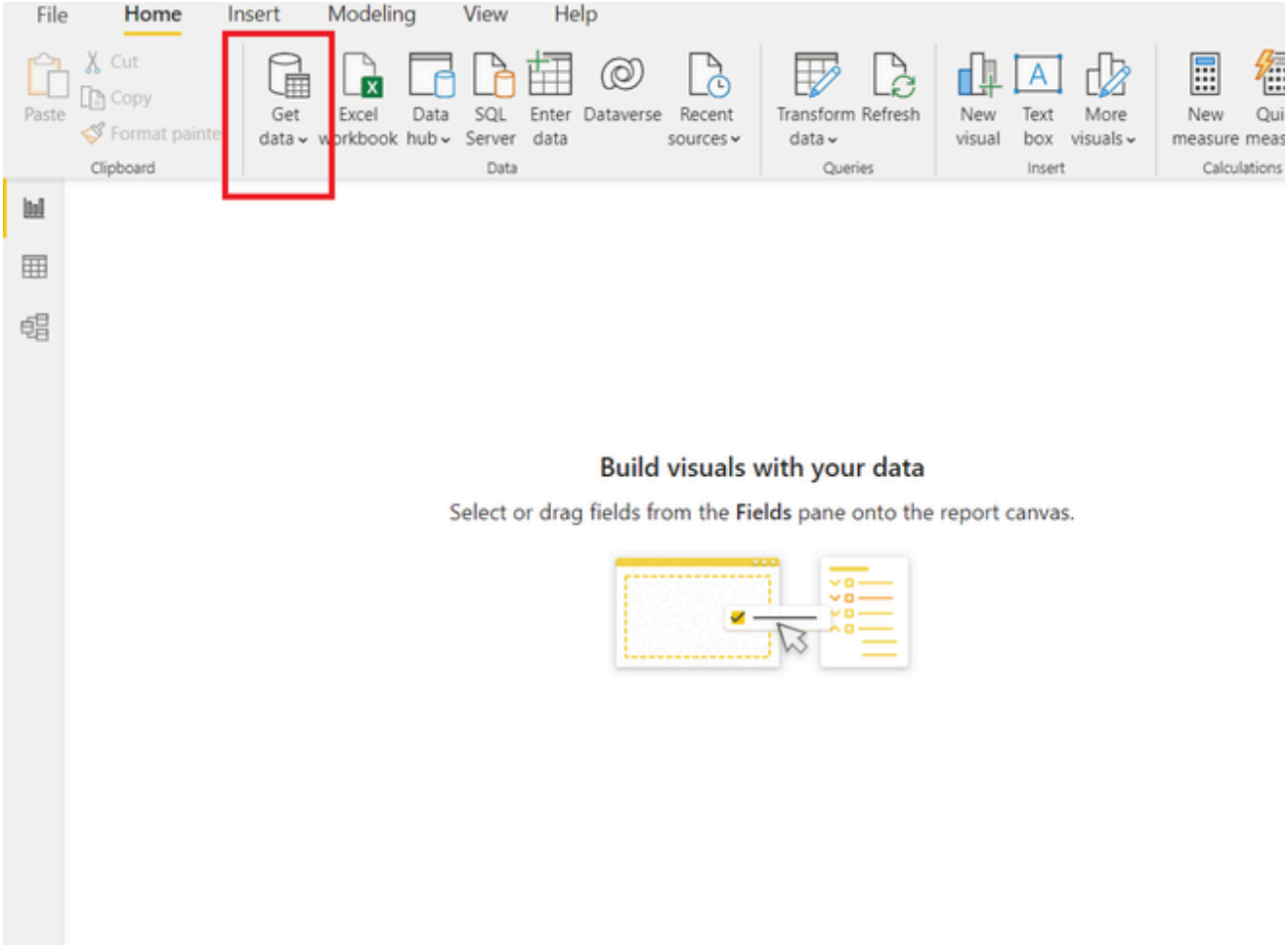
Last Updated : 23 Jul, 2025

Power BI Desktop is the system version of Power BI present in the local system, It is downloaded as a free application. The comprehensive report authoring tool for report designers is Power BI Desktop. You can connect to many data sources through the desktop and then turn the data into a data model. The addition of visuals based on the data model is the last step in the report generation process. Whereas PowerBi service is a cloud-based service where users view and interact with the reports. The Power BI reports are published to the Service by report creators using the Desktop application. Users of the Service can exchange and collaborate with coworkers while editing reports and developing visualizations using the current data model.

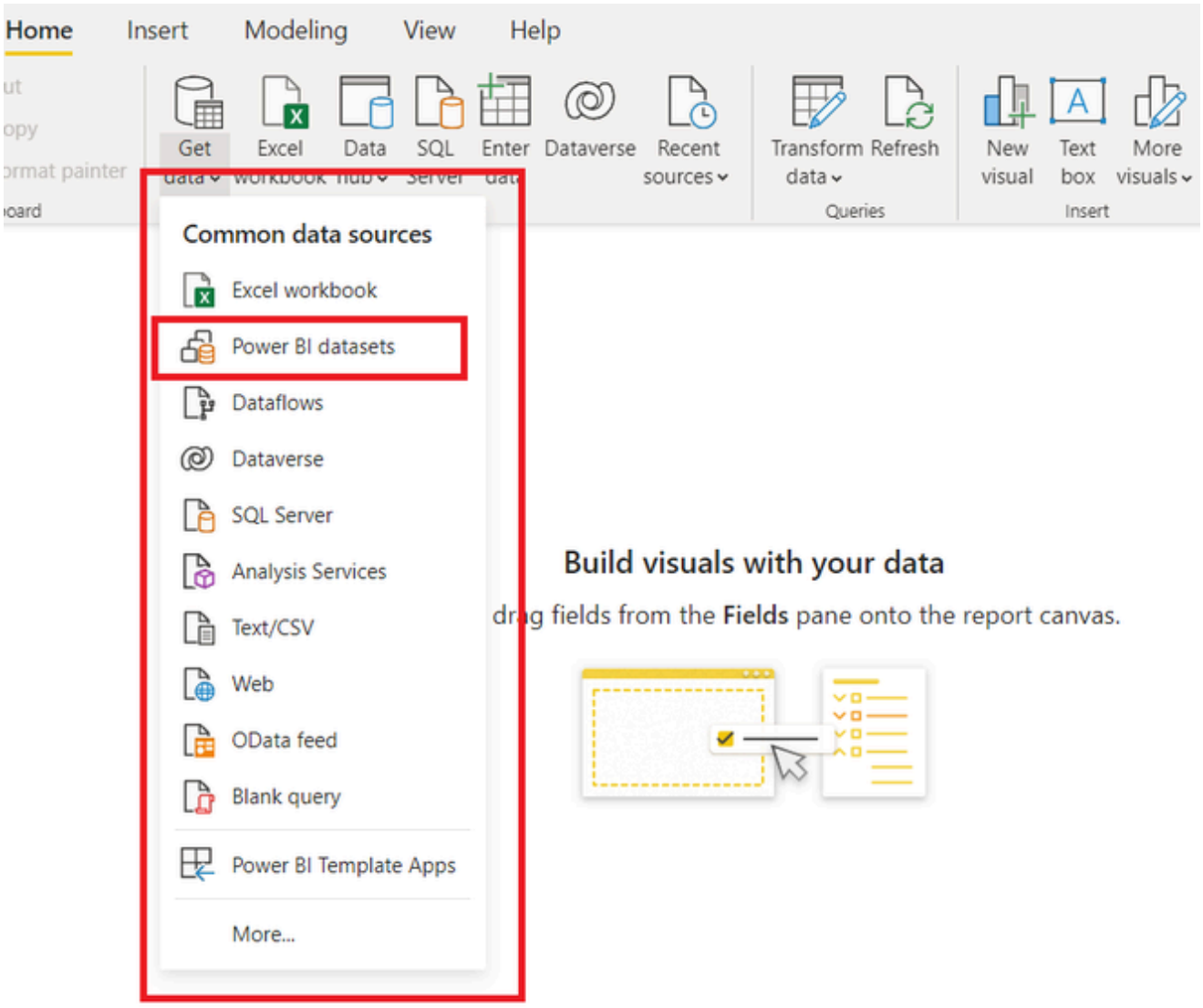
Connecting to datasets in the Power BI service from Desktop

We can directly add, datasets from the PowerBI service, to our Desktop.

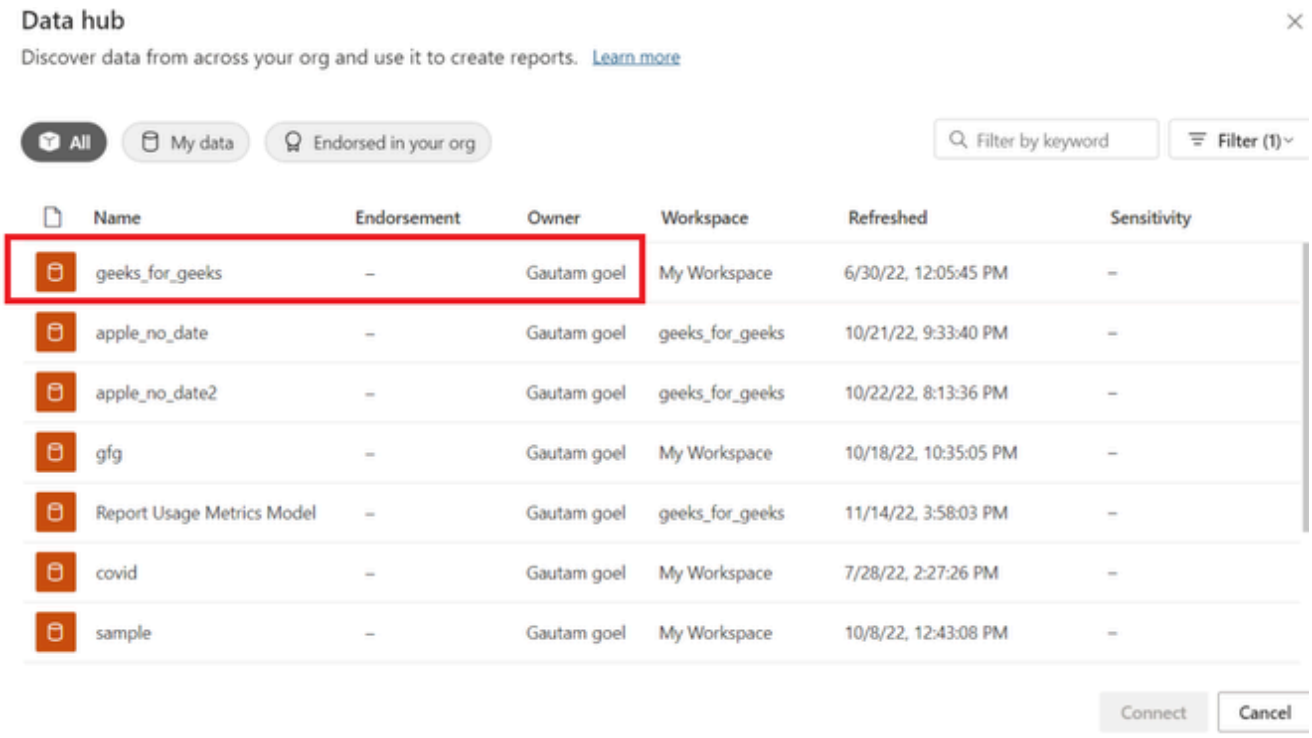
Step 1: Open your PowerBI desktop. Under the Data section, Click on the Get Data button.



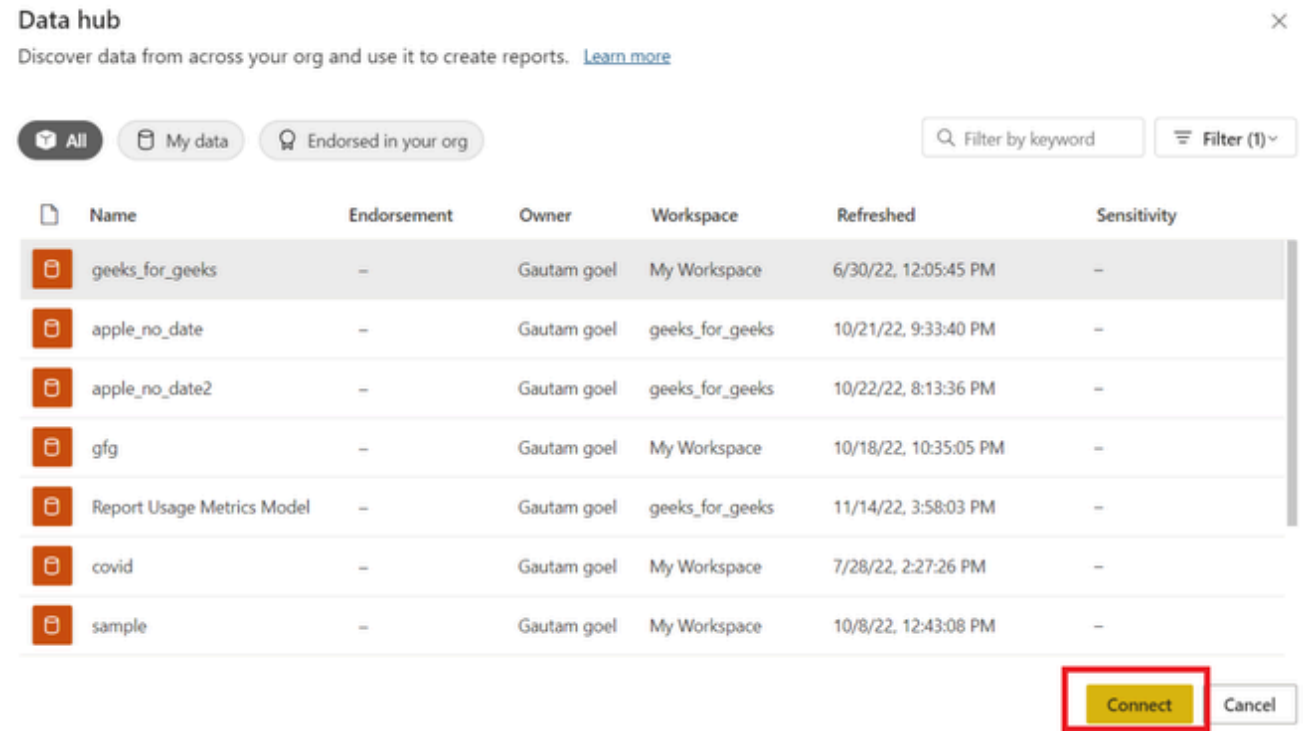
Step 2: A drop-down appears. To add datasets from the PowerBI service, click on the PowerBI datasets.



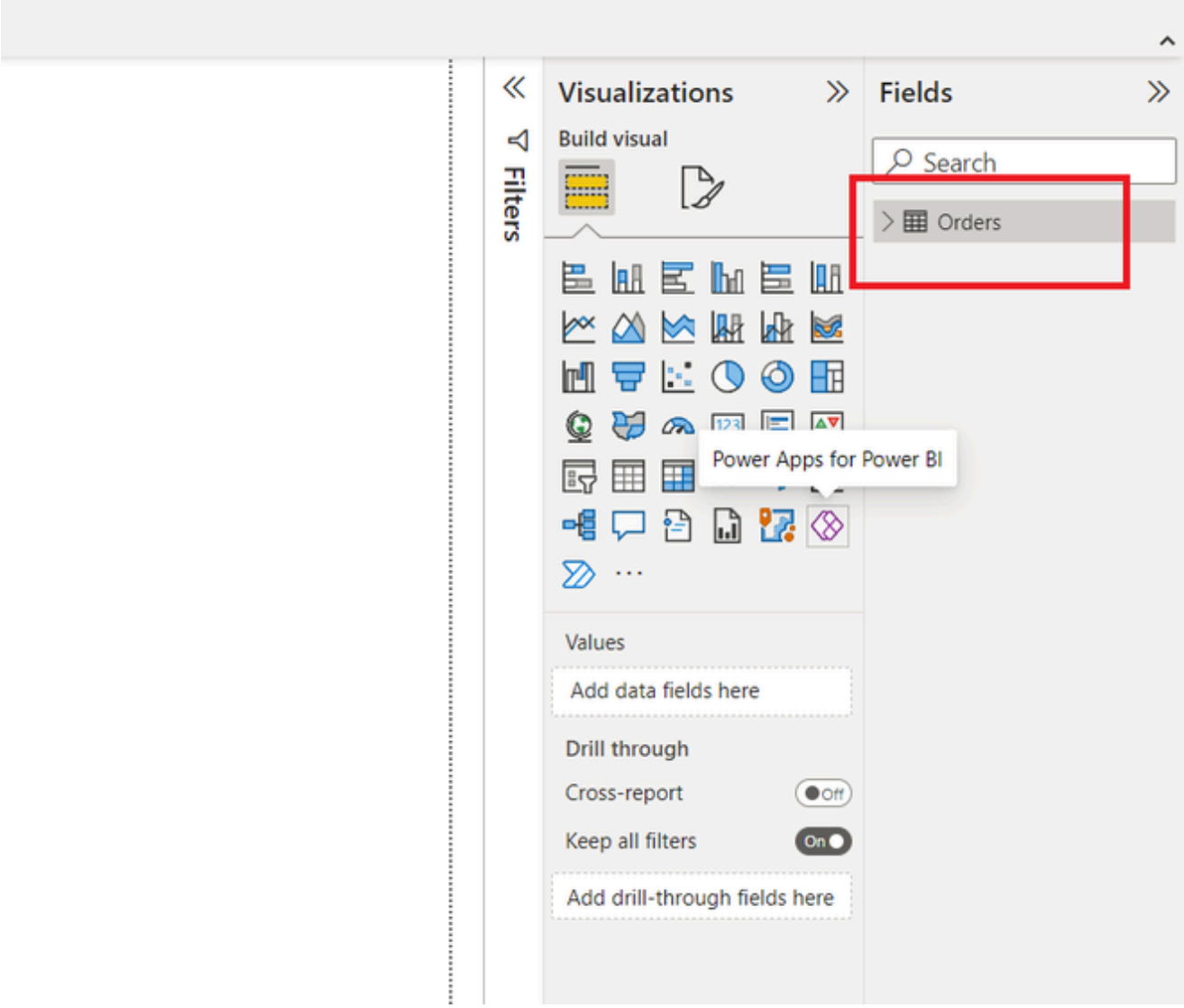
Step 3: A new dialogue box name, Data hub appears on the screen. Select the required dataset. For example, geeks_for_geeks.



Step 4: As soon as we select the dataset, Connect button gets enabled. Click on the Connect button.



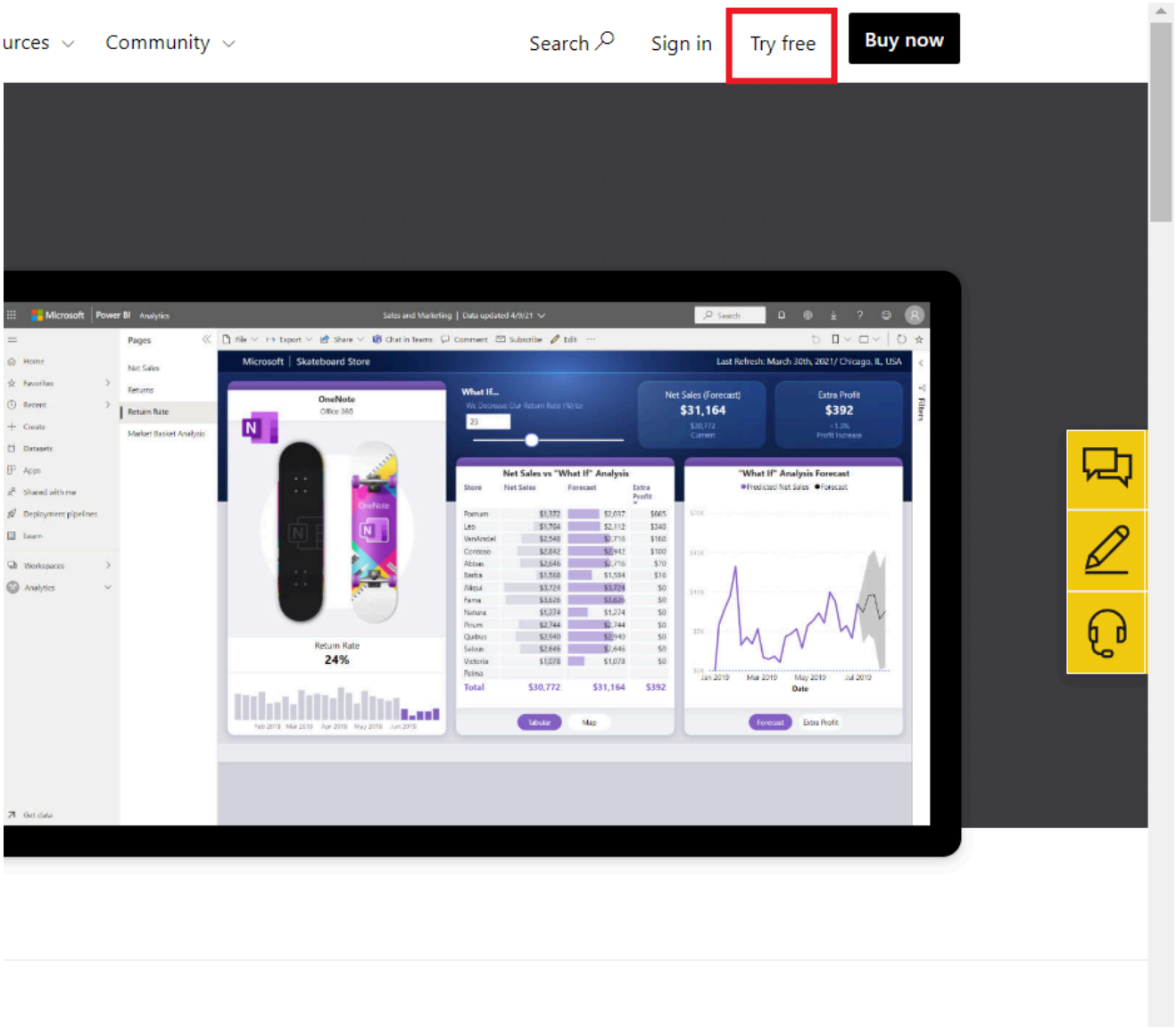
Step 5: We will observe that all the tables inside the dataset are added, under the Fields section. Hence, we are successfully been able to connect the PowerBI dataset from the Desktop.



