Power BI - Create a Stacked Column Chart

Last Updated : 16 Jan, 2023

Sometimes there is a range of scenarios where it is hard to convey the information in the form of a table and written format. Under such situations, Column charts make things easier and more understandable. Let's understand what is stacked column chart is and how to create a stacked column chart.

What are Stacked Column Chart

Stacked charts are a sort of bar chart which are multiple-bar in nature where related values are placed at one another. This feature shows the composition and comparison of a few variables, either in absolute or relative terms together with comparing multiple categories simultaneously.

Types of Column Charts:

There are mainly two variations of Column Chats. Depending on the situation charts are used.

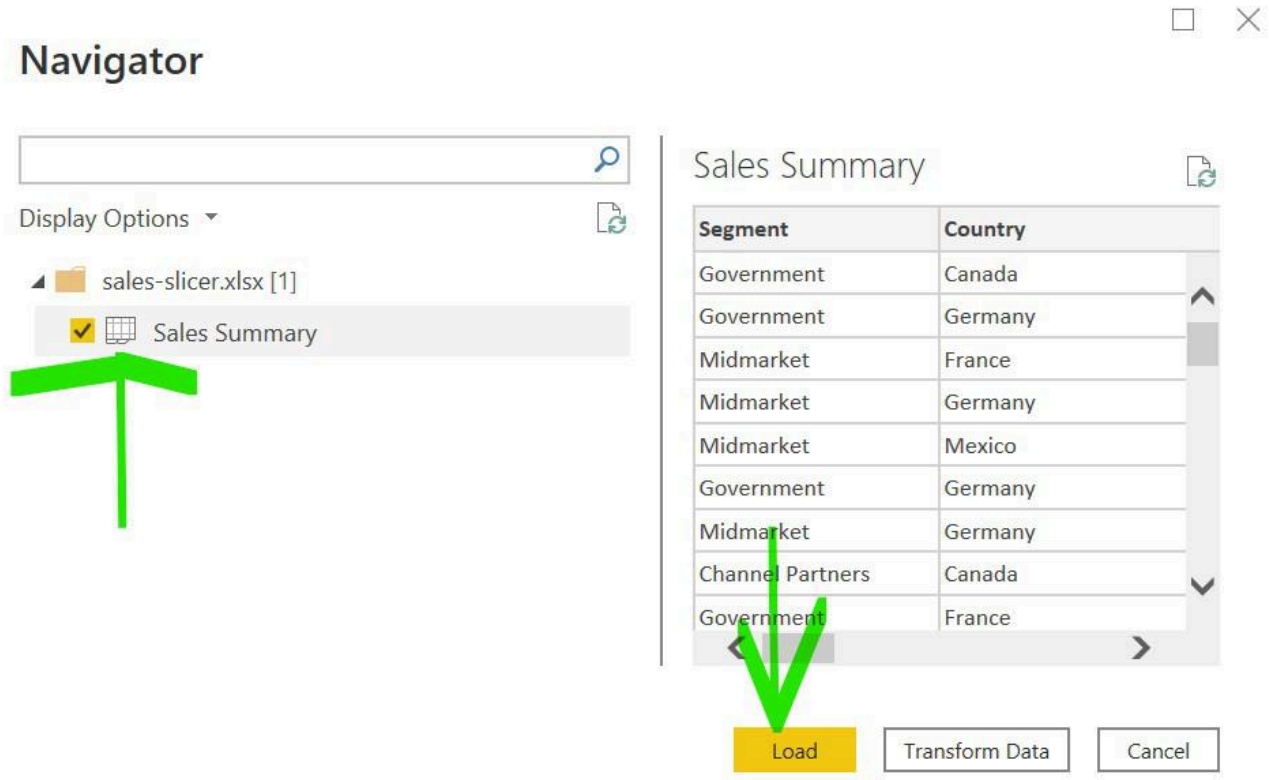
- **Clustered Column Charts**: This is a default column chart where all the categories are displayed against the same value category.
- **Stacked Column Charts**: These are the basic typed charts that allow the comparison of one category to another category.

The main parts of Stacked Column Charts are:

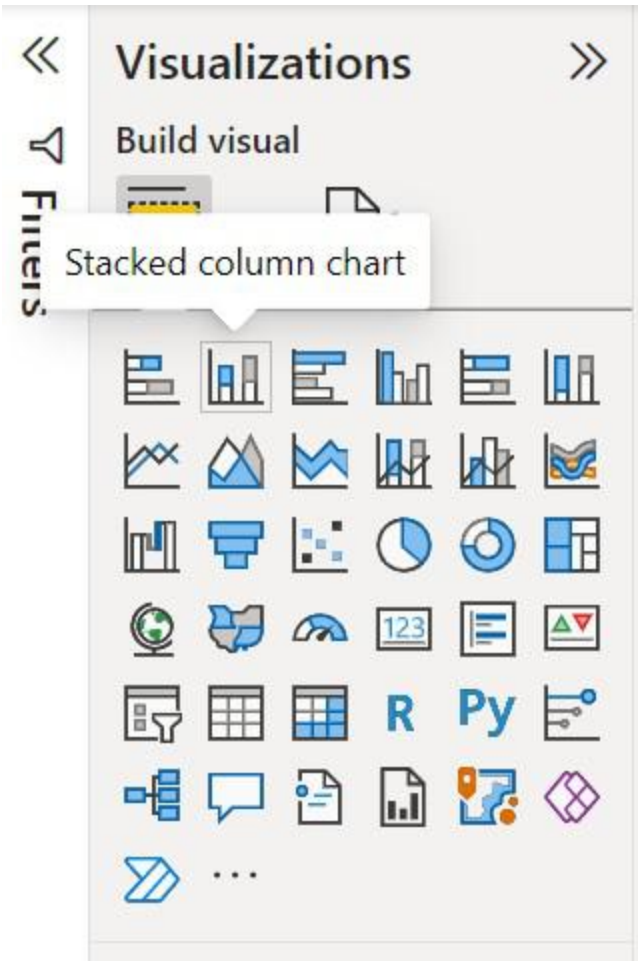
- **Title**: It denotes the information about the chart.
- **X-axis**: It is the individual entry for the category to be presented.
- **Y-axis**: It is for the value against each type of category.
- **Legend**: It is the different category that will contribute to the charts.
- **Bars**: These heights represent the total value of all the legends.

Creation of Stacked Column Charts

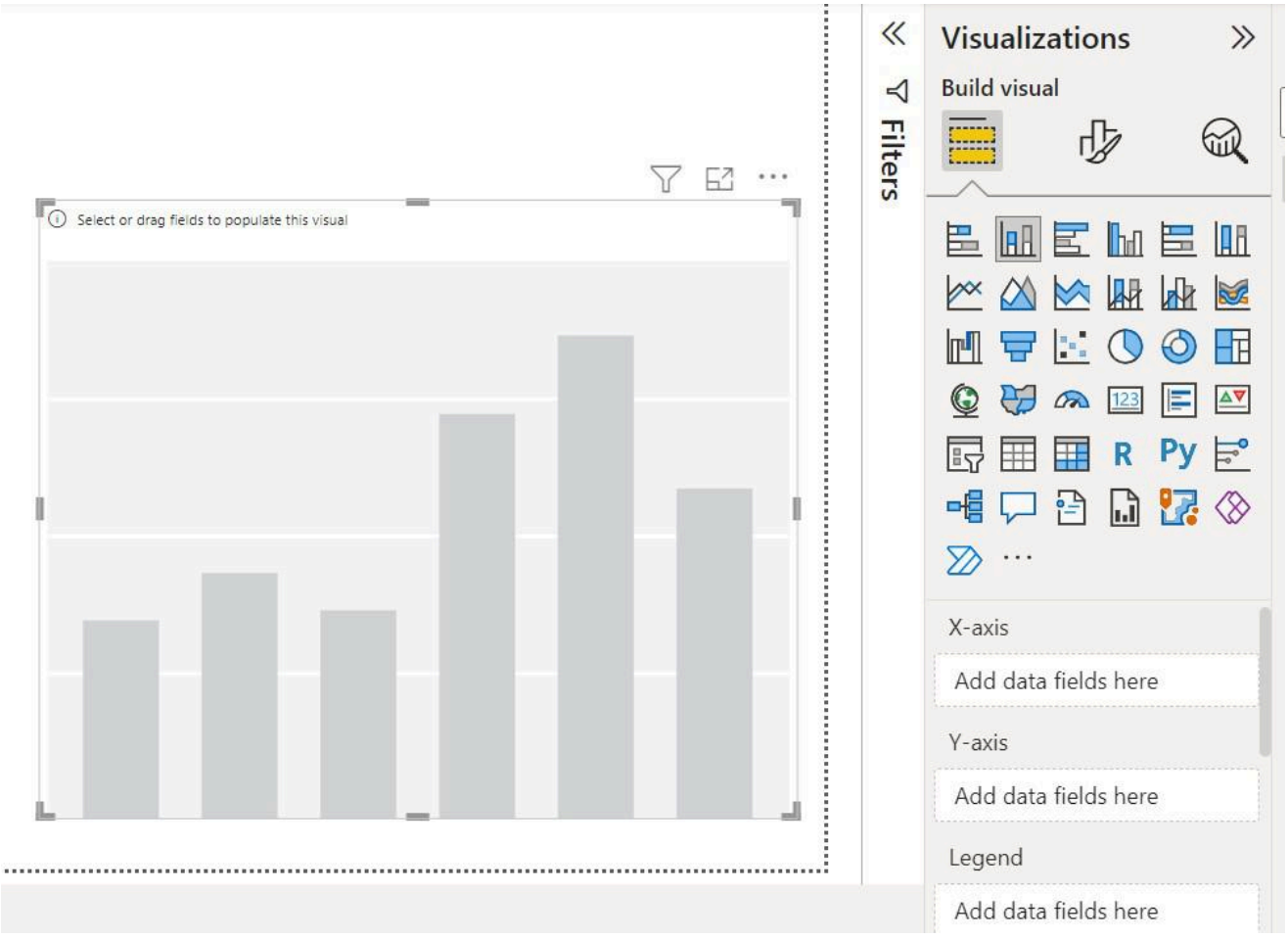
Step 1: Import data from Your Excel to Power BI. Go to Home Tab-> Get Data -> Choose Data which you want Example Excel -> Select the file and Open -> Select The sheet and Load.