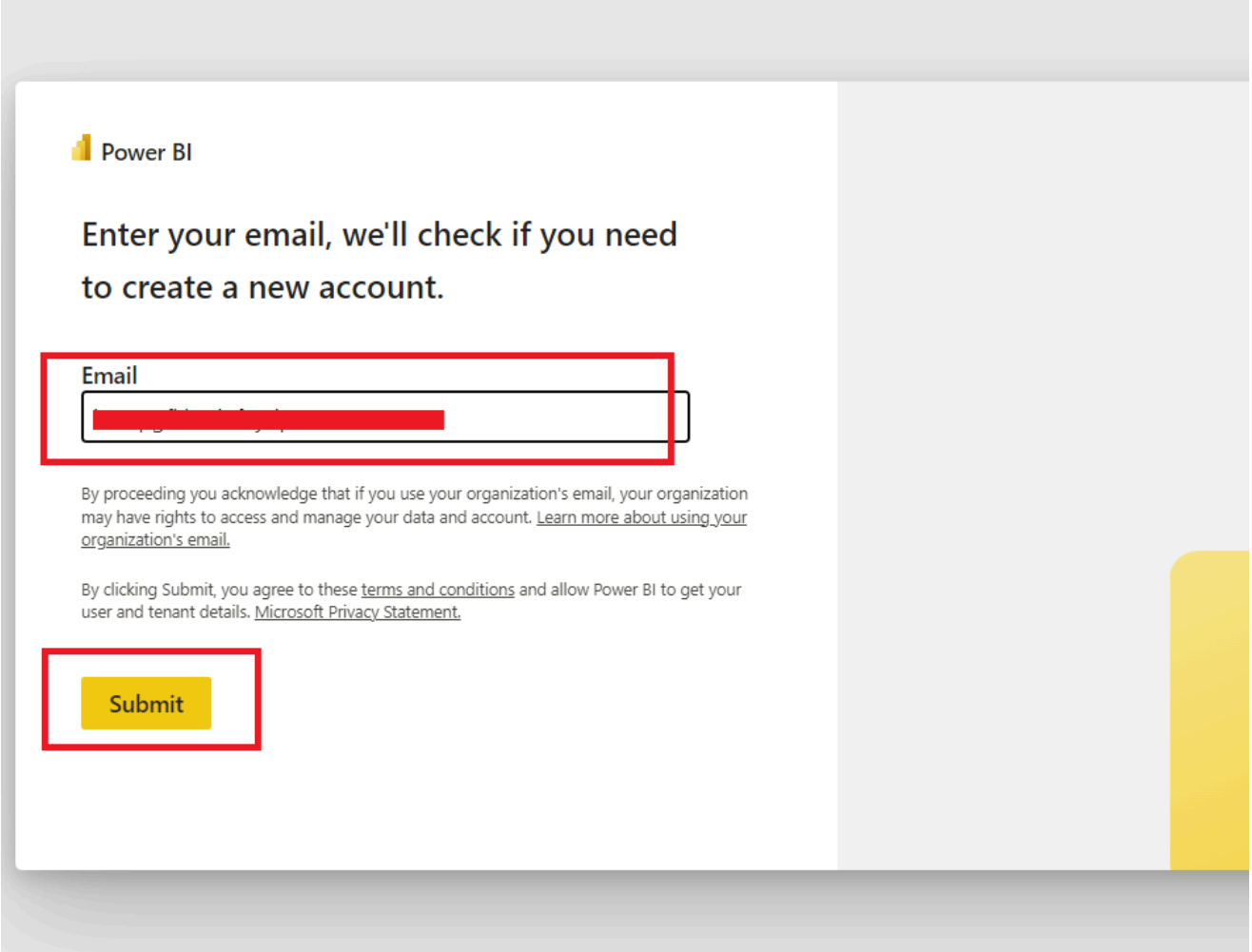
Connecting Power BI Desktop With Power BI Service

The entire connection process, consists of two parts, the first part is to create an account on the Power BI Service, this step could be skipped if you already have an account with the Power BI service. The second part is to publish a report on the Power BI service from the Power BI desktop.

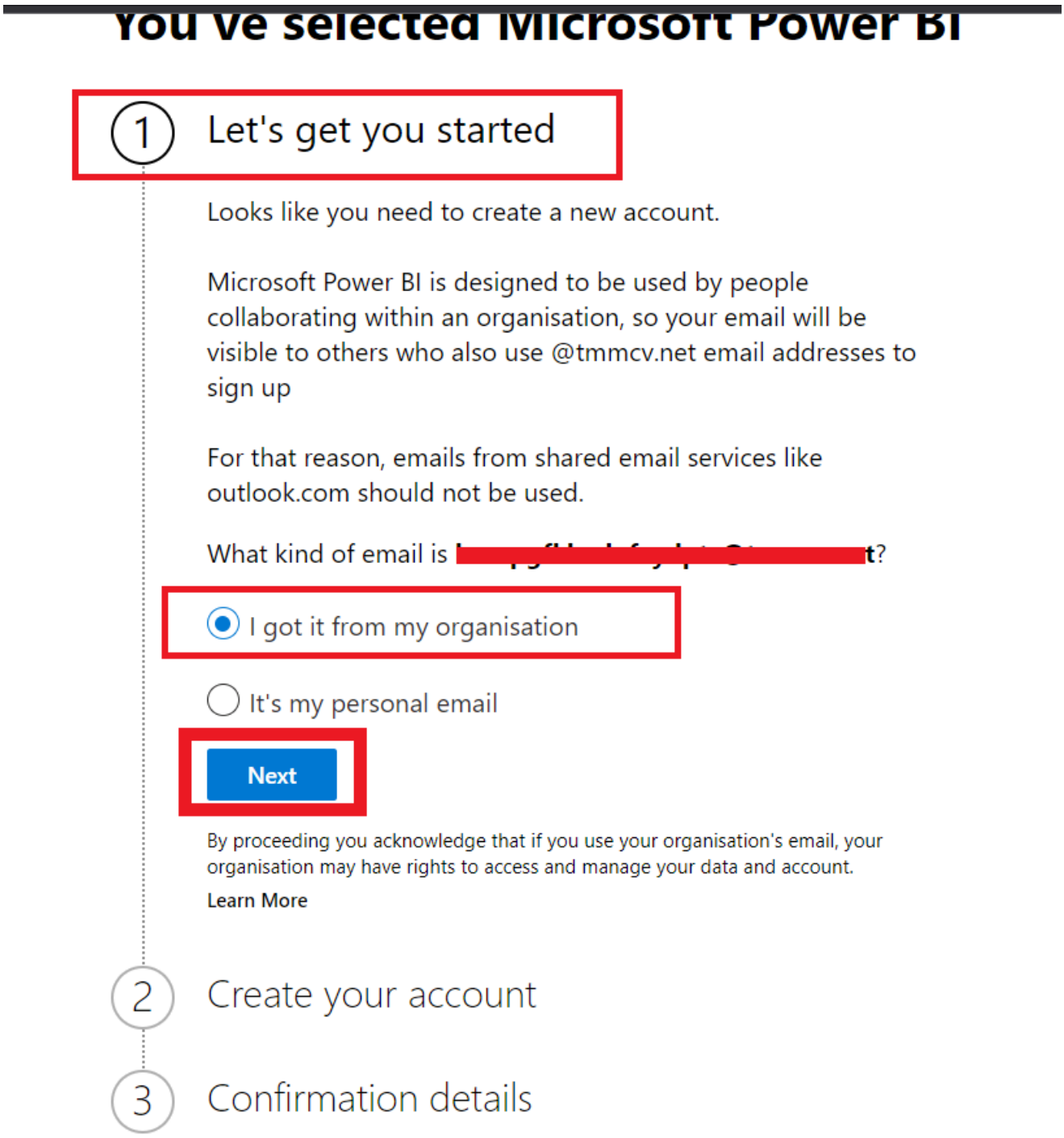
Step 1: Go to PowerBIOnline, If you have never created an account on Power BI, then click on the Try free, button, else, click on the Sign in button.



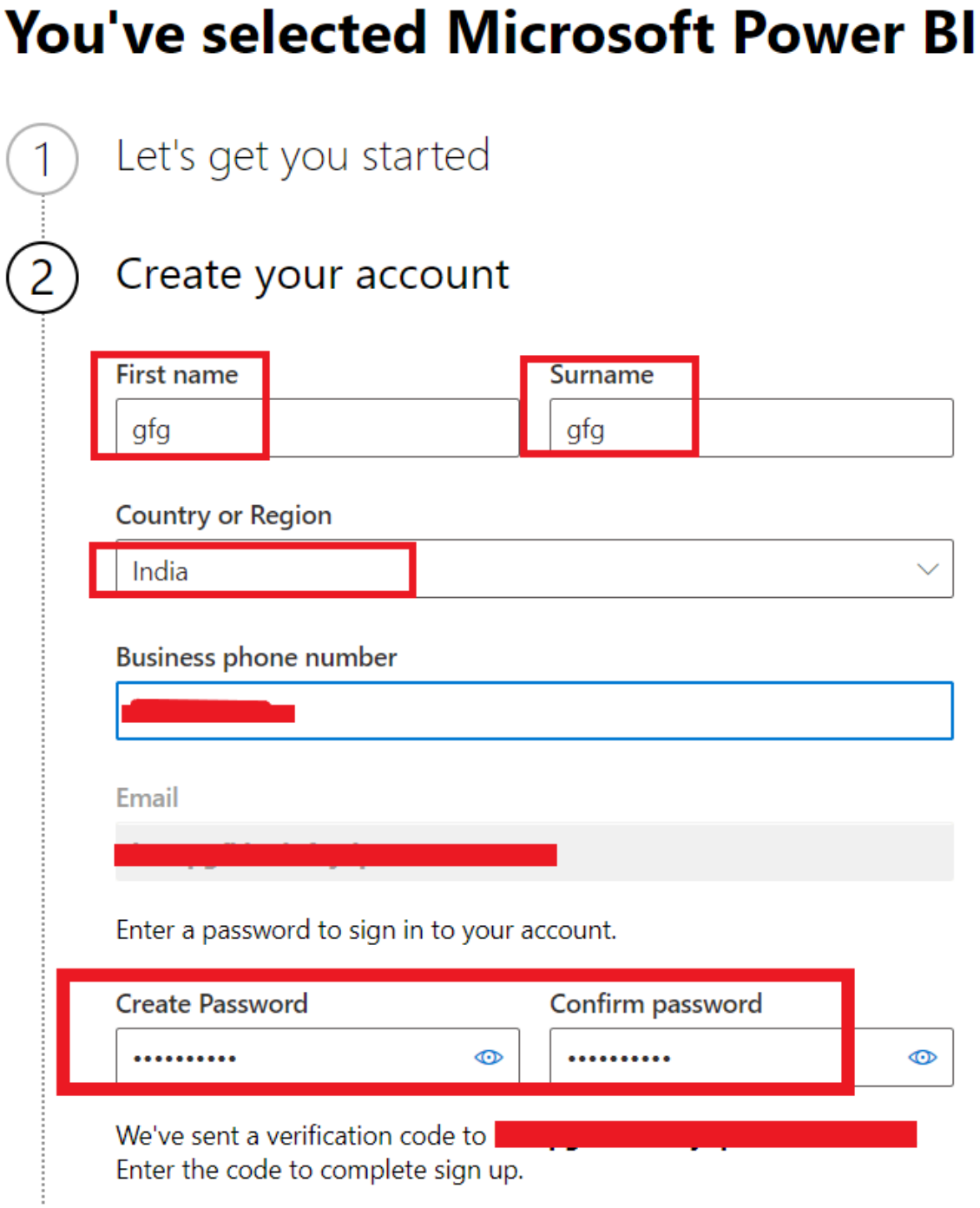
Step 2: A new dialogue box appears. Here, we need to enter the email, for which we want to create an account. Remember, university, corporate, and organization accounts can be used, to create an account. It means, that no Gmail, Hotmail, or any other personal domains can be used. Click on the Submit button.



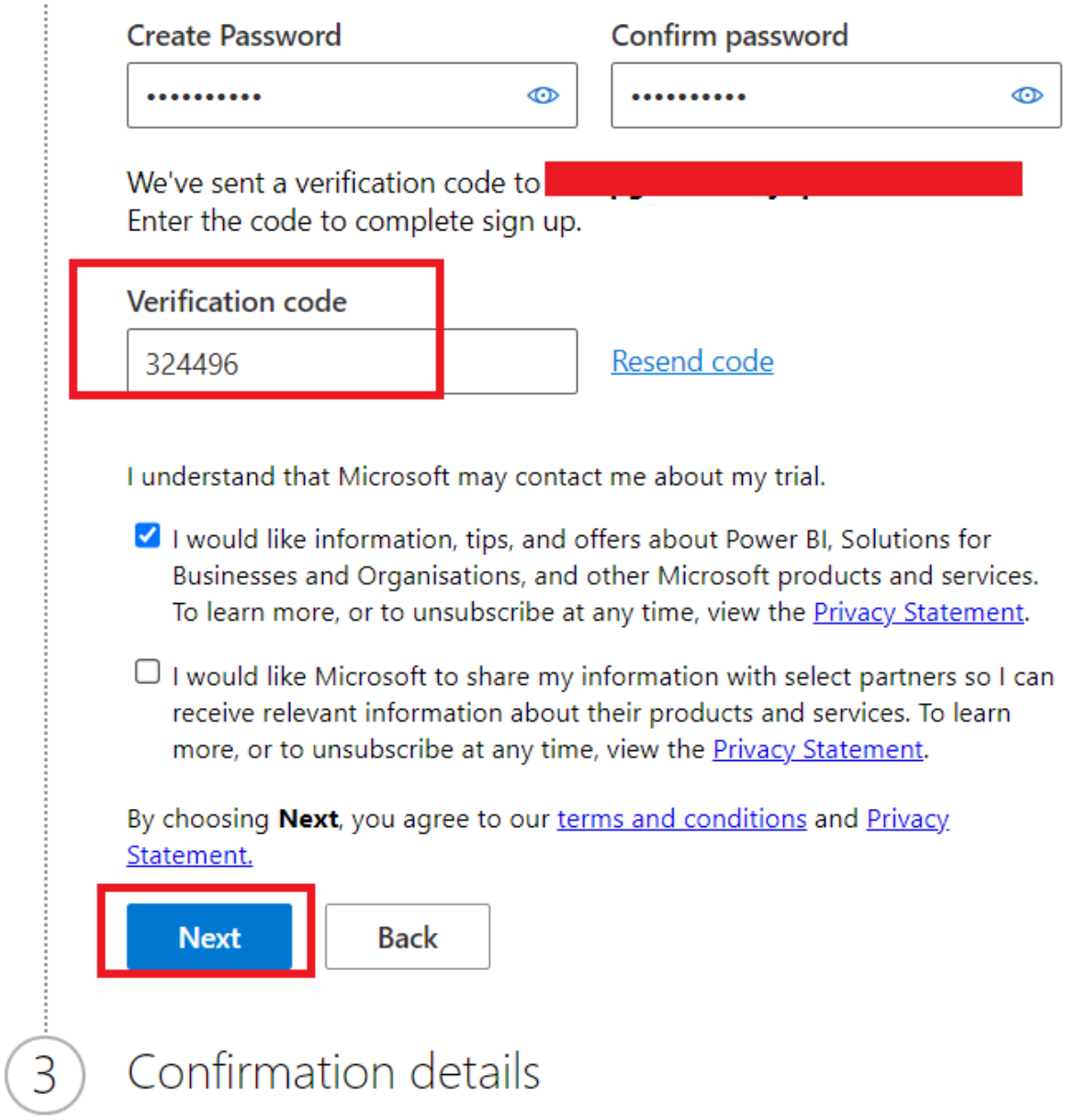
Step 3: The next page will open, it comprises three steps. The step1 is to get started, we need to select what type of email account we are using, either an organization account or a personal account.



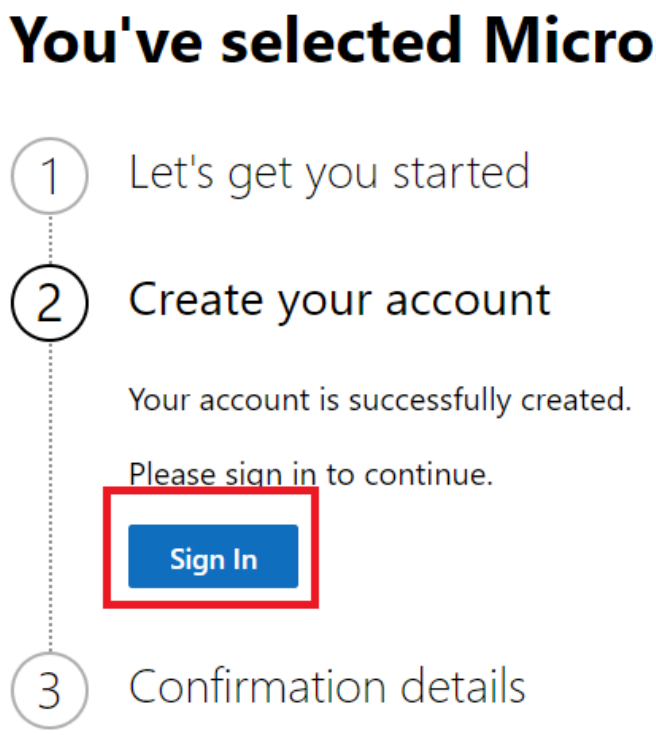
Step 4: Create your account. Fill in the required details as per said below. Enter your first name, surname, country of living, phone number, and strong password.



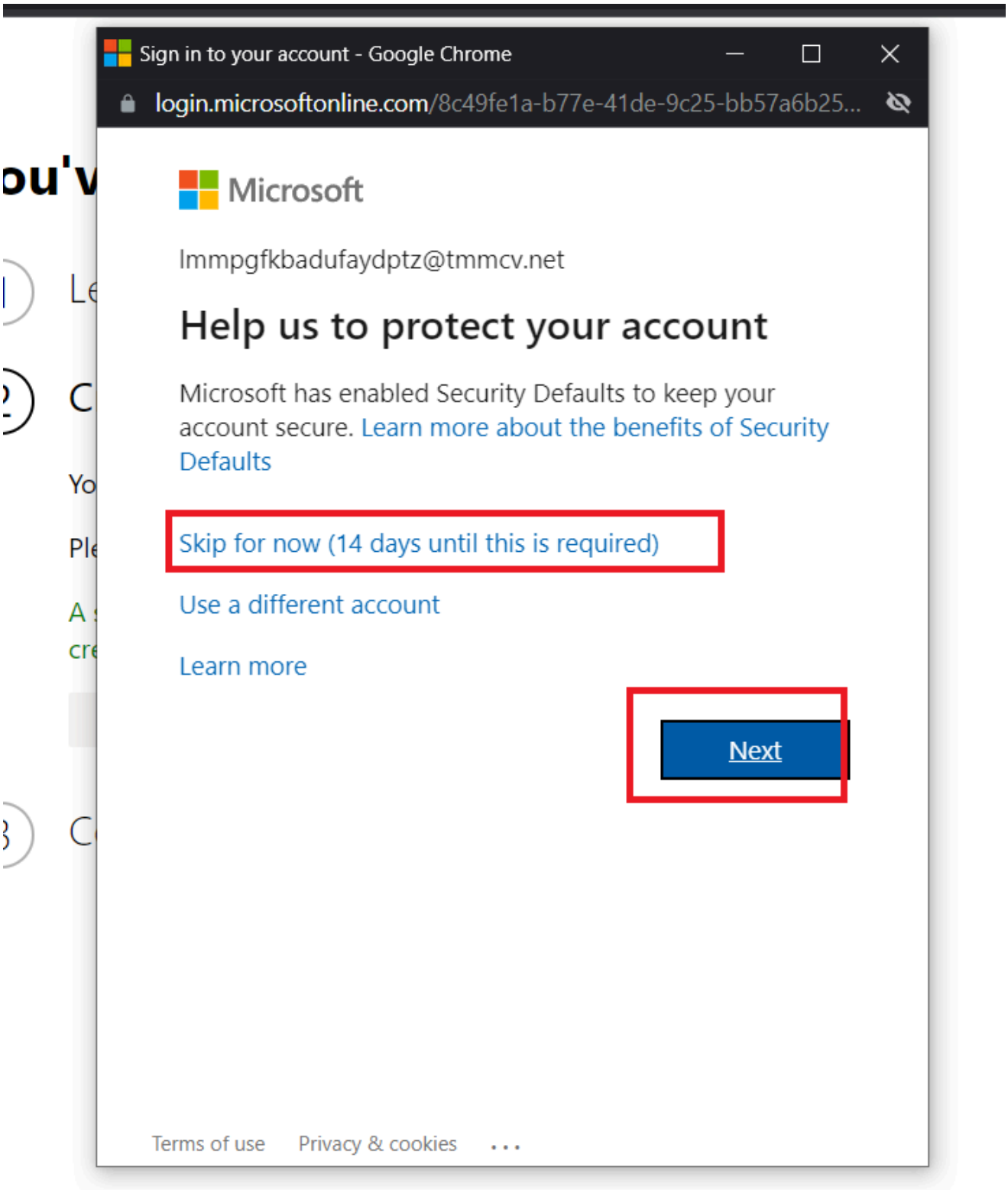
Step 5: A verification code will be sent to the entered email id, enter that verification code. Click on the **Next** button.



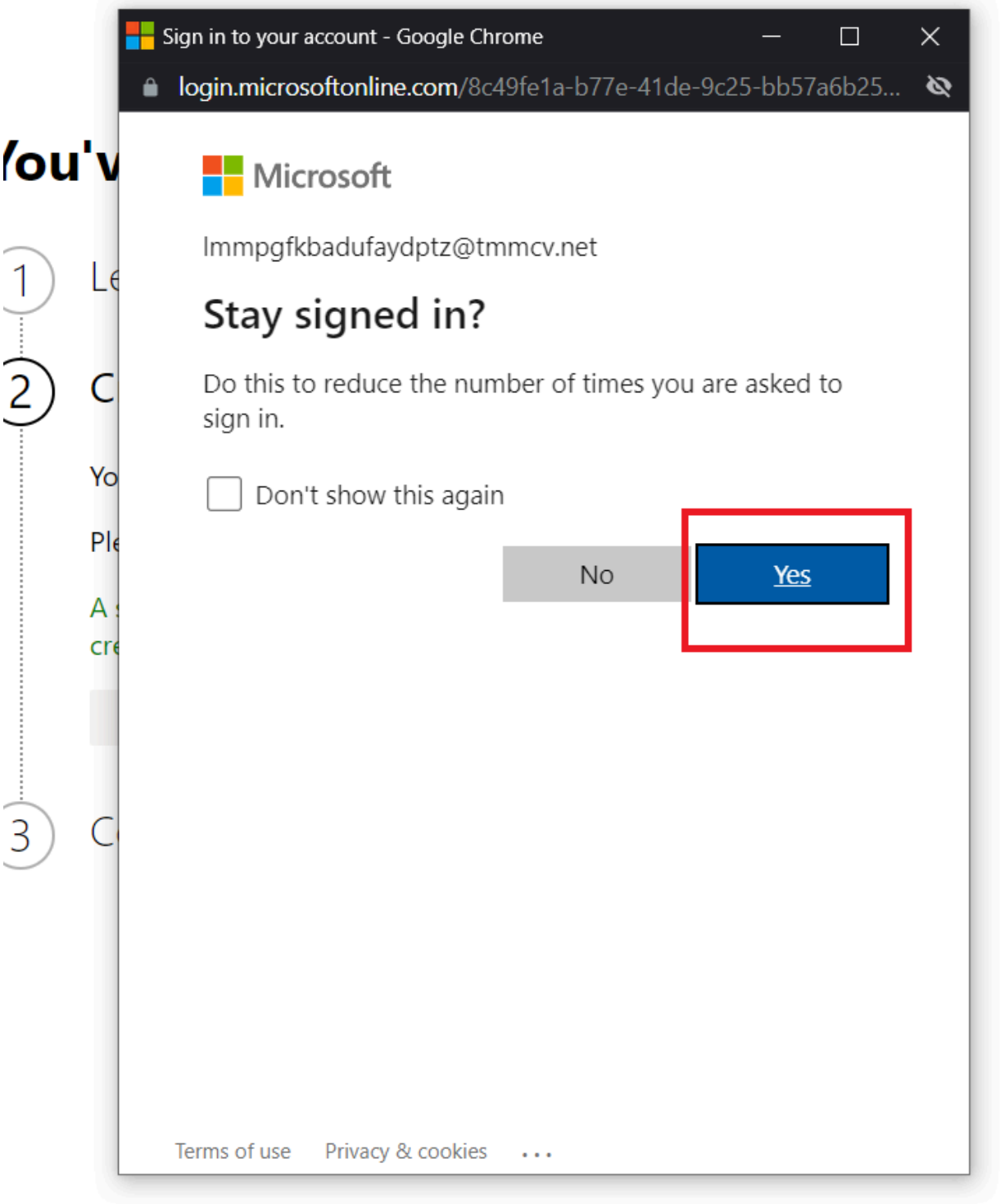
Step 6: Step2 is almost completed. Click on the Sign In button.



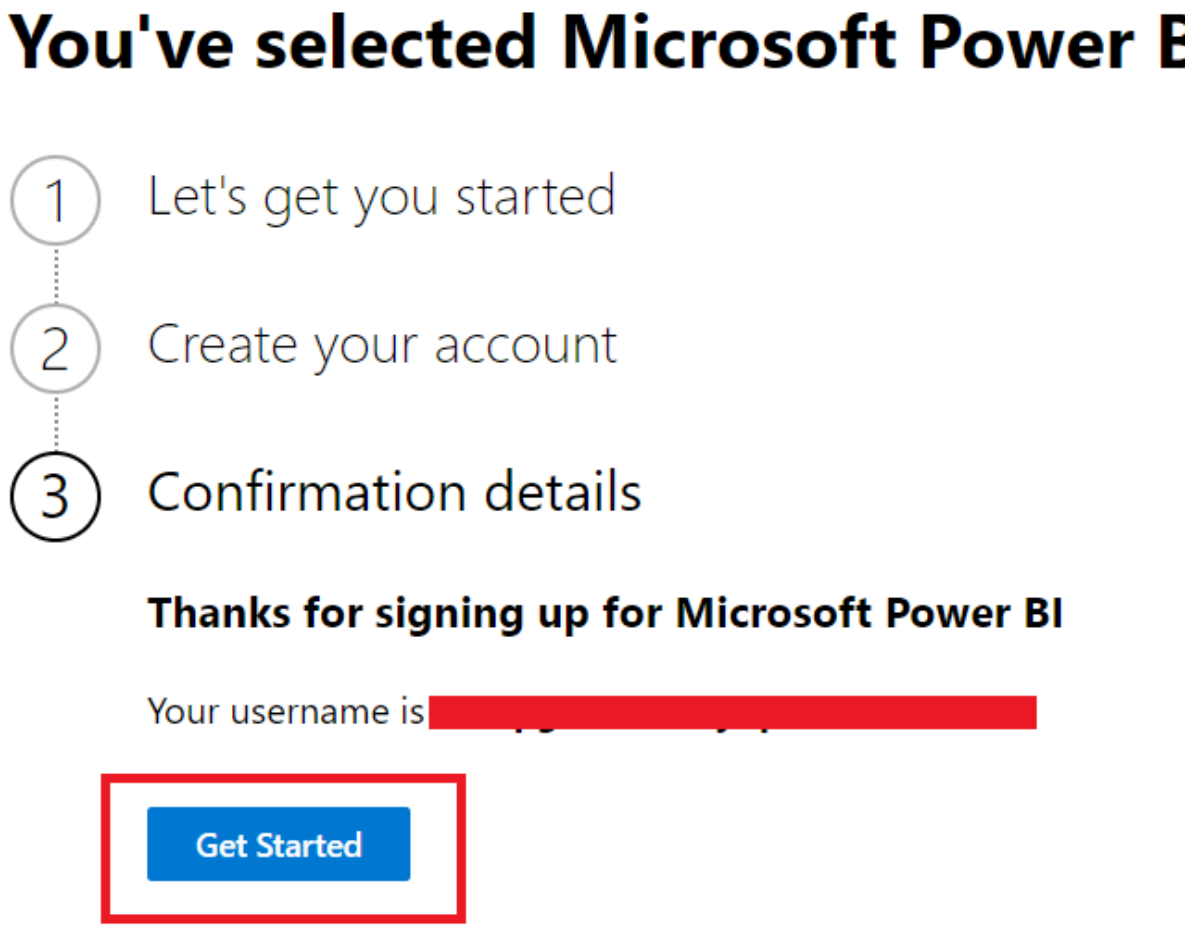
Step 7: A new dialogue box appears, which asks us to protect your account, we can skip this step for now. Note, that, this dialogue box could appear multiple times, so simply, click on the Skip for now button. Click on the Next button.



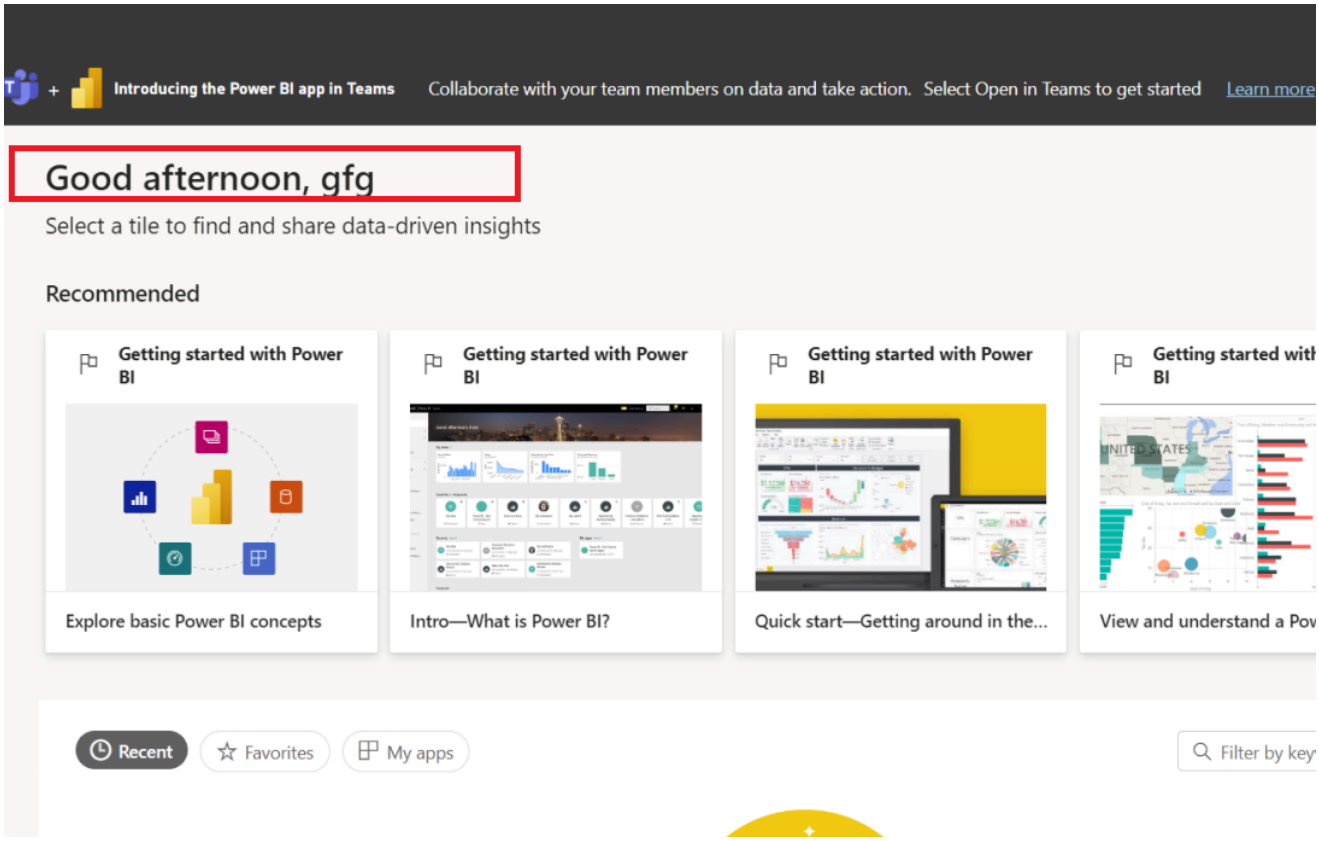
Step 8: A new dialogue box appears. Check the box, if you want to stay signed for long. Click on the yes button.



Step 9: Click on the **Get Started** button.

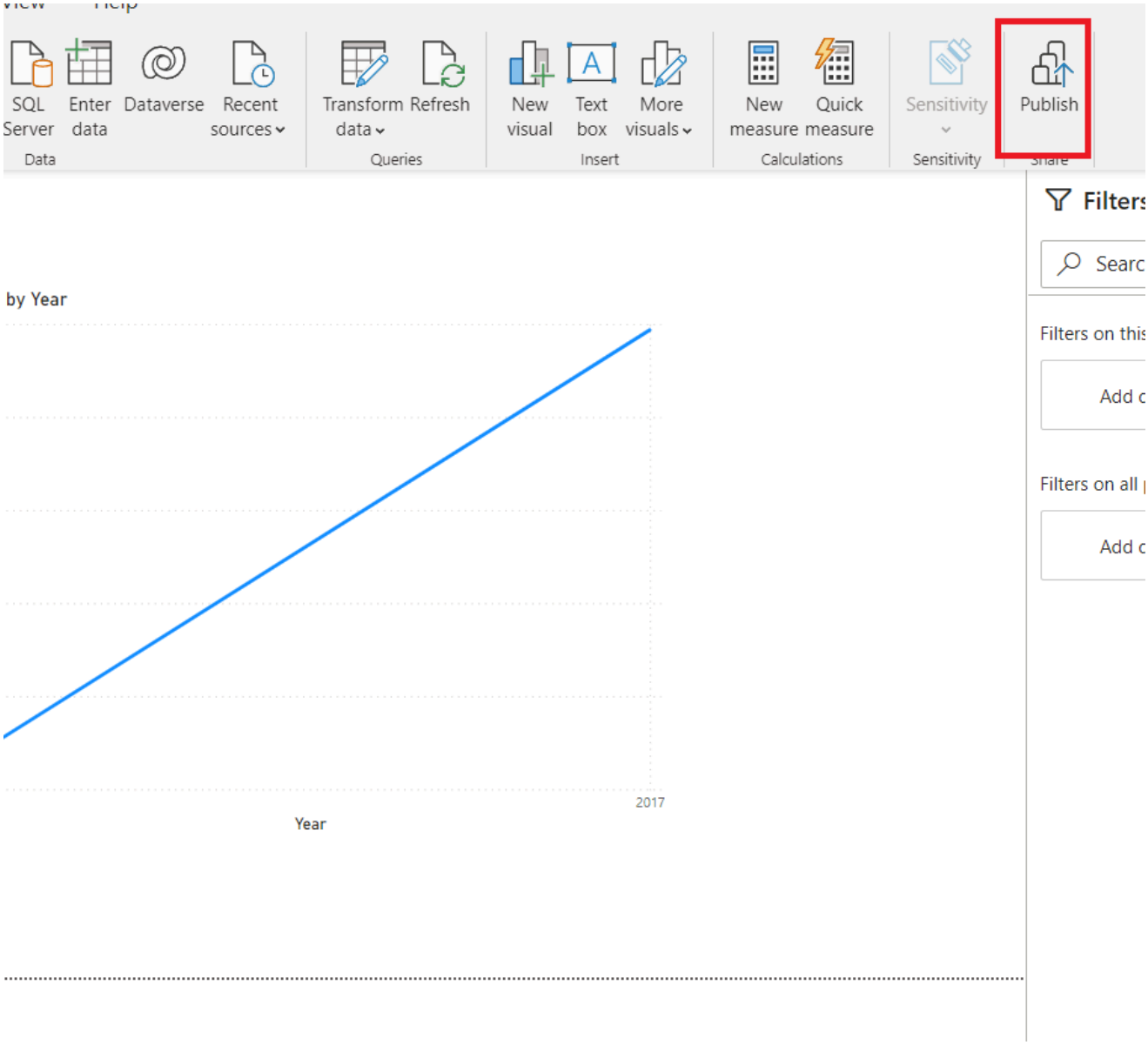


Step 10: We will be redirected to the **home page** of the Power BI online service. We have successfully created an account on the Power BI online service.

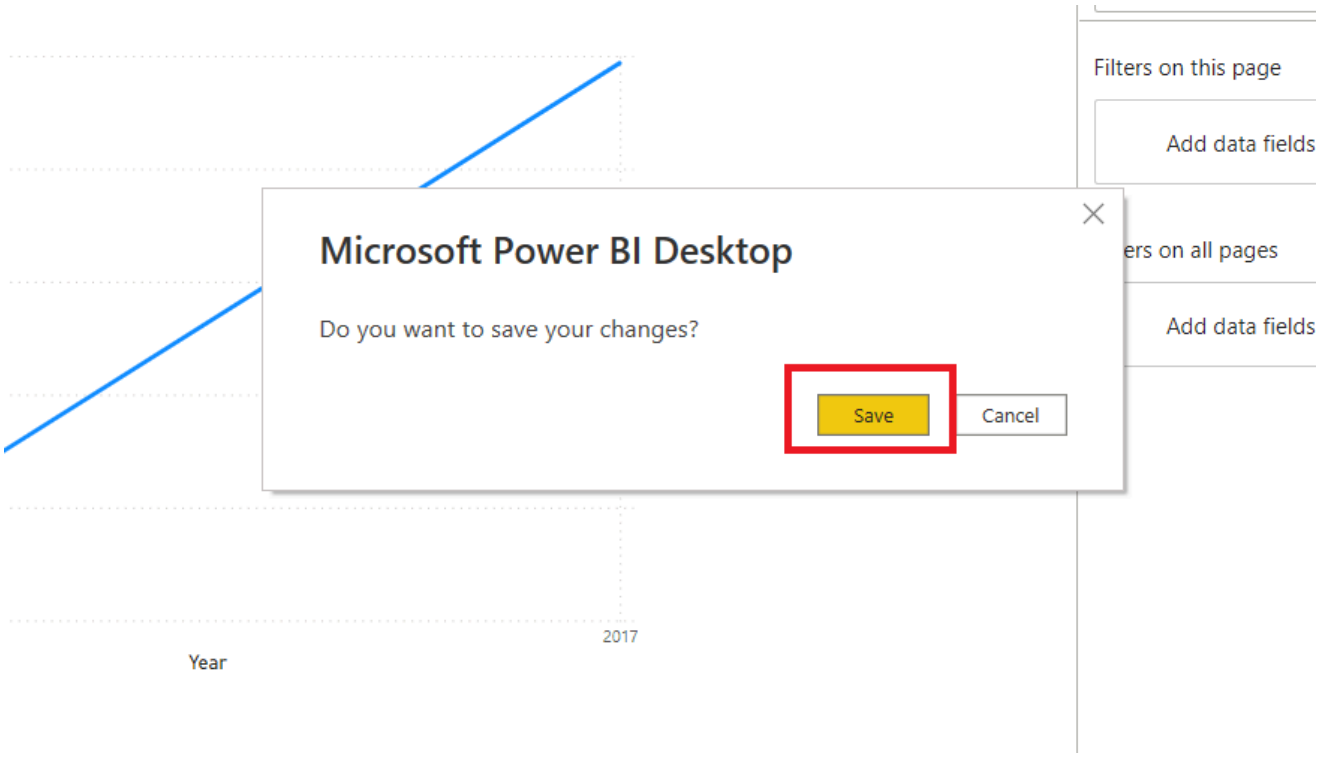


Publishing Report to Power BI Online Service from Desktop

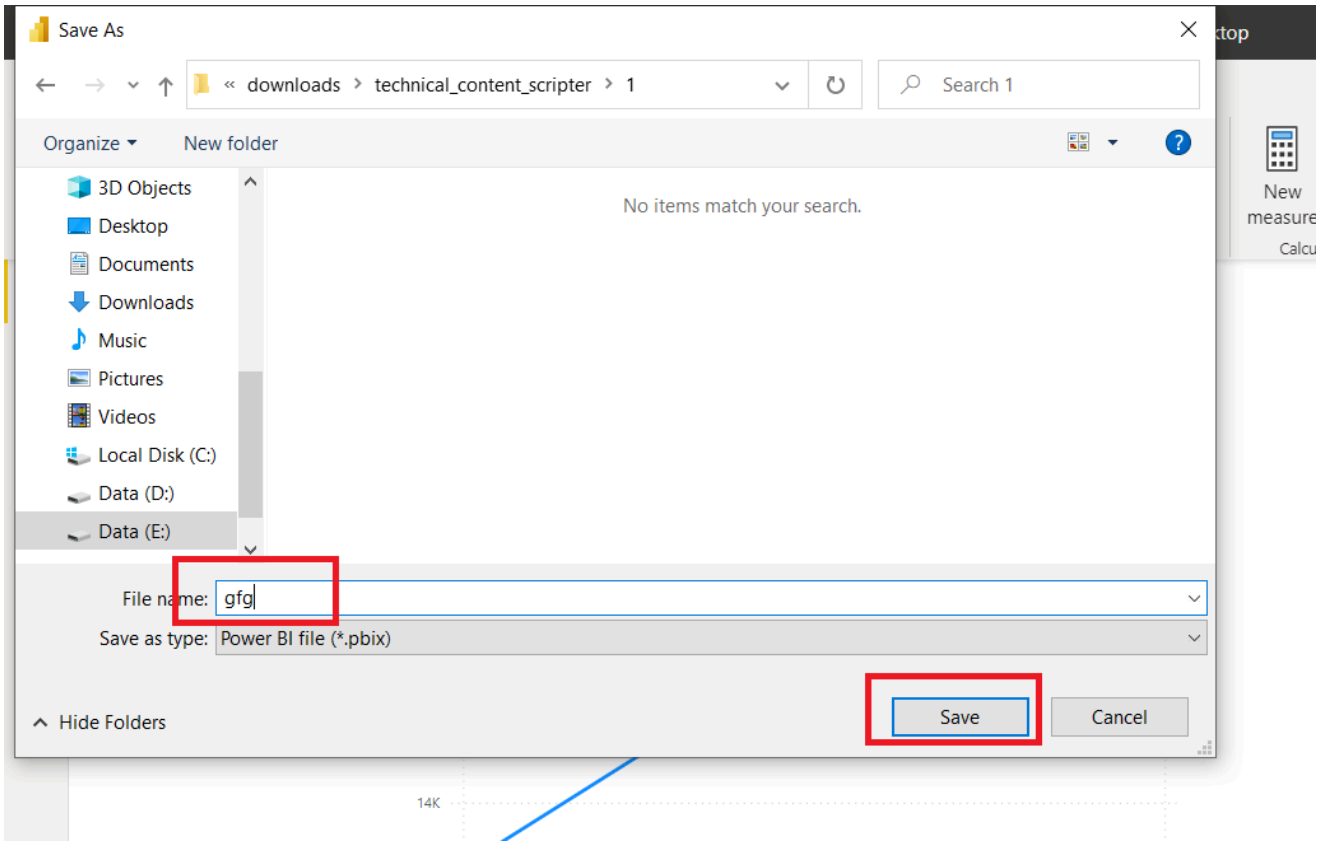
Step 1: After successfully, creating an account. Our next step is to connect the desktop with the online service by publishing a report on the Power BI online service. Create a report, and click on the **Publish** button.



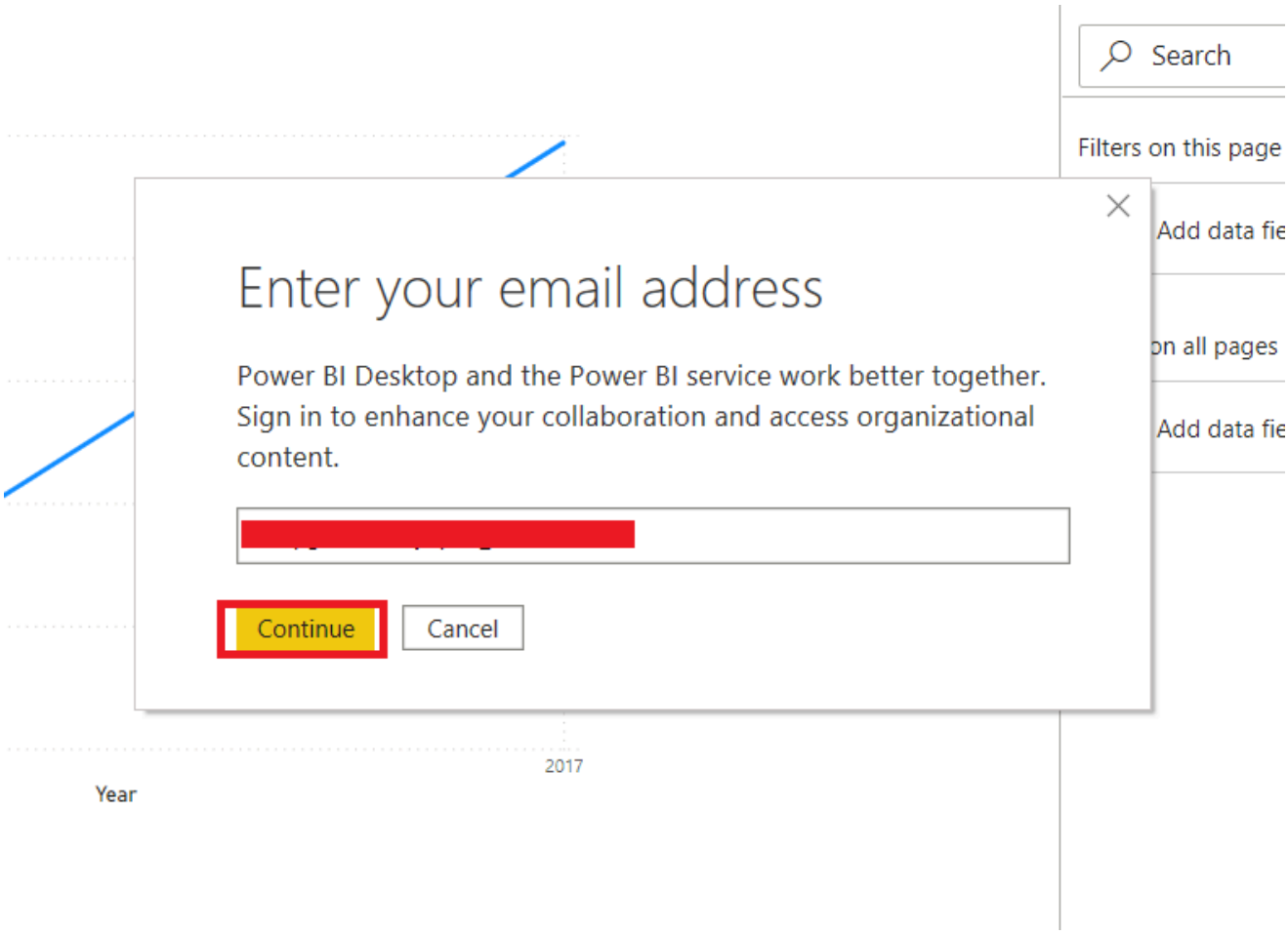
Step 2: A dialogue box appears. Click on the **Save** button, to save the required changes to the report.



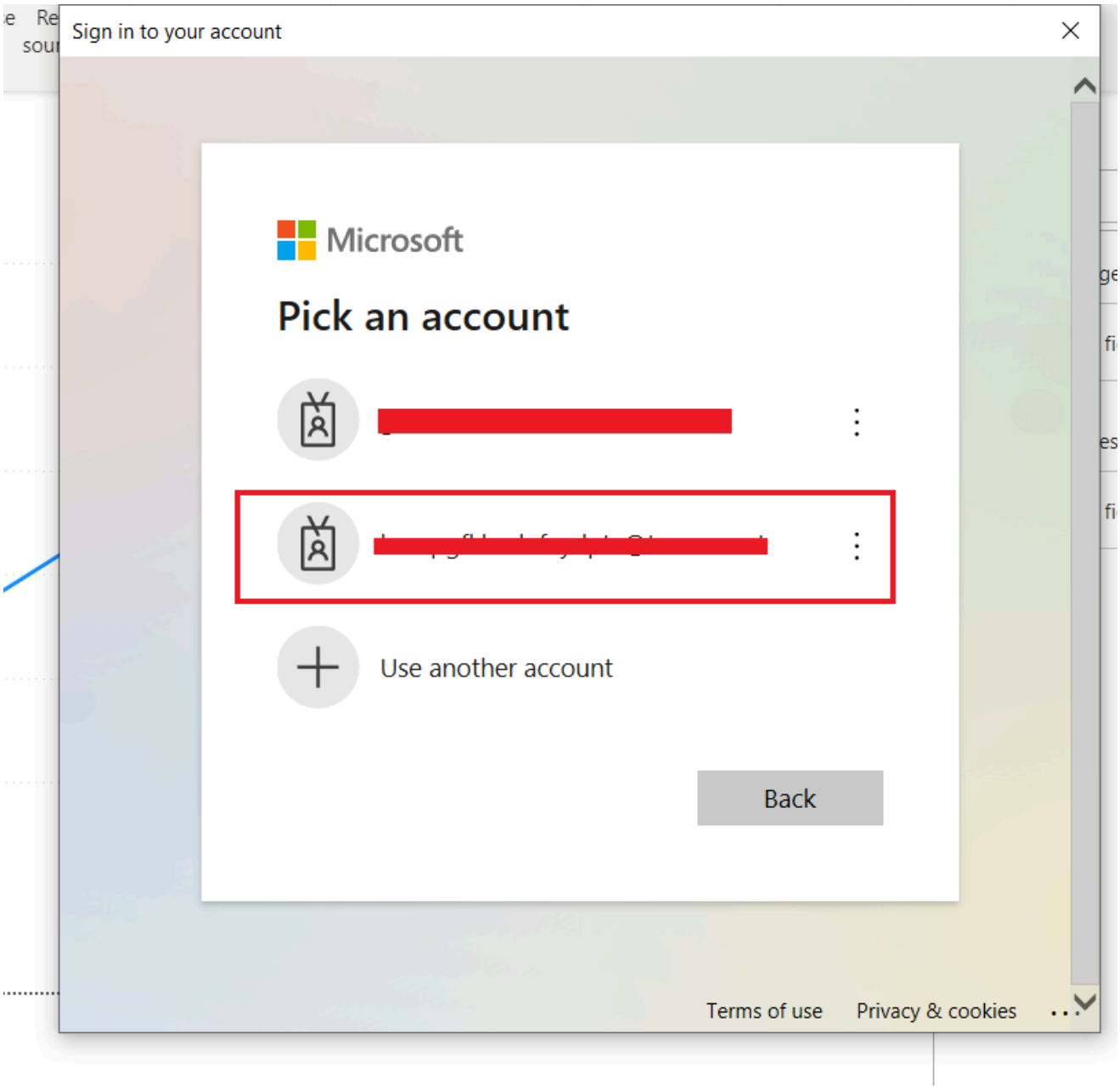
Step 3: Save the file, at your convenient location. Name the **.pbix file**. For example, **gfg.pbix.** Click on the **Save** button.



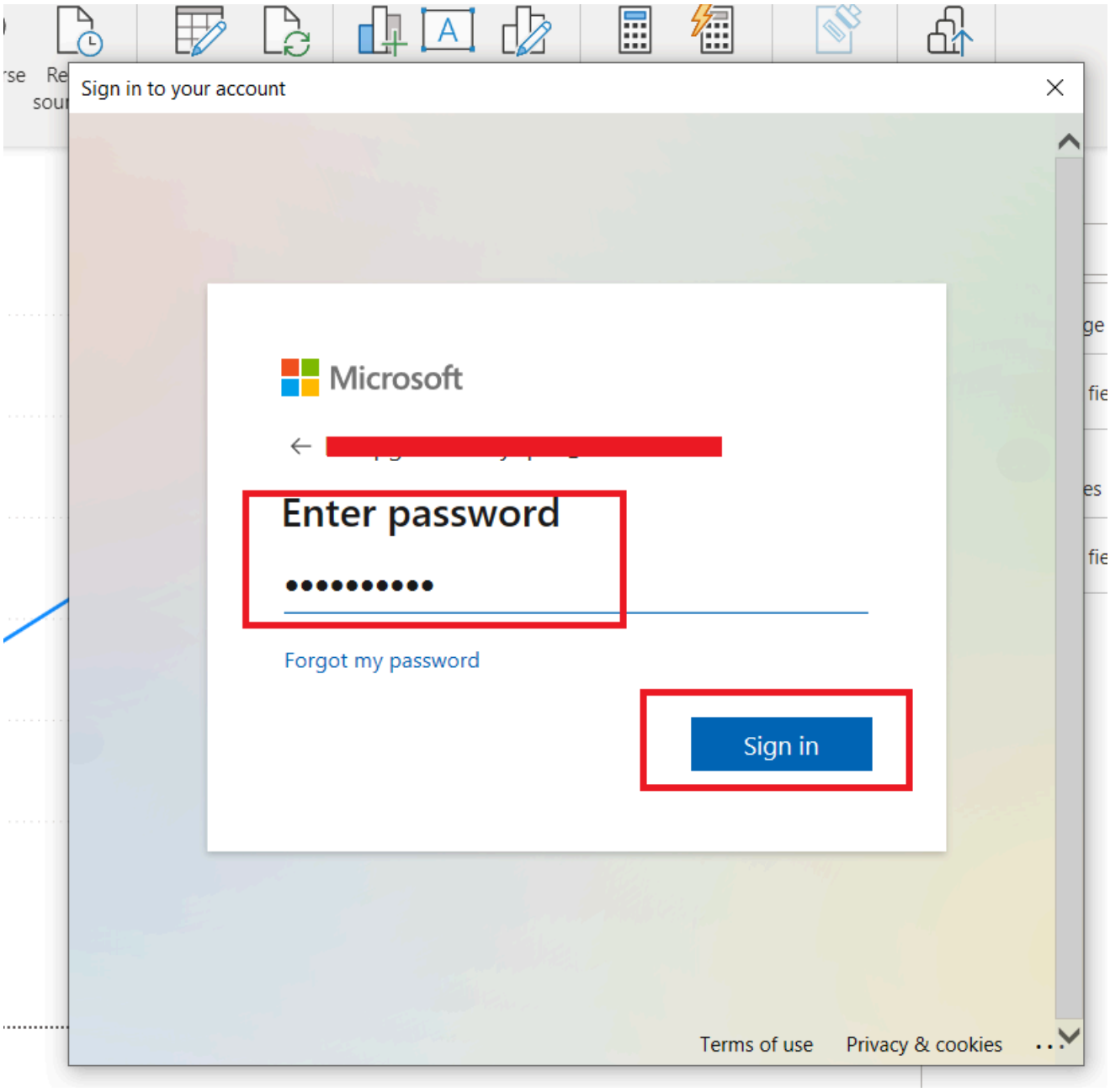
Step 4: A new dialogue box appears. Enter the email address, by which you created an account on the online service. Click on the **Continue** button.



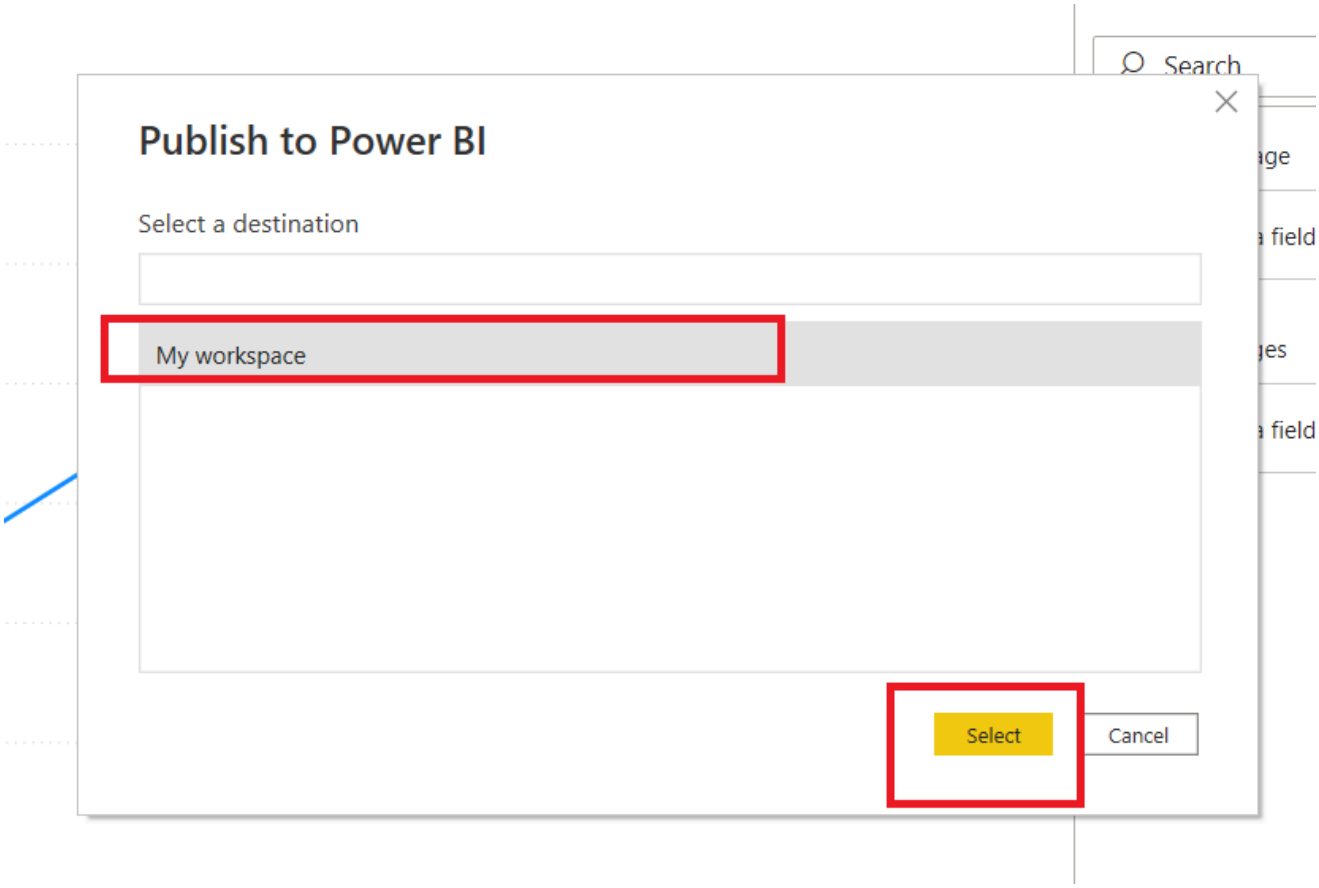
Step 5: All, the connected accounts, will be listed. Click on the desired account at which you want to save the file.



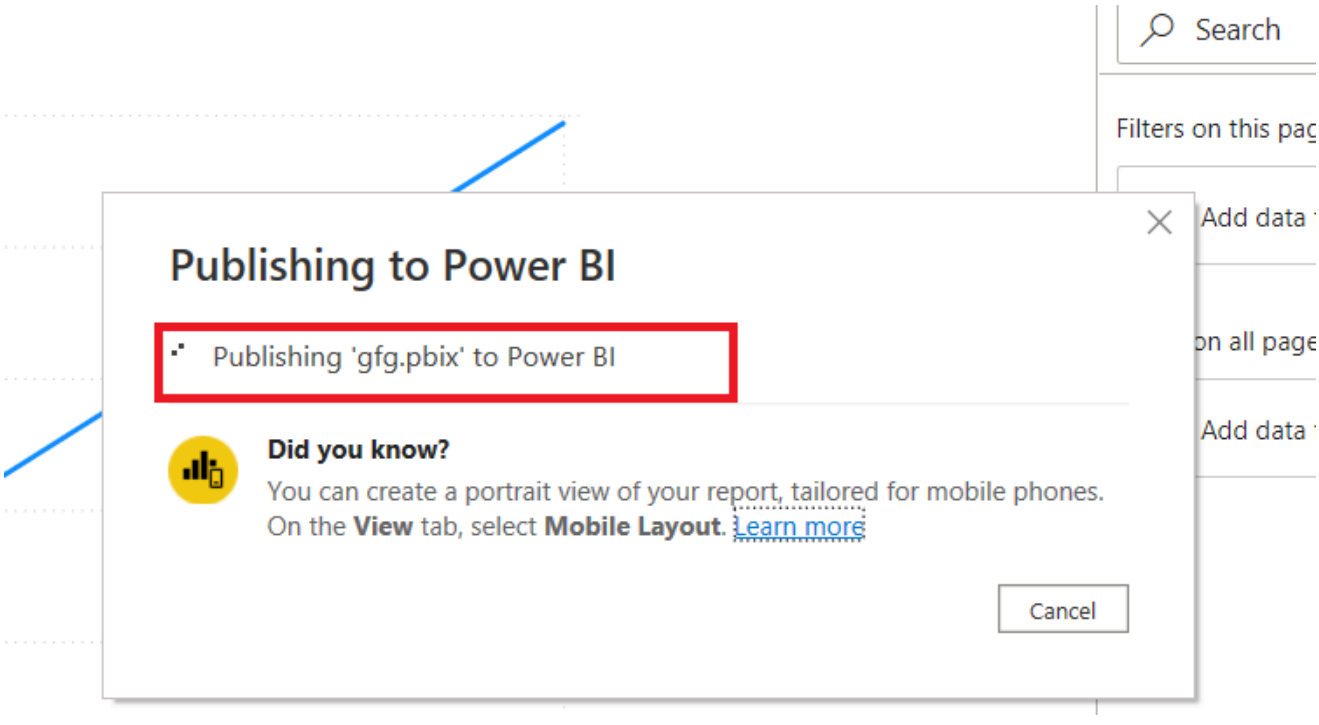
Step 6: Enter the password, for that Power BI online account. Click on the **Sign-in** button.



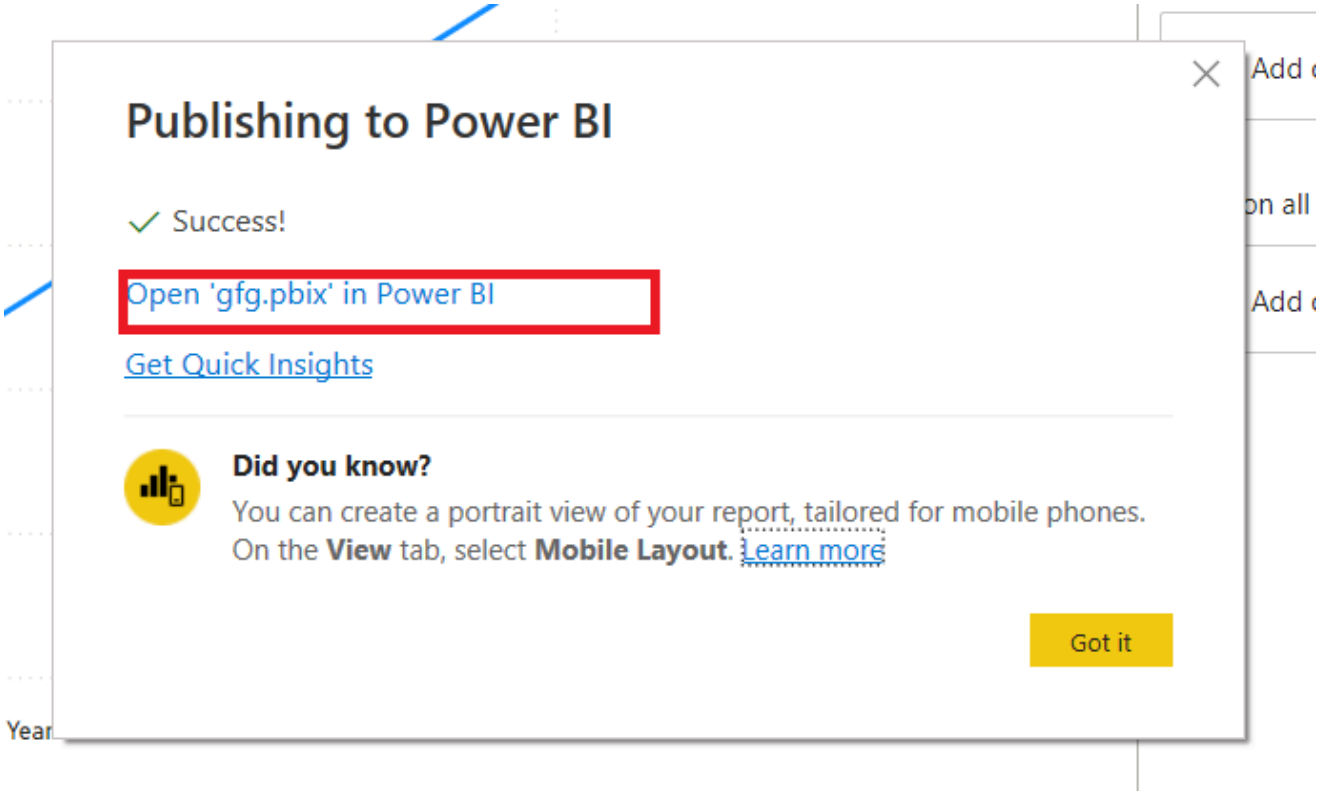
Step 7: Select the My workspace. Click on the Select button.



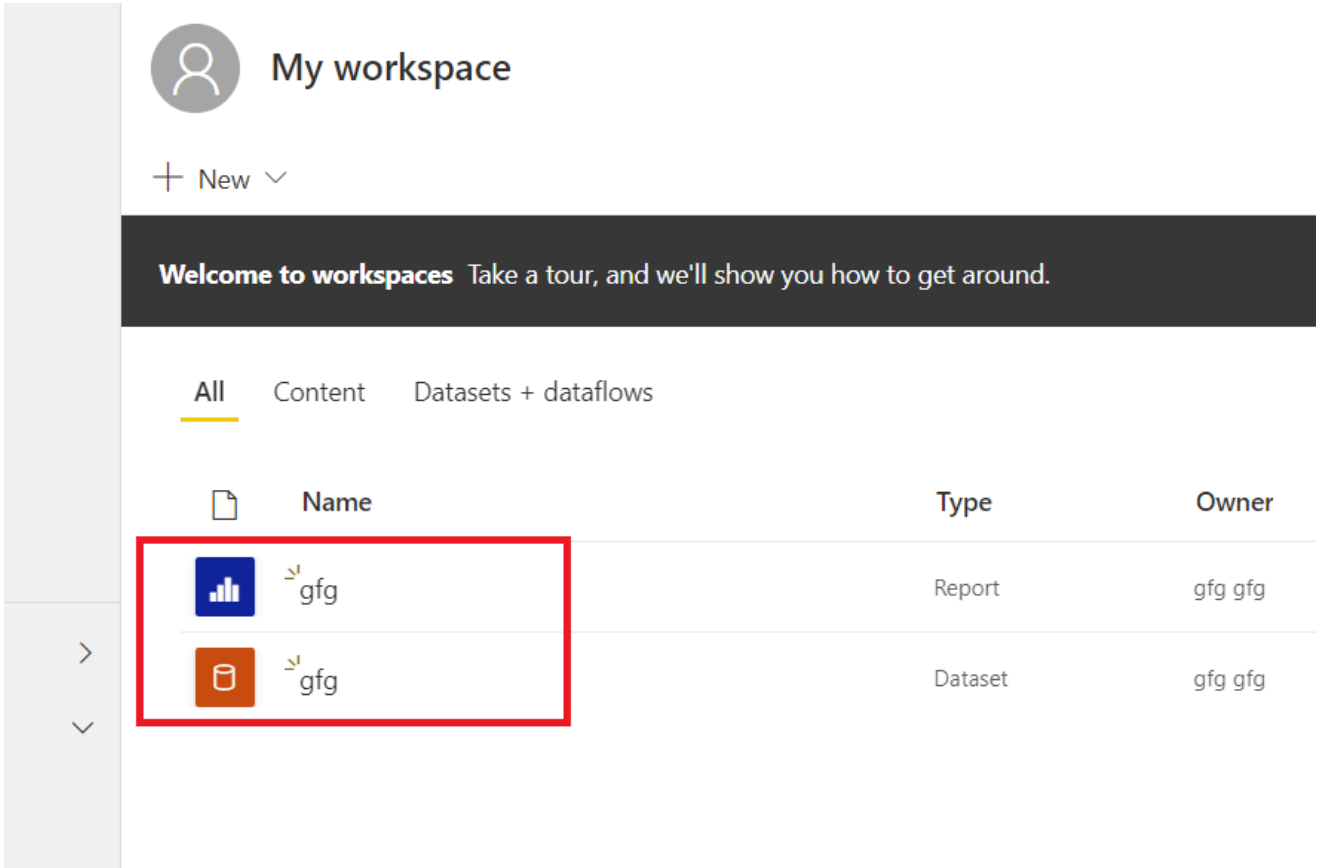
Step 8: The report will be published to the Power BI online service.



Step 9: Click on the **Open 'gfg.pbix' in Power BI,** to open the published file.



Step 10: The files have been successfully uploaded to the Power BI service. We have successfully connected the Desktop with the Power BI service.



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GeeksforGeeks
Sanchhaya Education Private Limited

Corporate & Communications Address:
A-143, 7th Floor, Sovereign Corporate Tower, Sector- 136, Noida, Uttar Pradesh (201305)

Registered Address:
K 061, Tower K, Gulshan Vivante Apartment, Sector 137, Noida, Gautam Buddh Nagar, Uttar Pradesh, 201305

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Power BI - Create a Table

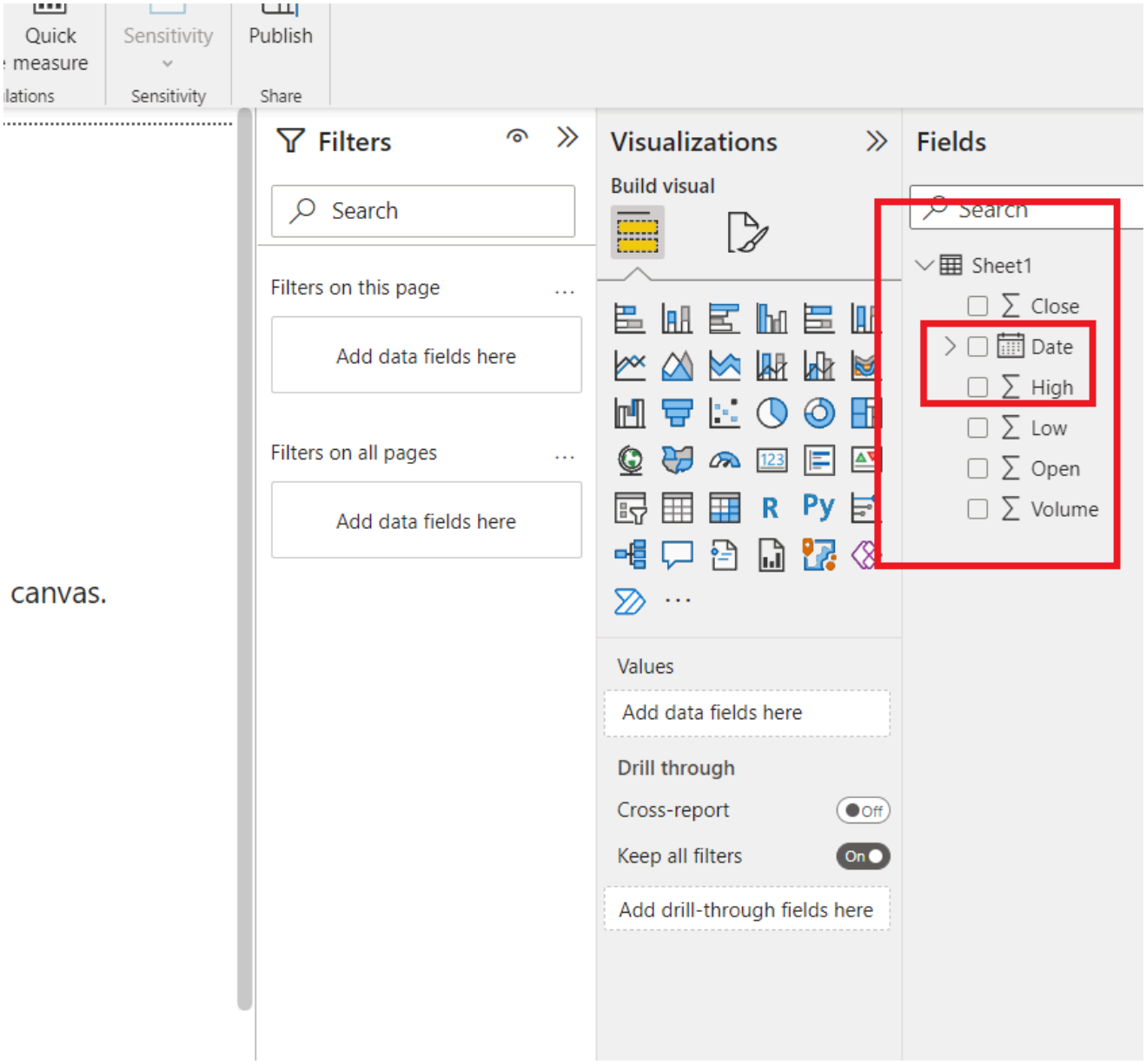
Last Updated : 16 Jan, 2023

Tables are a way to represent data in the form of rows and columns. By default, the Power BI desktop creates a table itself, whenever data is dragged under the visualizations section. But, here will learn how to create the table manually, if not created by Power BI, we will also look at some aggregate functions in the tables.

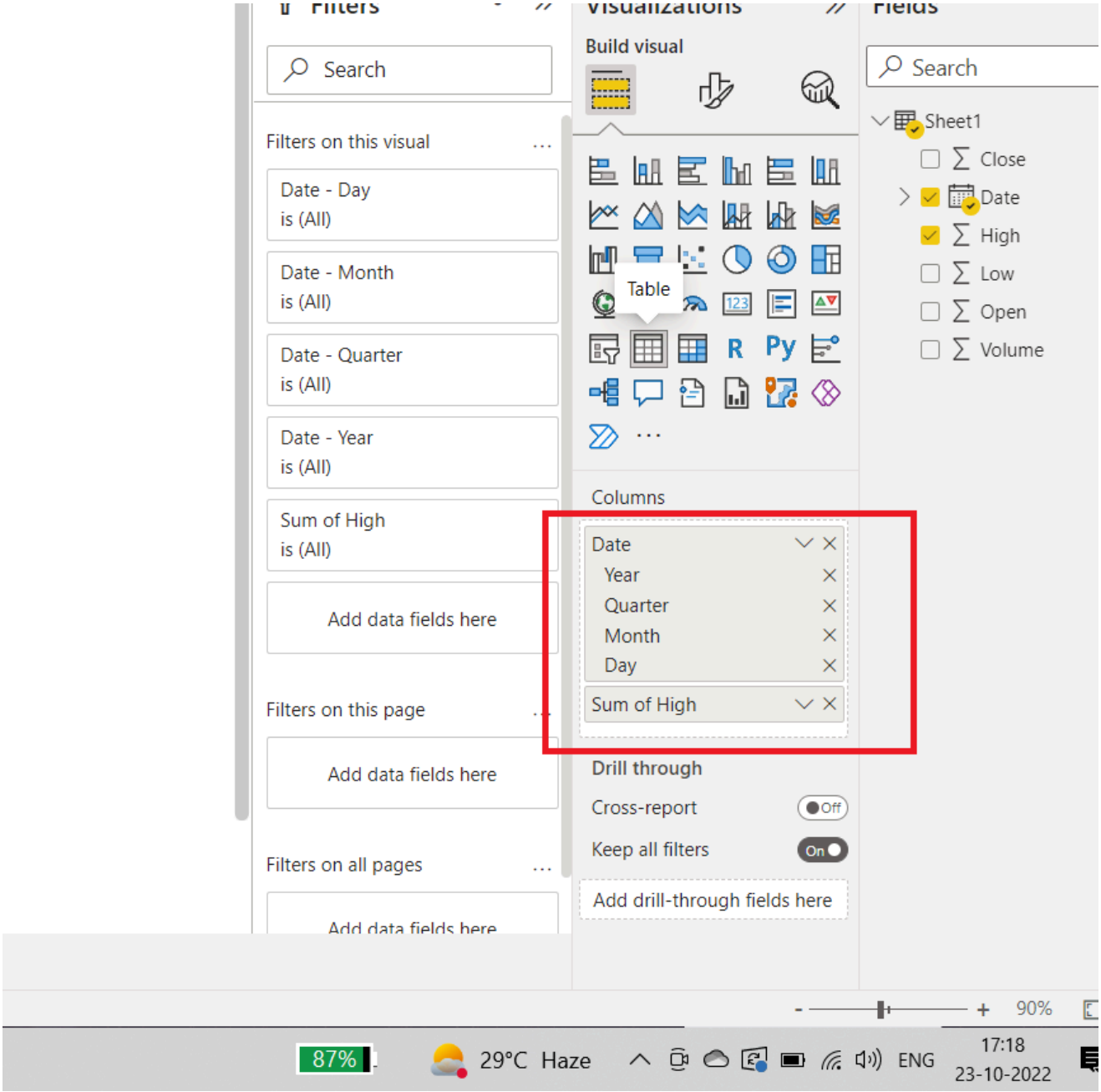
Creating a Table in Power BI

We are given a dataset, and we want to drag two columns in the Columns section. For example, **Date** and **high** columns.

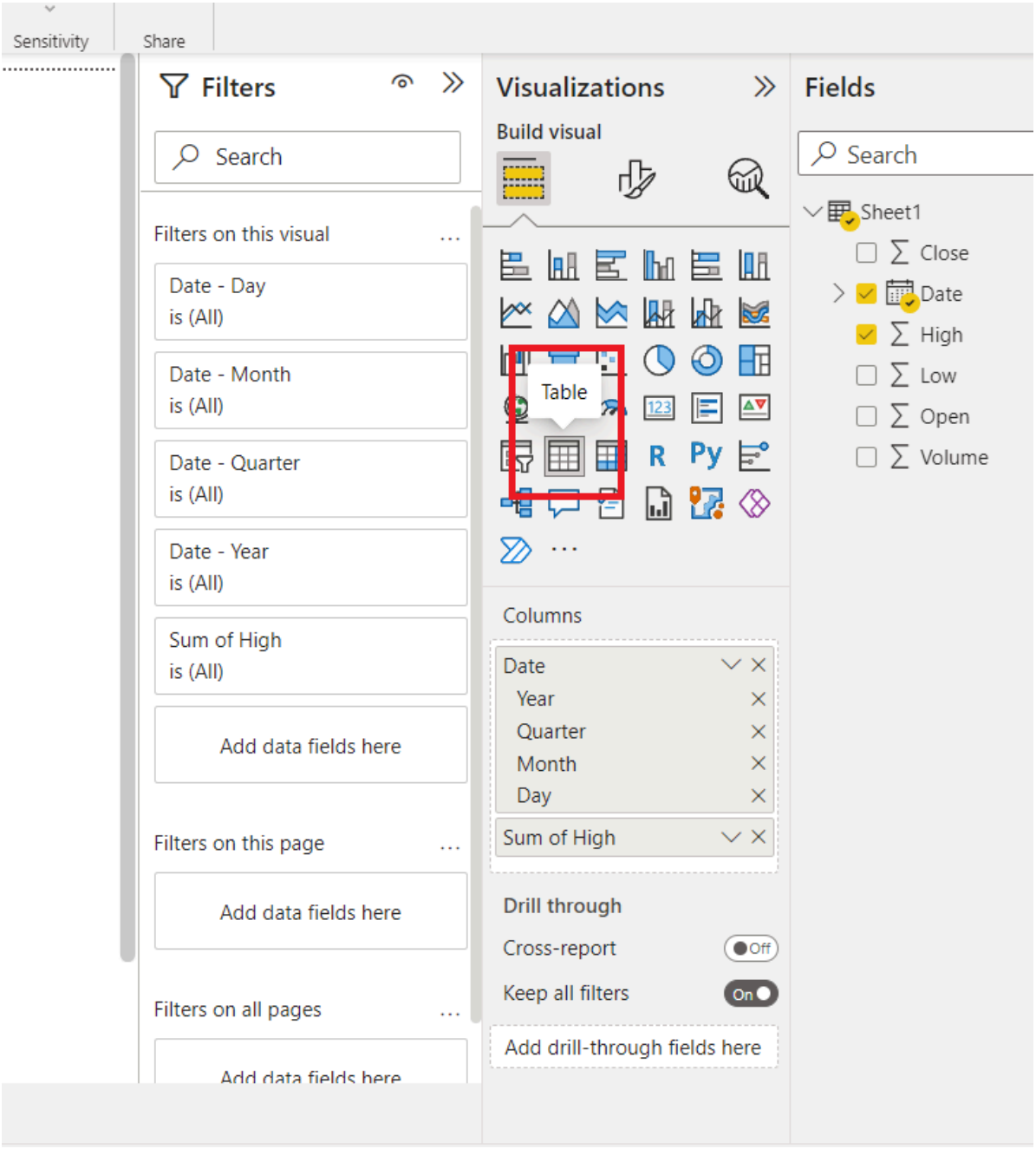
On the right side of the Power BI Desktop, we can see the required columns to add to the report i.e. **Date** and **High**.



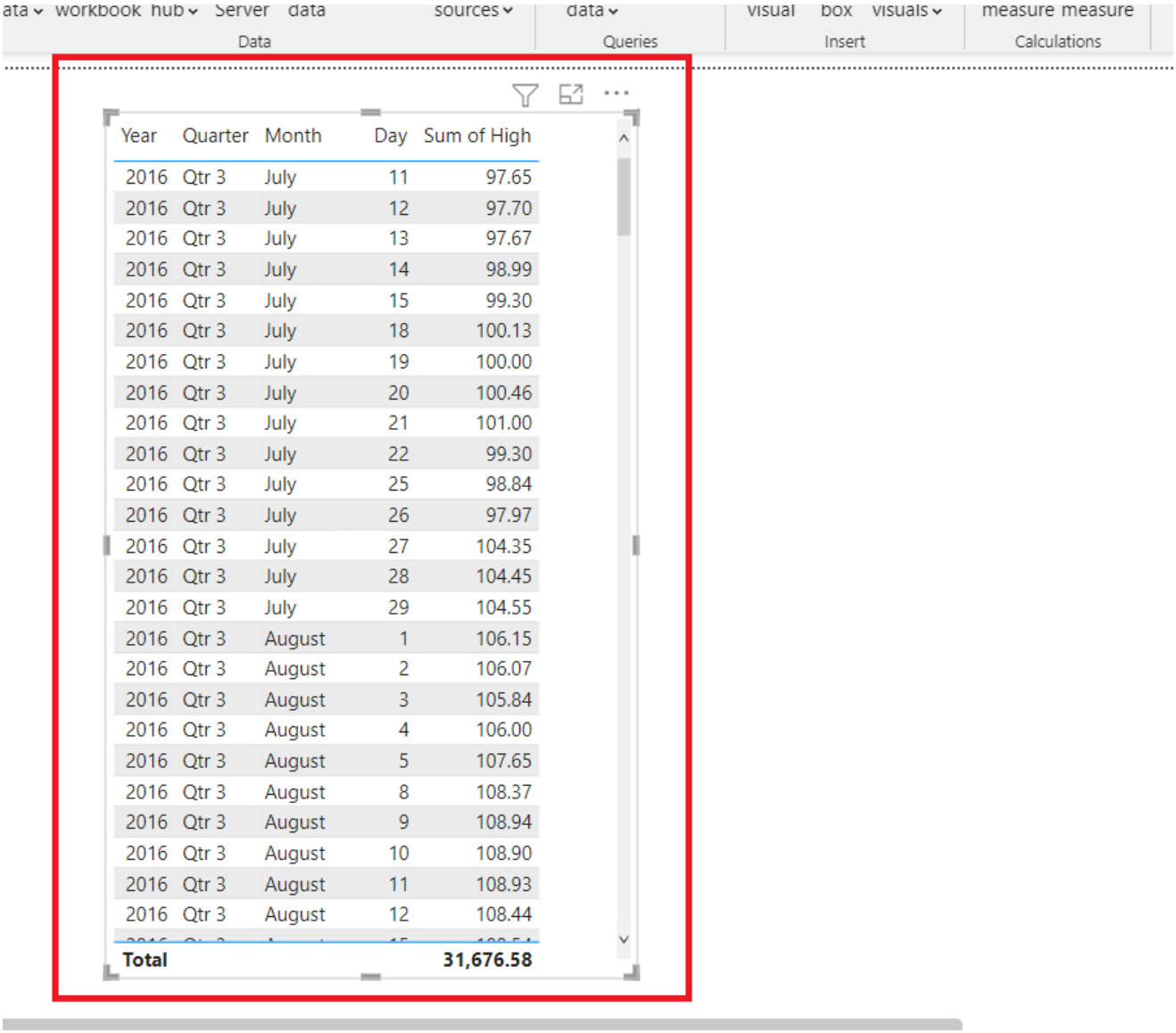
Drag and drop the **Date**, and **High** columns into the **Columns** section. As the **Date** column has DateTime datatype it is automatically divided into its subparts by Power-BI which are Year, Quarter, Month, and Day. Also, the column **High**, will display the **sum of High** values for each **Date**.



Under the **Visualizations** section, click on the **Table icon**, to add a table for these columns.

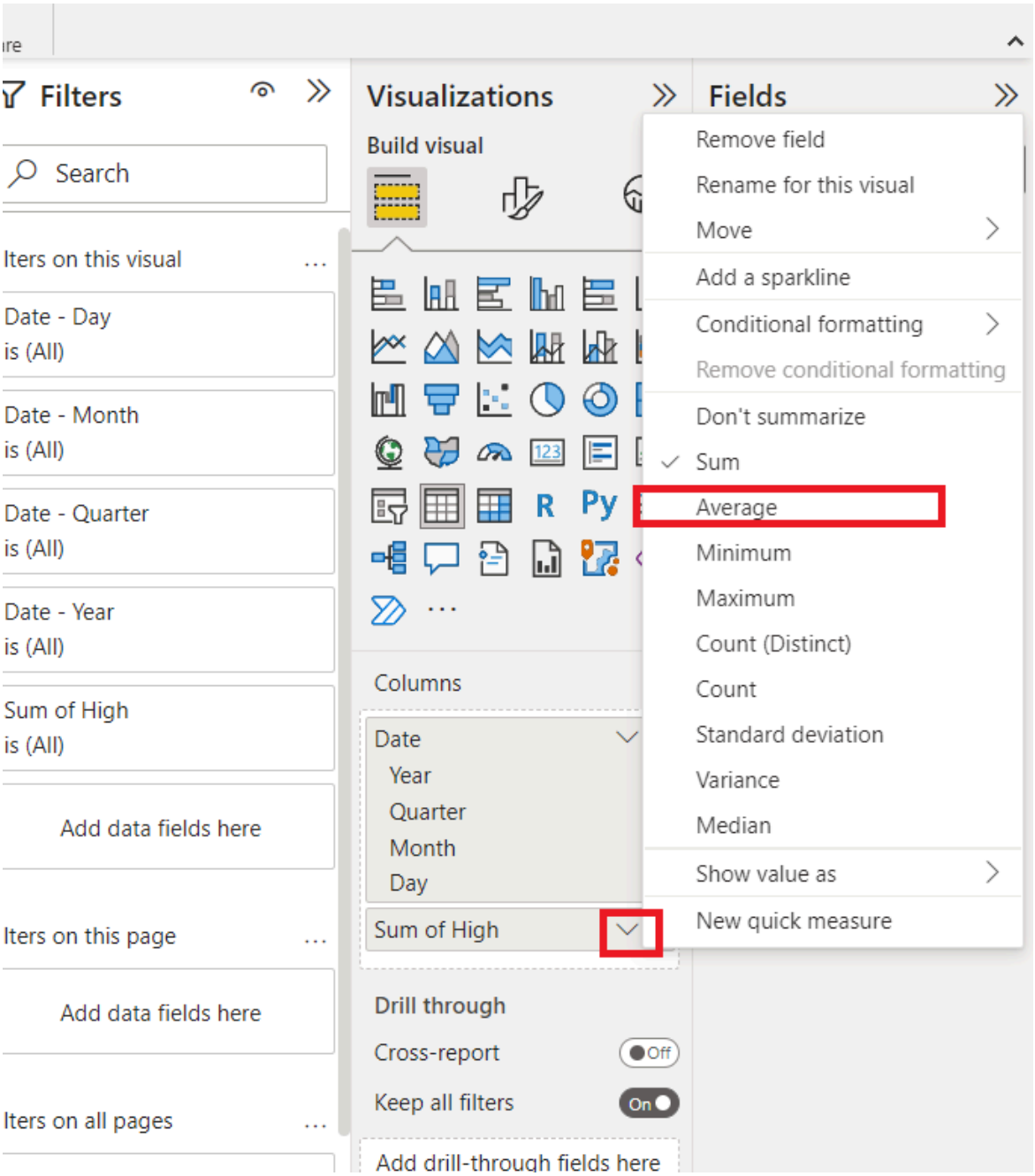


A table is created. We can notice that **4** different columns are created for **Date**, and **High** shows the **Sum** as the default aggregate function used.

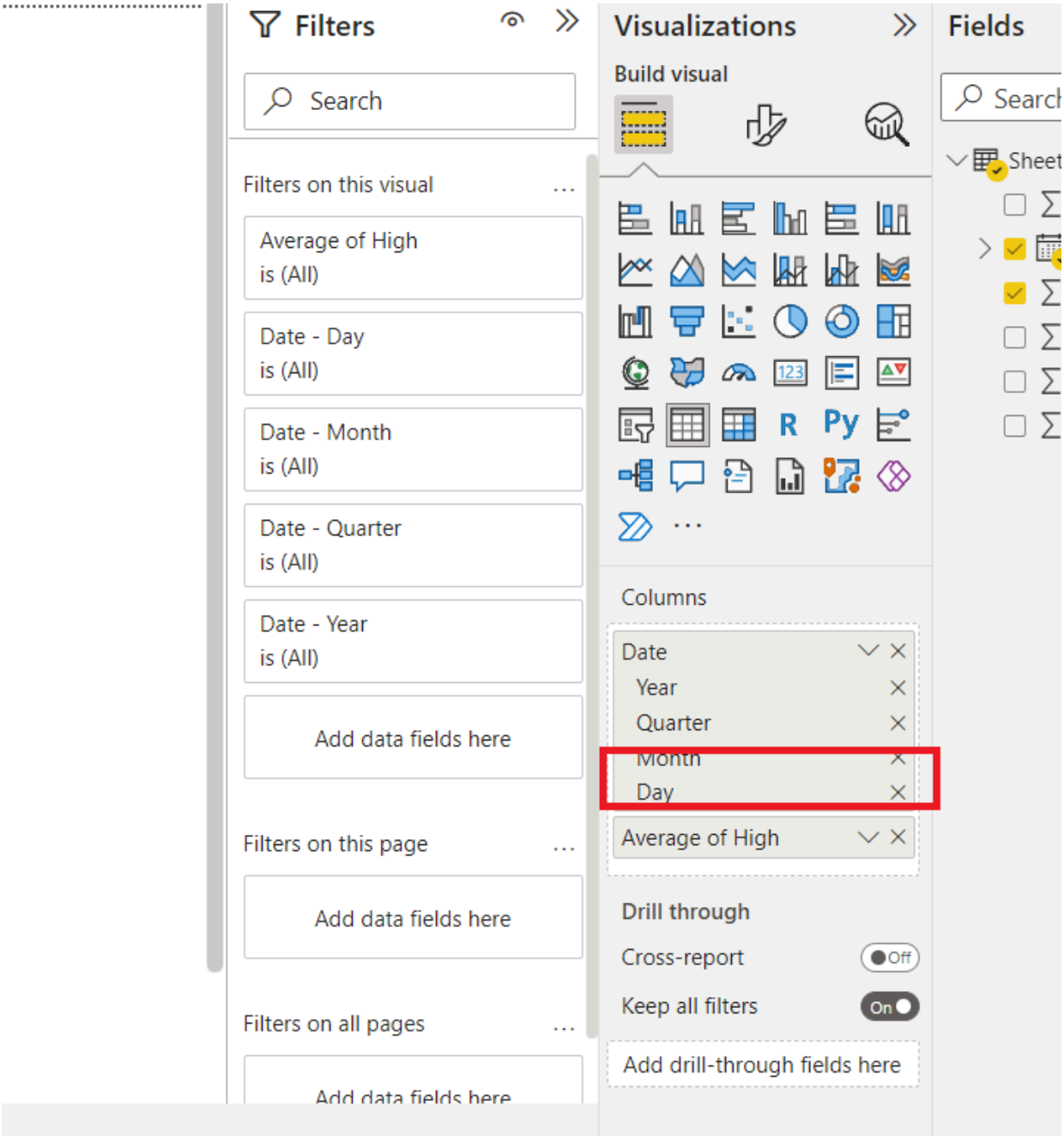


Year	Quarter	Month	Day	Sum of High
2016	Qtr 3	July	11	97.65
2016	Qtr 3	July	12	97.70
2016	Qtr 3	July	13	97.67
2016	Qtr 3	July	14	98.99
2016	Qtr 3	July	15	99.30
2016	Qtr 3	July	18	100.13
2016	Qtr 3	July	19	100.00
2016	Qtr 3	July	20	100.46
2016	Qtr 3	July	21	101.00
2016	Qtr 3	July	22	99.30
2016	Qtr 3	July	25	98.84
2016	Qtr 3	July	26	97.97
2016	Qtr 3	July	27	104.35
2016	Qtr 3	July	28	104.45
2016	Qtr 3	July	29	104.55
2016	Qtr 3	August	1	106.15
2016	Qtr 3	August	2	106.07
2016	Qtr 3	August	3	105.84
2016	Qtr 3	August	4	106.00
2016	Qtr 3	August	5	107.65
2016	Qtr 3	August	8	108.37
2016	Qtr 3	August	9	108.94
2016	Qtr 3	August	10	108.90
2016	Qtr 3	August	11	108.93
2016	Qtr 3	August	12	108.44
Total				**31,676.58**

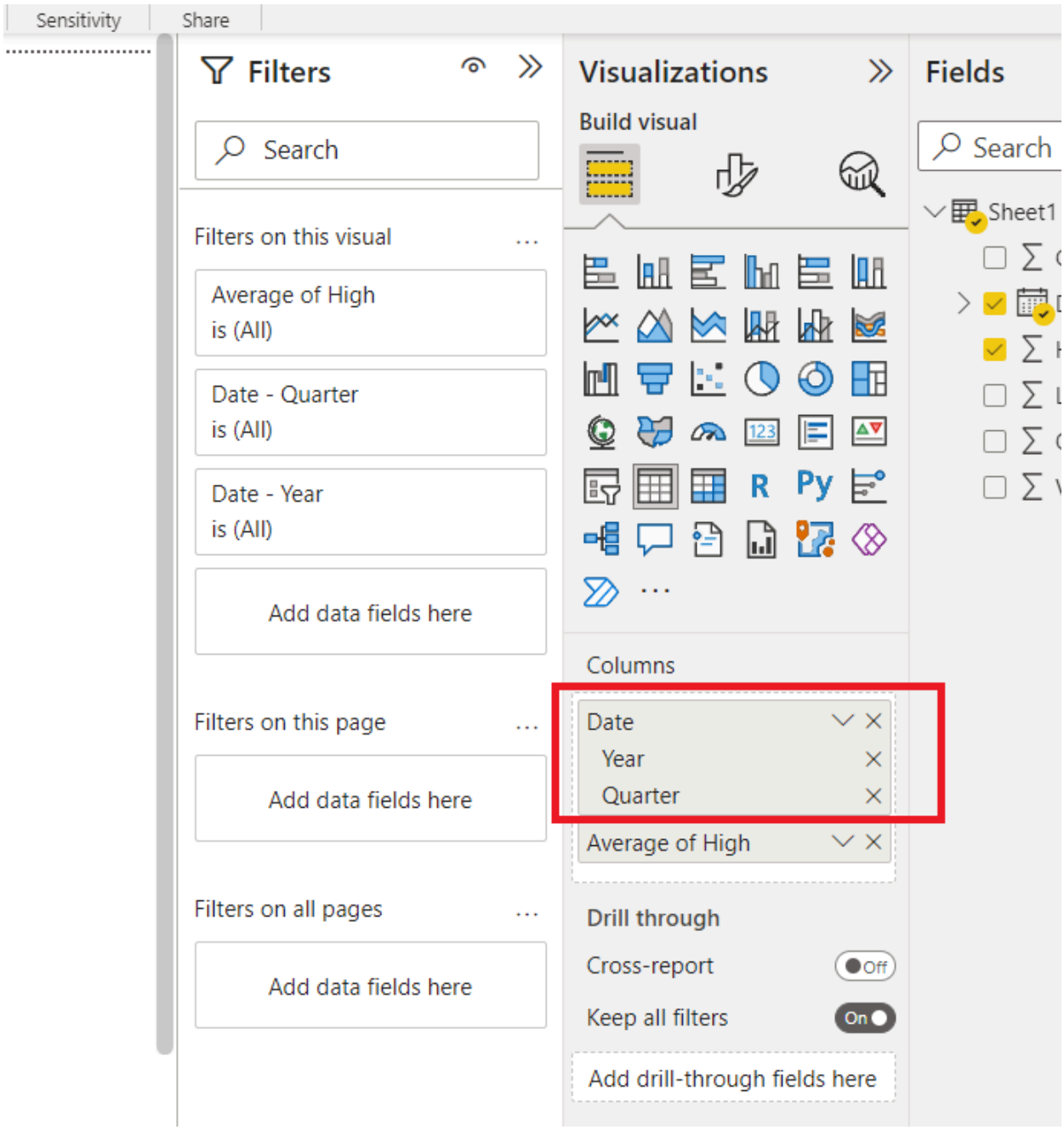
Now, you might wonder if we want a **High** value, as the **average**, for all the required dates. Under the **Columns** section, click on the **down arrow.** A drop-down list appears. Click on the required aggregate function. For example, Average.



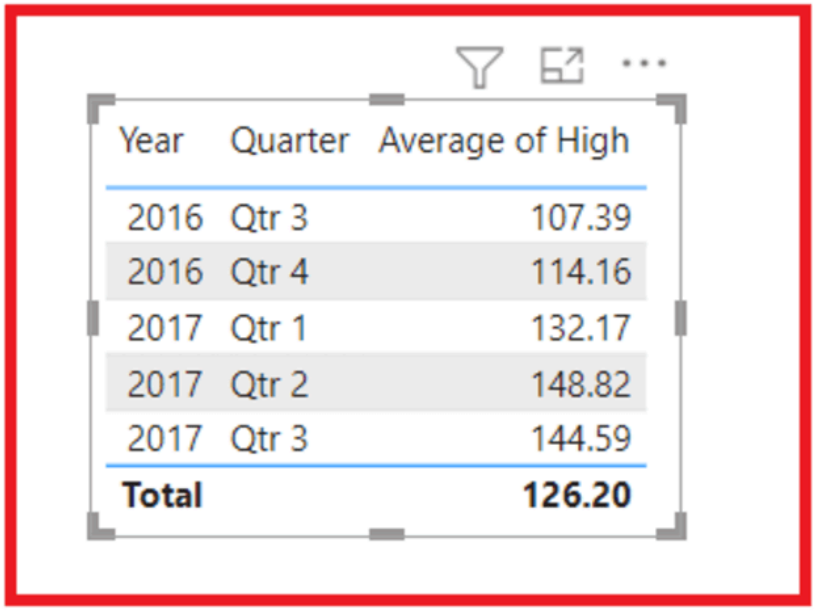
We can also customize the **Date** column, by simply removing the **Month** and **Day**. Now, only **Quarter** and **Year** will be shown in the table.



We can see in the below image, only the Year and Quarter are left.



The below image shows, the table, which contains **three** columns, Year, Quarter, and Average of High.



Year	Quarter	Average of High
2016	Qtr 3	107.39
2016	Qtr 4	114.16
2017	Qtr 1	132.17
2017	Qtr 2	148.82
2017	Qtr 3	144.59
Total		**126.20**

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Power BI - How to Format Table?

Last Updated : 16 Jan, 2023

Sometimes we want to show data in tabular format for that we have two options here one is a table and another one is a matrix. This article deals with Tables in Power BI. You can use this dataset to follow along with this article.

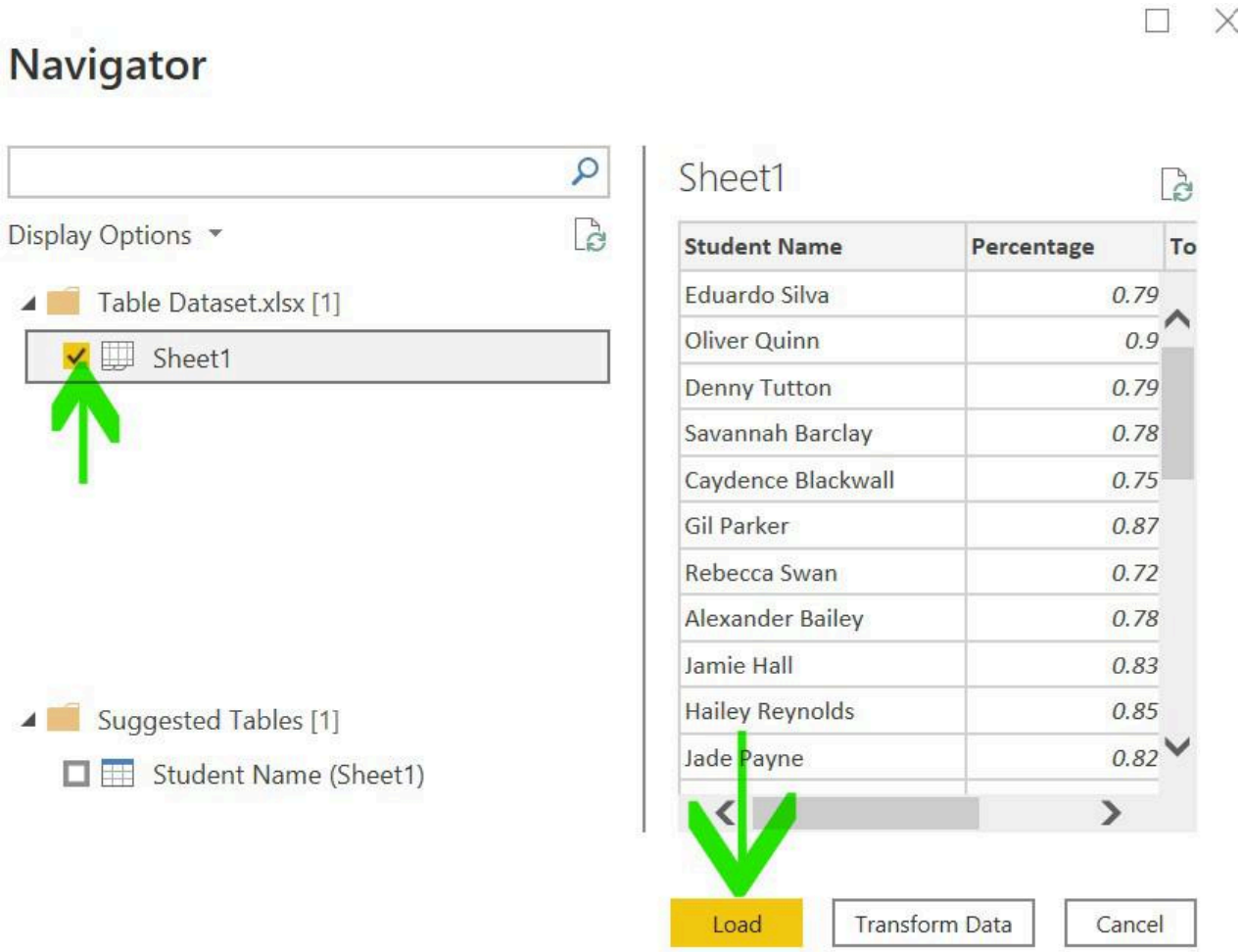
The topic that will be covered in the articles are:

- Creating a simple table
- Formatting a Table

Creating a Simple Table

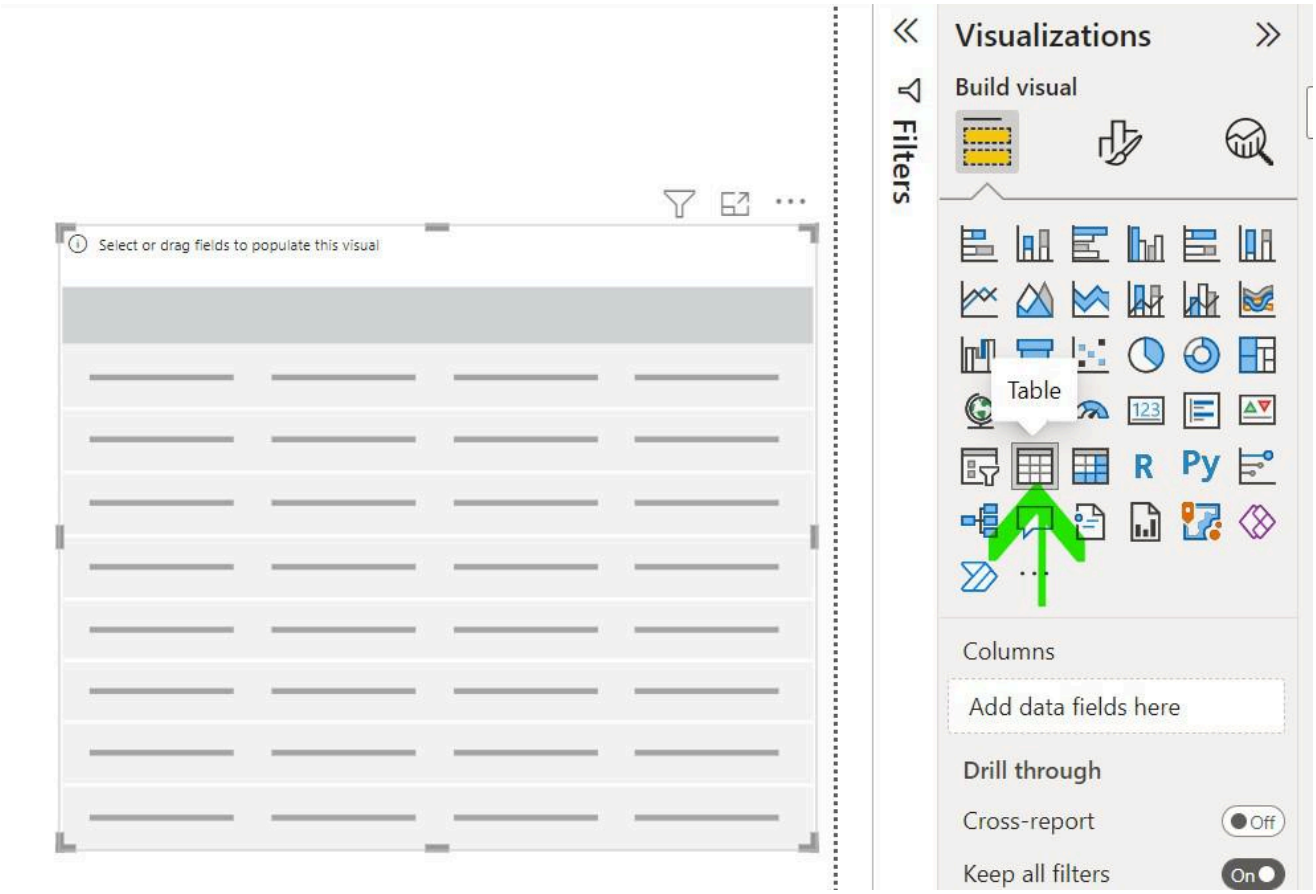
Import the table from Your Excel to Power BI.

```
Home Tab-> Get Data -> Choose Data which you want Example Excel
 -> Select the file and Open -> Select The sheet and Load
```

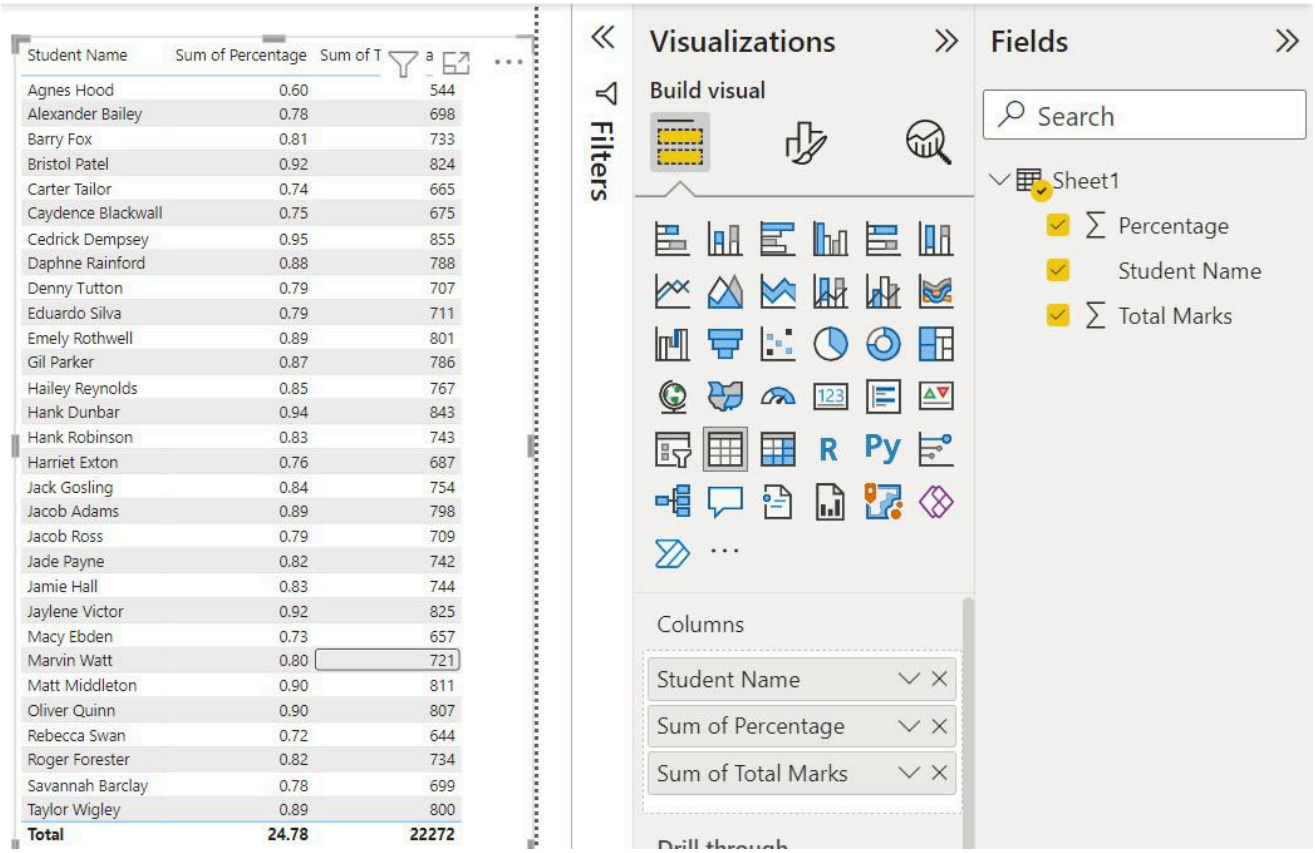


To create a Table steps are:

```
Visualizations ->Build Visuals ->Table -> Resize if Needed ->
 Click on Fields -> Click the Checkbox of the column to be added to
the table
```



After selecting the table visual we can populate it using the desired features.

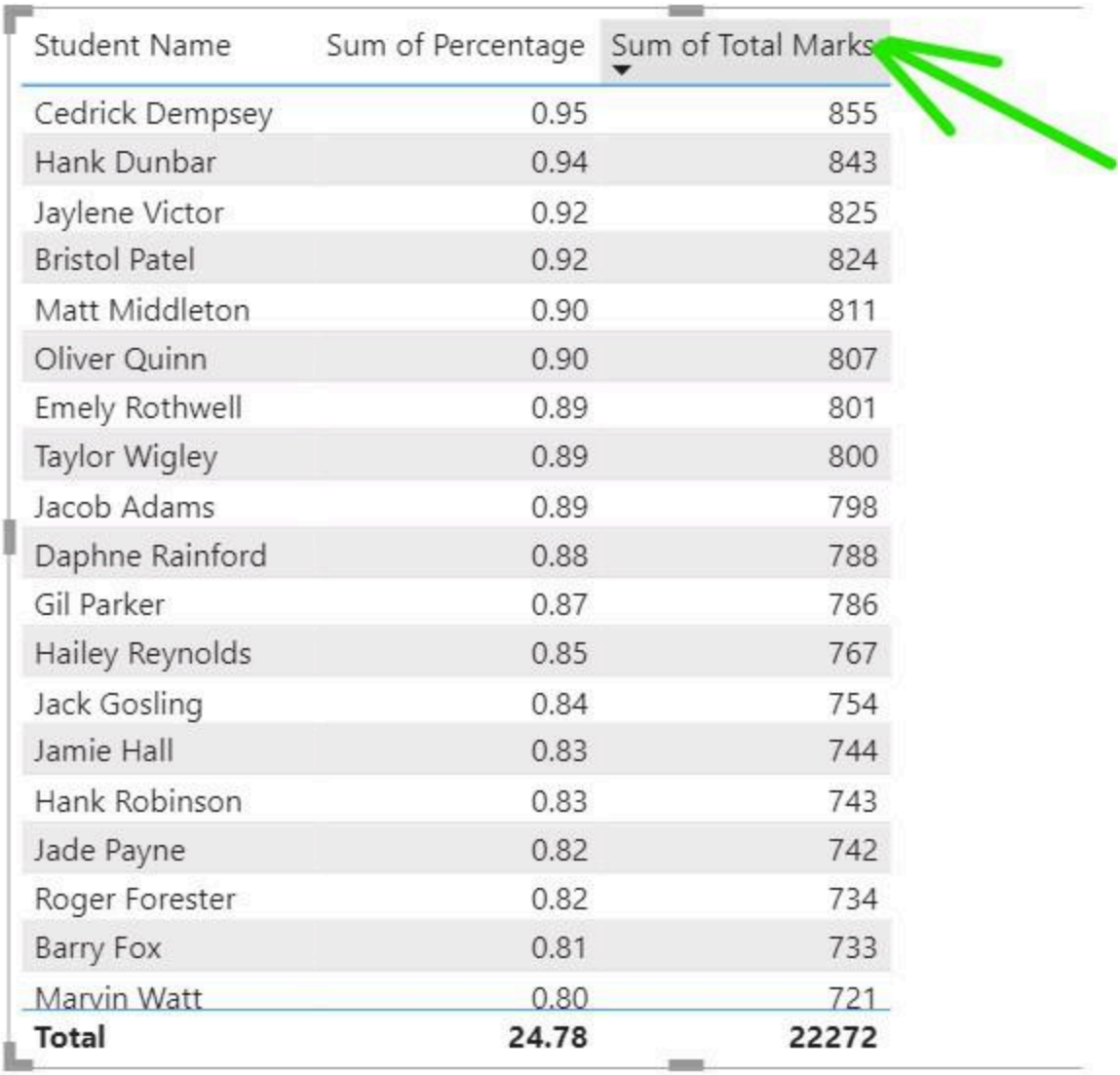


Formatting a Table

Formatting a table is a trick used to change the appearance of the table to increase readability.

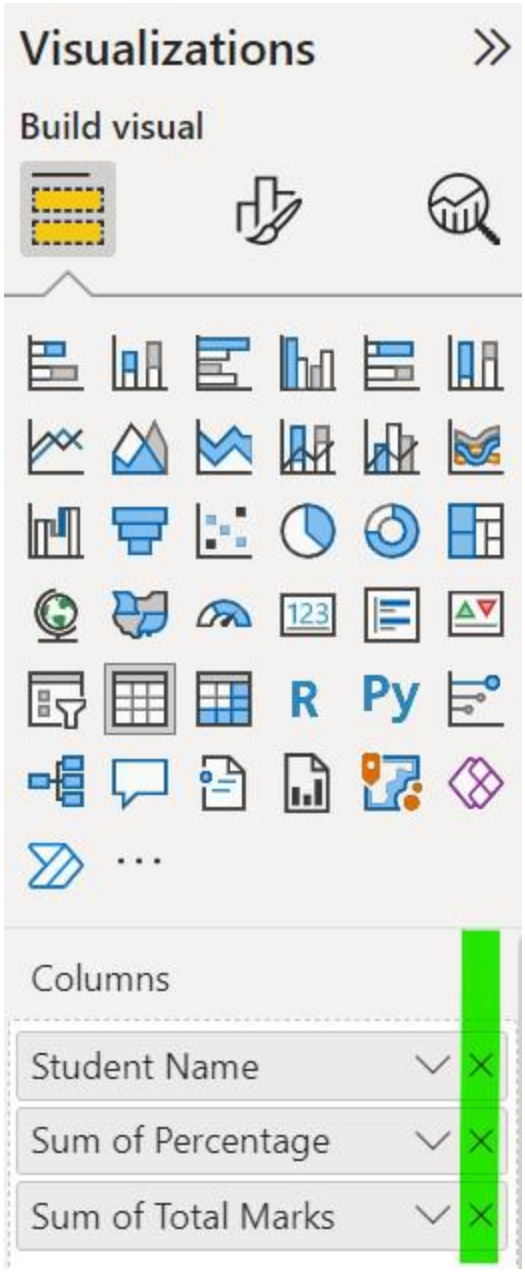
There are two types of Formatting ***Visual and General.***

1. To sort the column in ascending or descending order just click on the column heading and it will be sorted.

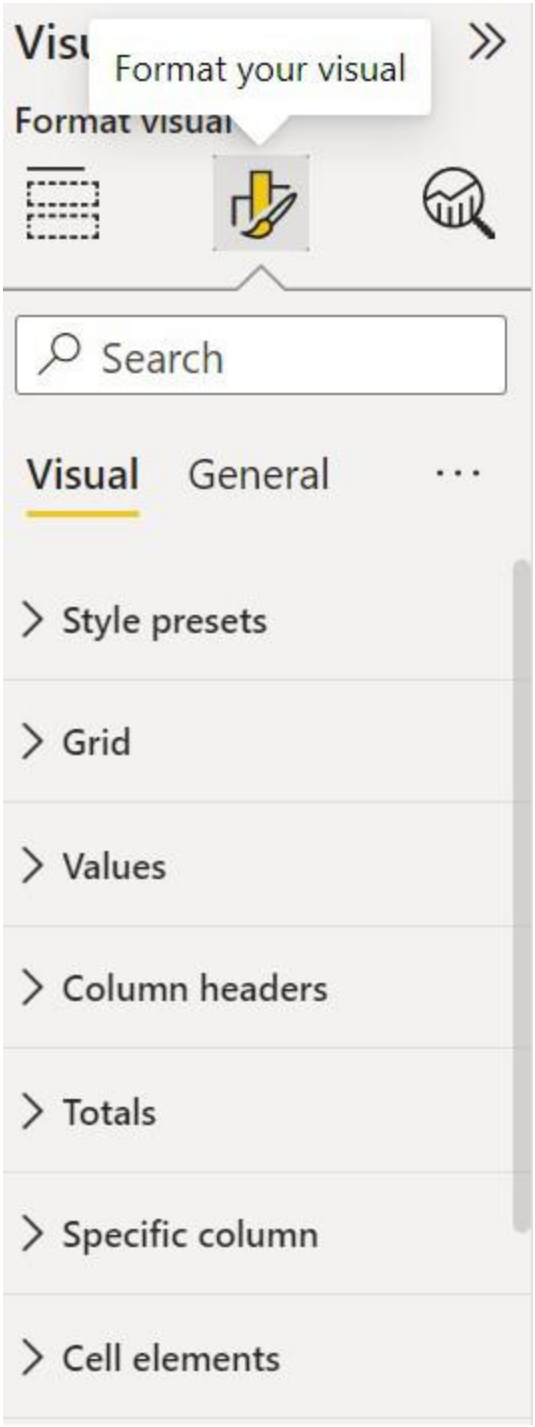


Student Name	Sum of Percentage	Sum of Total Marks
Cedrick Dempsey	0.95	855
Hank Dunbar	0.94	843
Jaylene Victor	0.92	825
Bristol Patel	0.92	824
Matt Middleton	0.90	811
Oliver Quinn	0.90	807
Emely Rothwell	0.89	801
Taylor Wigley	0.89	800
Jacob Adams	0.89	798
Daphne Rainford	0.88	788
Gil Parker	0.87	786
Hailey Reynolds	0.85	767
Jack Gosling	0.84	754
Jamie Hall	0.83	744
Hank Robinson	0.83	743
Jade Payne	0.82	742
Roger Forester	0.82	734
Barry Fox	0.81	733
Marvin Watt	0.80	721
Total	**24.78**	**22272**

2. To remove any field from the table Click on the 'X' mark in the column section under the visualization



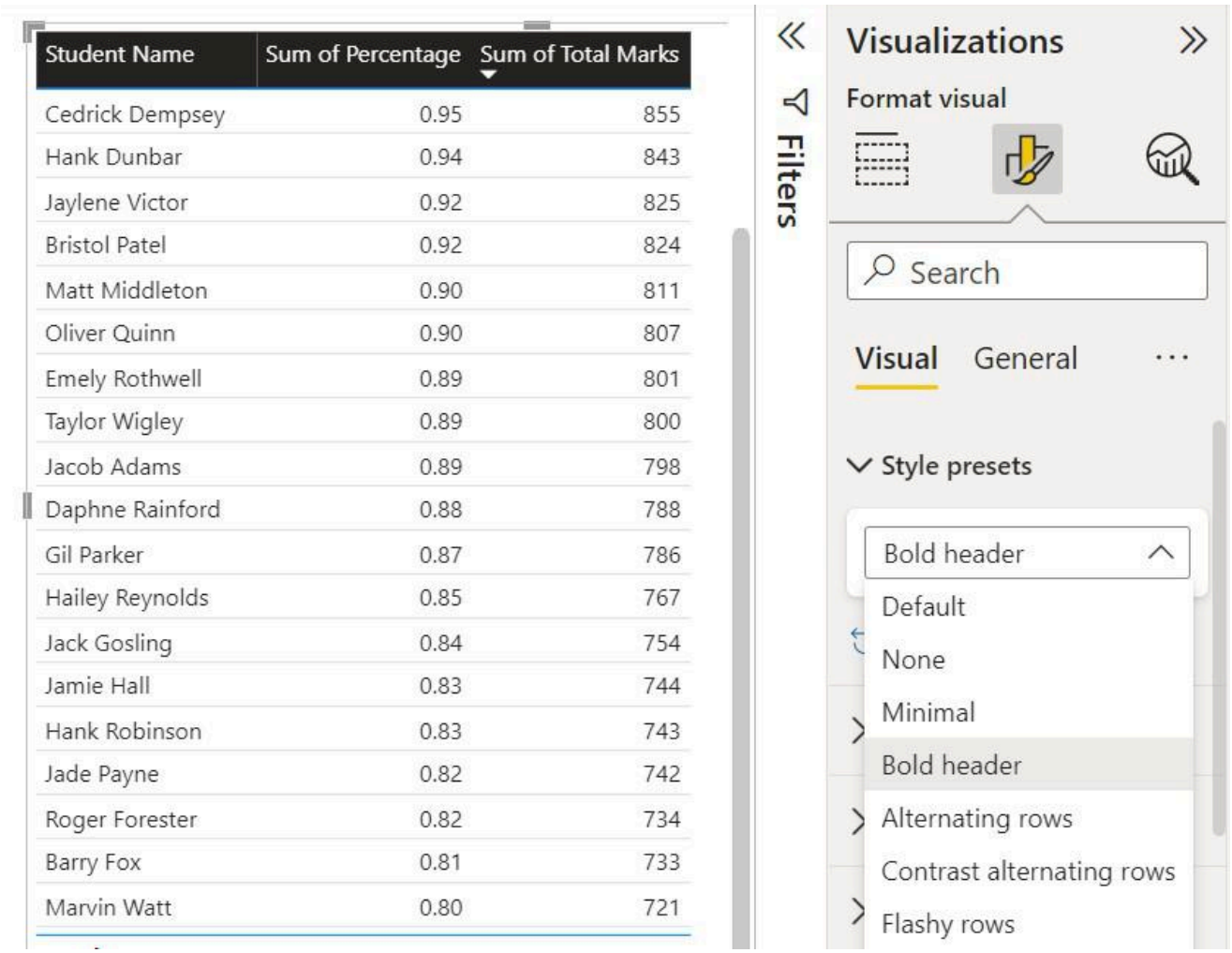
3. To format your visuals click on the format button present under the visualization.



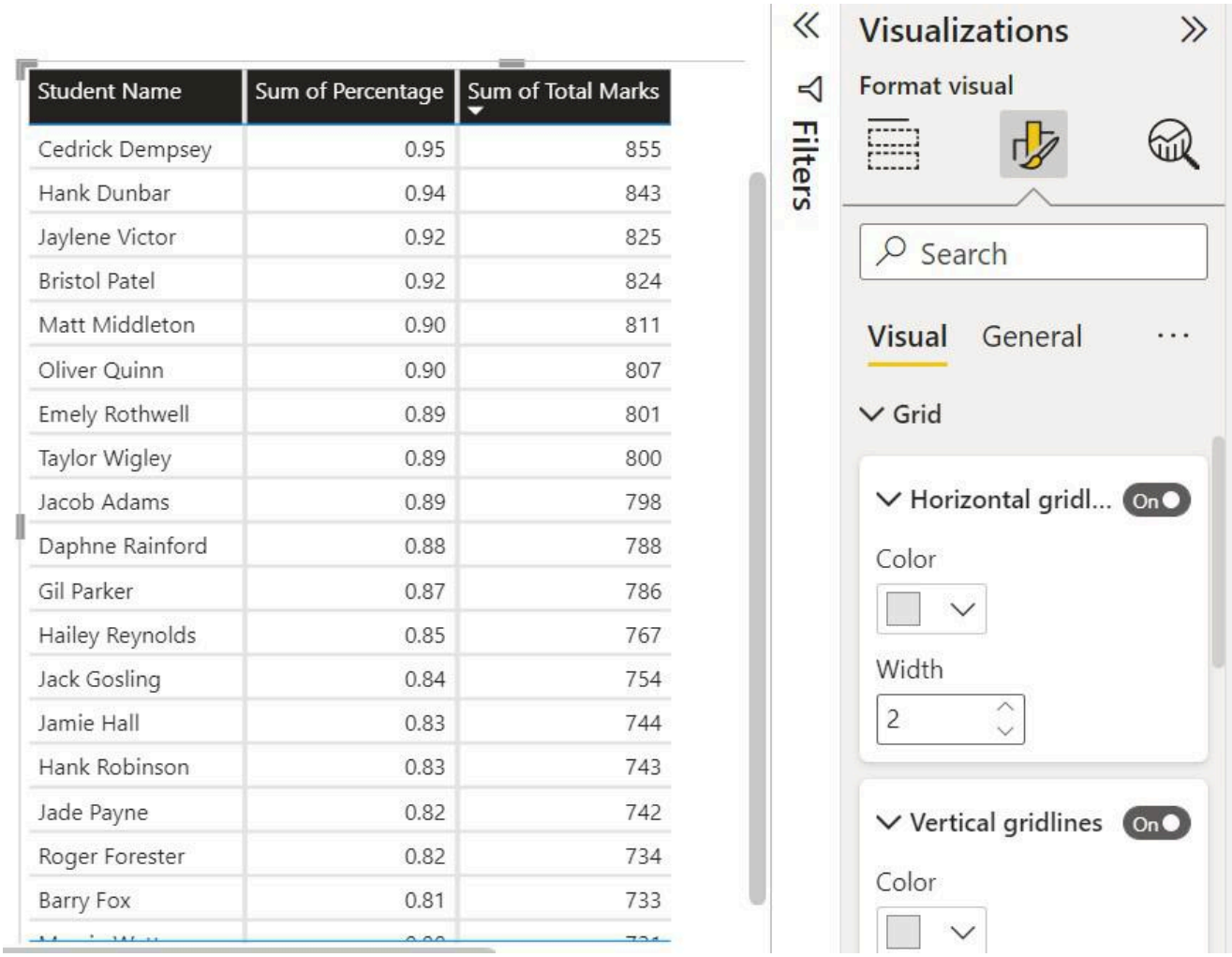
Visual Formatting Options

Under this section there is plenty of options available that can be explored some of them are listed below:

To change the style of the table click on the 'Style Present' Tab and choose the style that you want to give

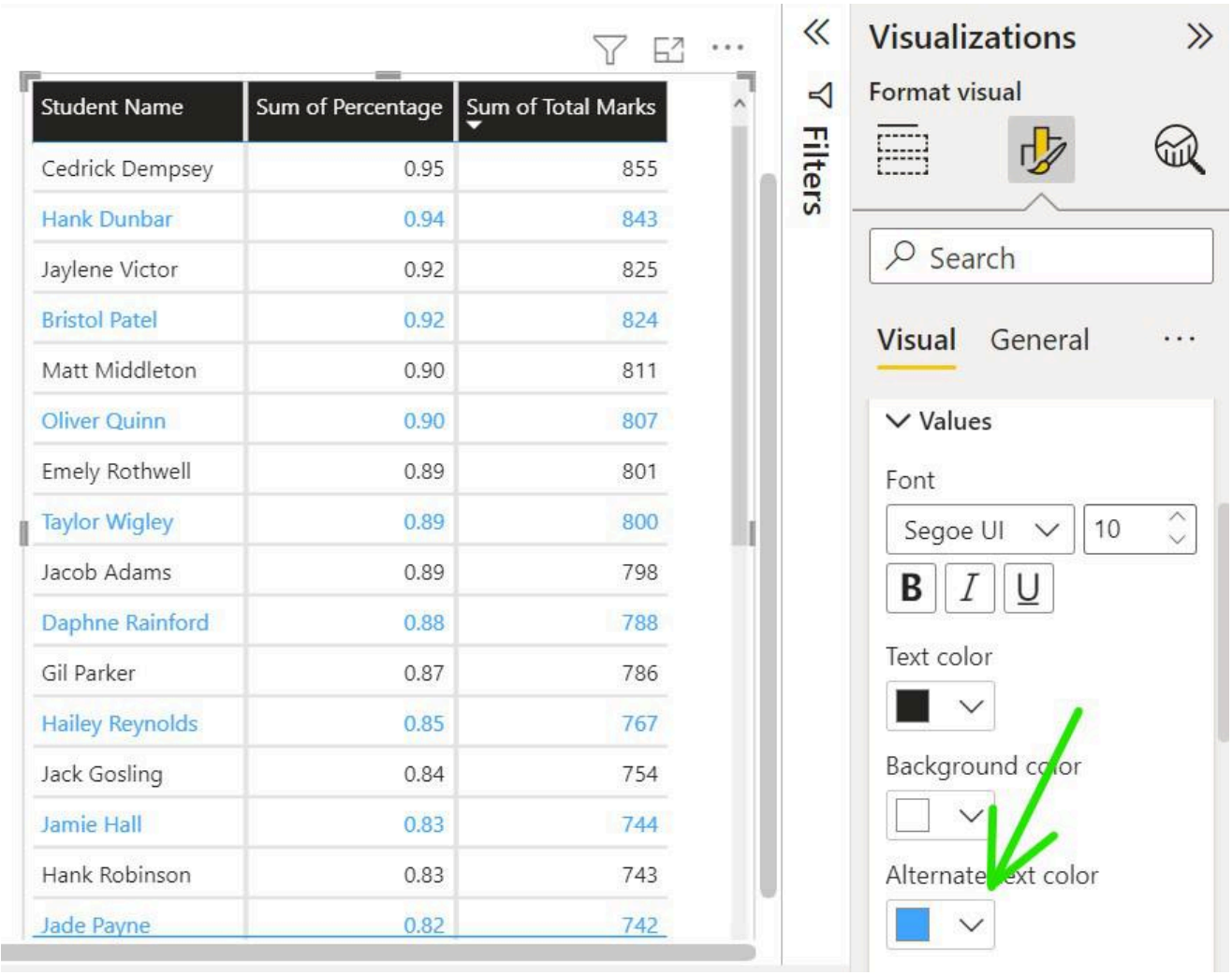


To apply the grids between the row and column click on Grid and 'on' the horizontal and vertical grid section from there.



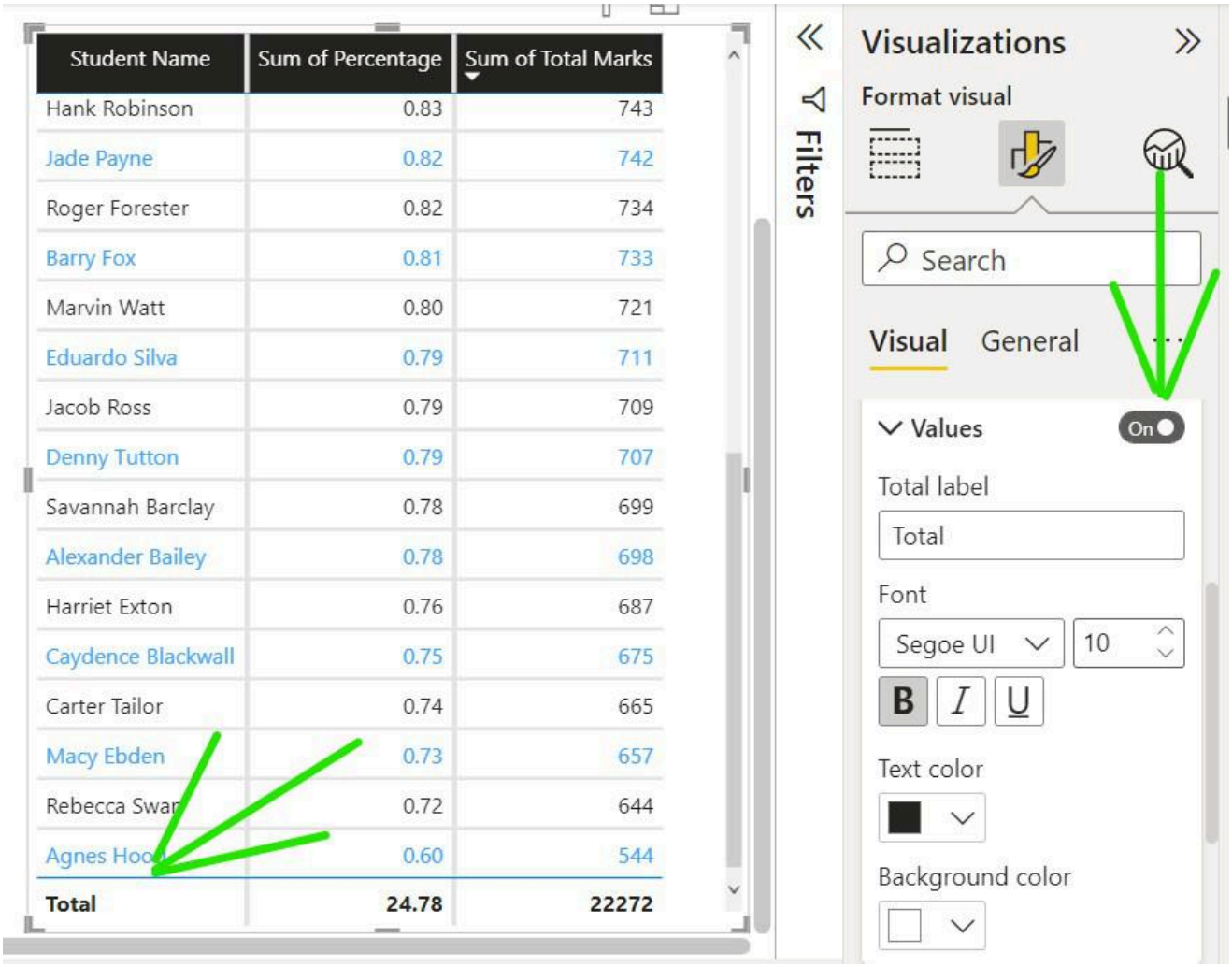

```
Borders: Under this, you can give the width and color to the borders
Options: Under this Row padding is adjusted and font size can be
changed
```

To change the text color of the row alternatively, click on the values section and choose the color you want to give to the text



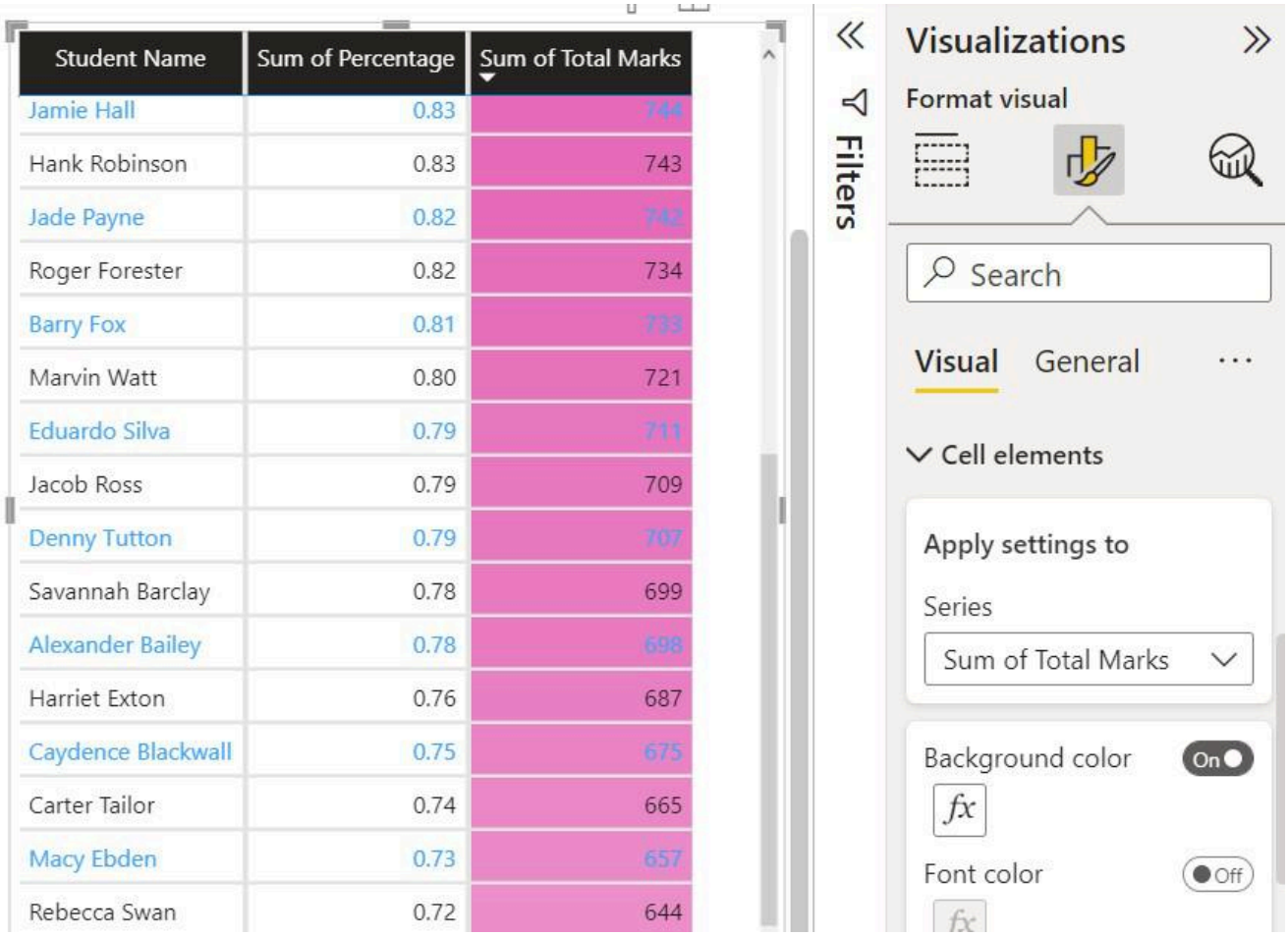

```
Column Headers: The heading of all columns are adjusted their
alignment,
 text color, and background color are adjusted.
```

To remove the Total shown below the table click on the total tab and 'off' the value switch



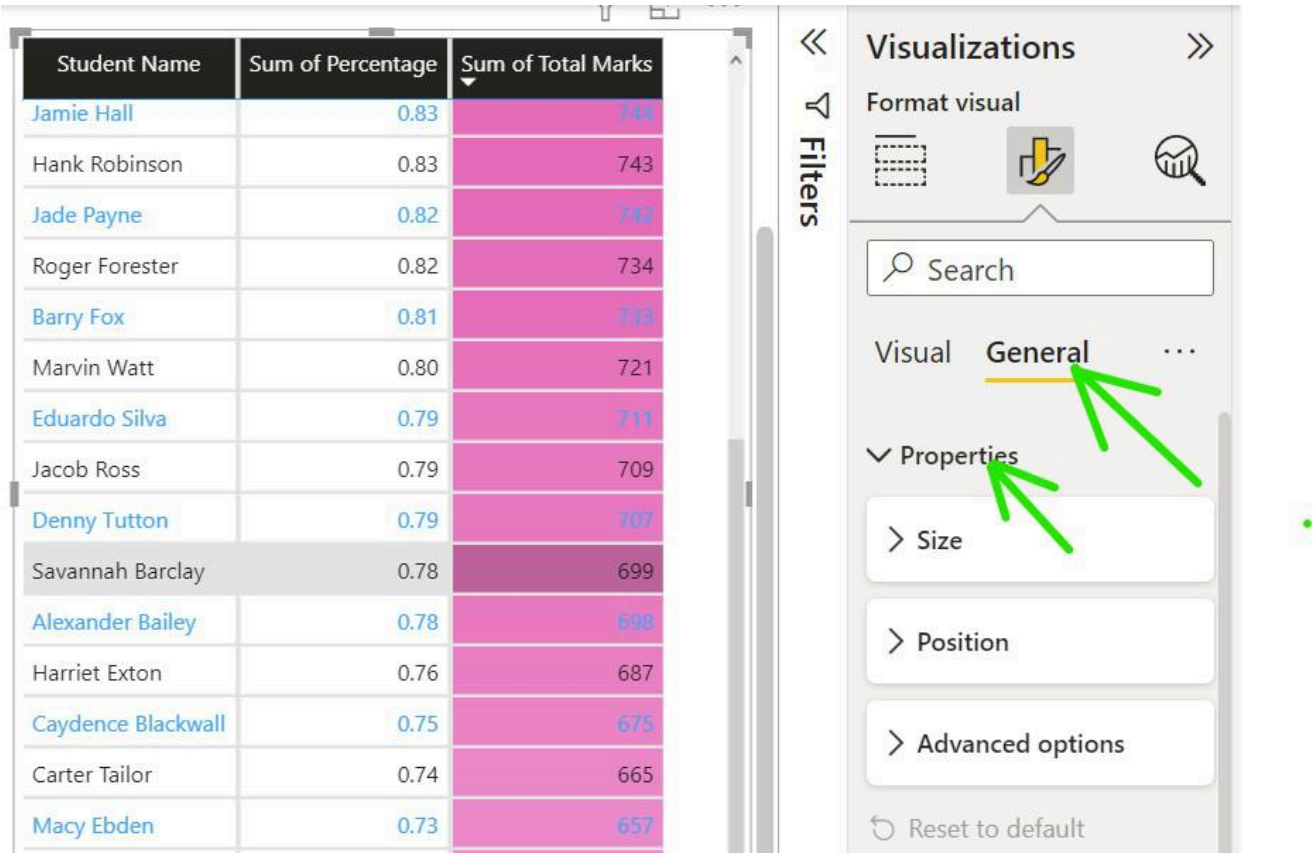
Values: The name of the total row can be changed its size, color, and text type also can be changed

To change the background color of the cell click on the cell elements and select the column to which you want to give color



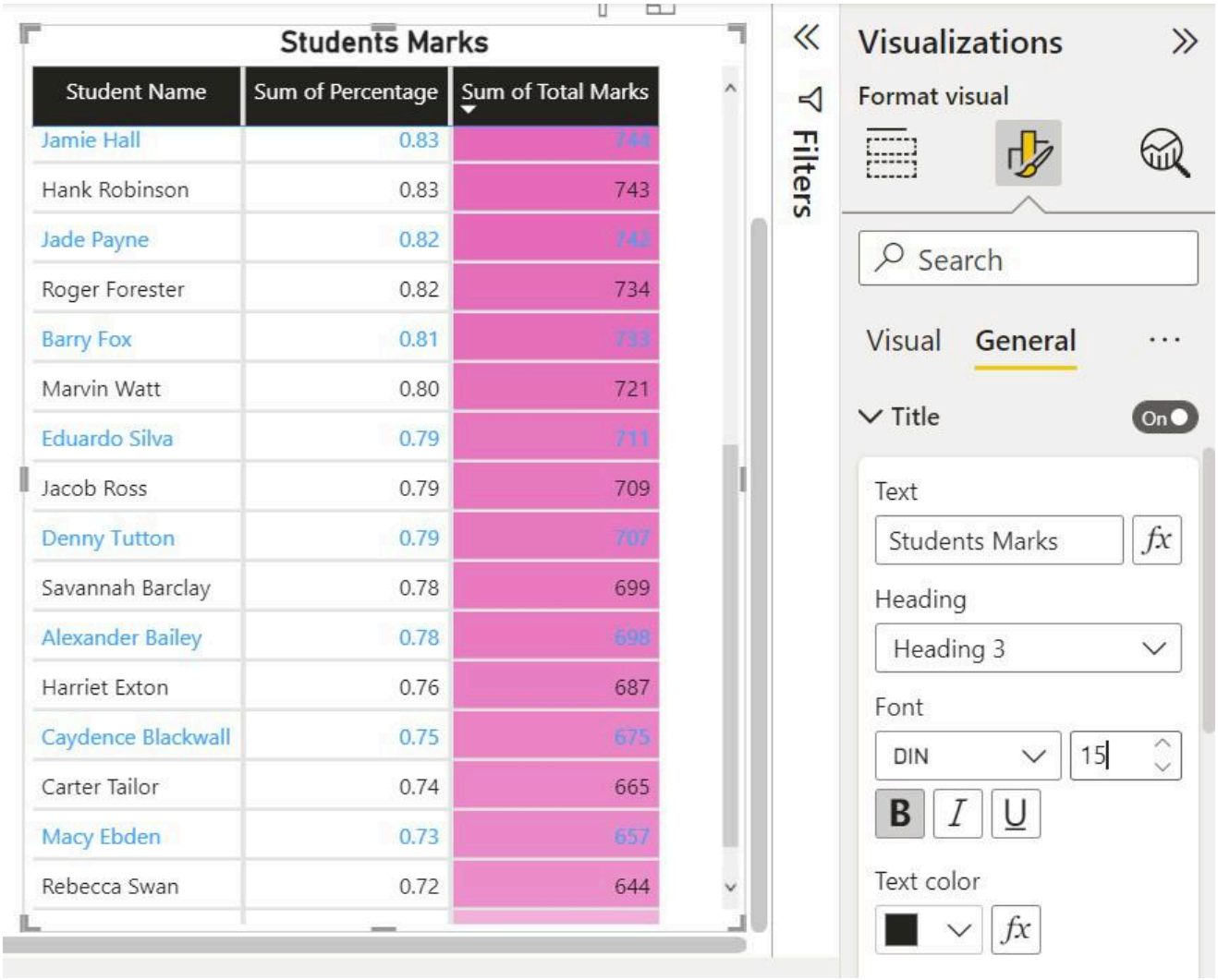

```
Cell element: Conditional formatting is done under this tab such as
background color,
 data bars, font color, and cons can be given to the specific column
```

To change the size, positions click on 'General' under Visualization, and it selects the properties



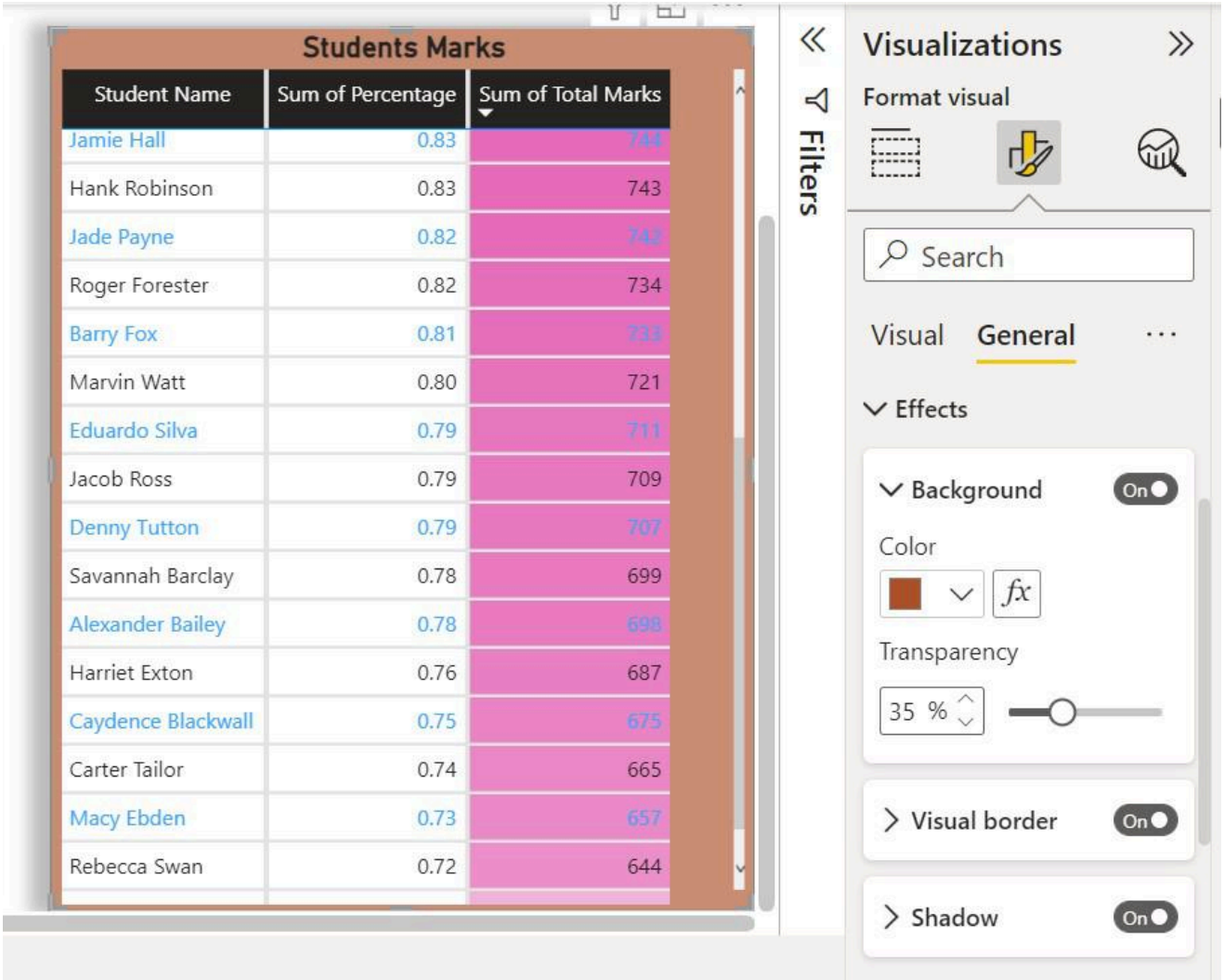
- ***Size****: It is used to adjust the table size by changing the value of height and width*
- ***Position****: It is used to place the table concerning the page by changing the horizontal and vertical position of the table*
- ***Advanced Options****: It is used to lock the visual of the table*

To add a Title to the table Expand the general bar under the title section and Write the name to the table



Title: It is used to give a title to the table also we can customize the font,
color, and style, text alignment of the title.

To add background color to the table effect tab is used



- ***Visual borders**: Borders add a good looking to the design of the table*
- ***Shadows**: It gives shadow to the cell according to the need*

There are still more options to format a table but these are the ones that are used more often.

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A-143, 7th Floor, Sovereign Corporate Tower, Sector- 136, Noida, Uttar Pradesh (201305)

Registered Address:
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