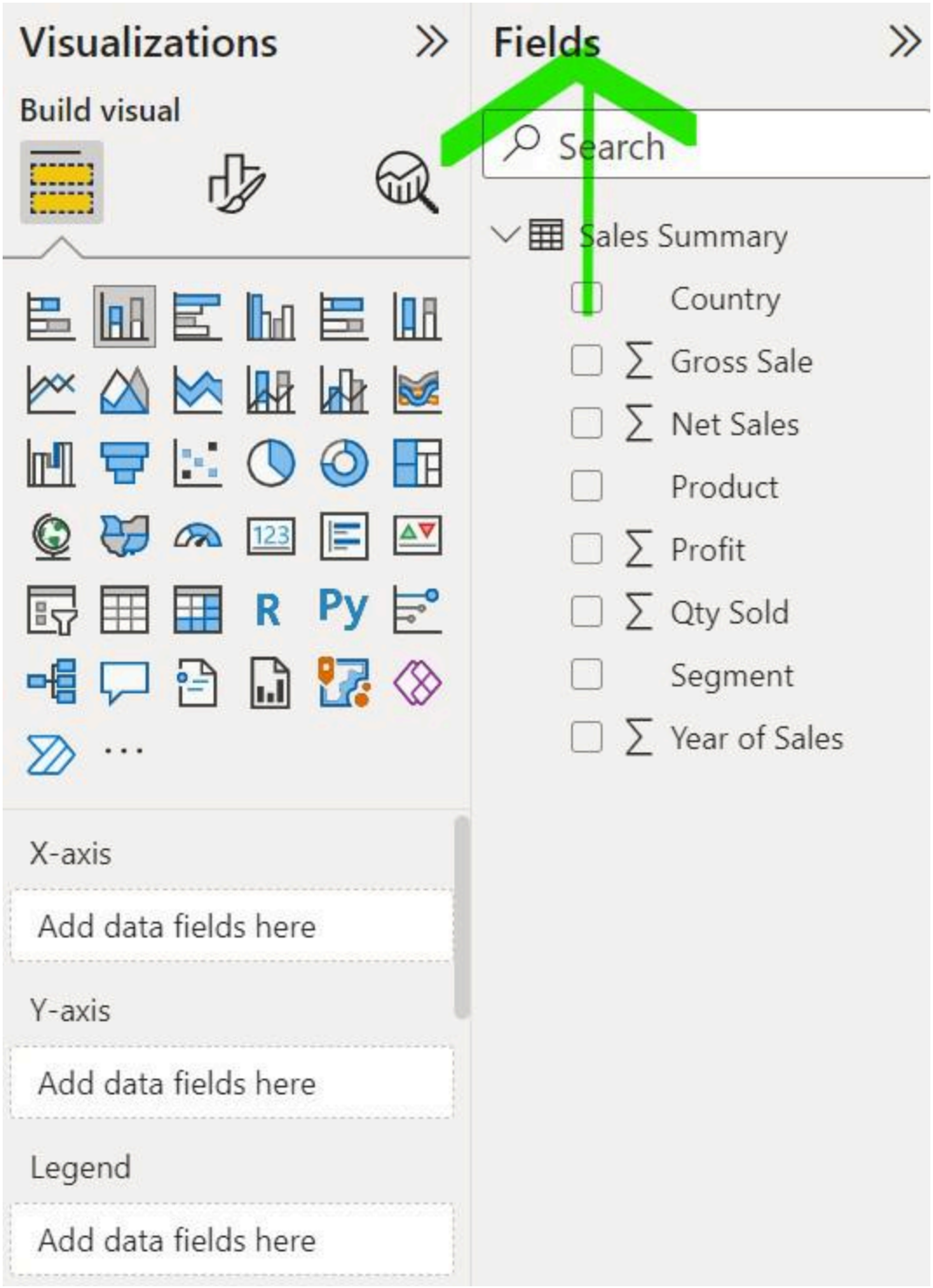
Step 2: Load the column chart under visualization and click on the 'stacked column chart' icon.



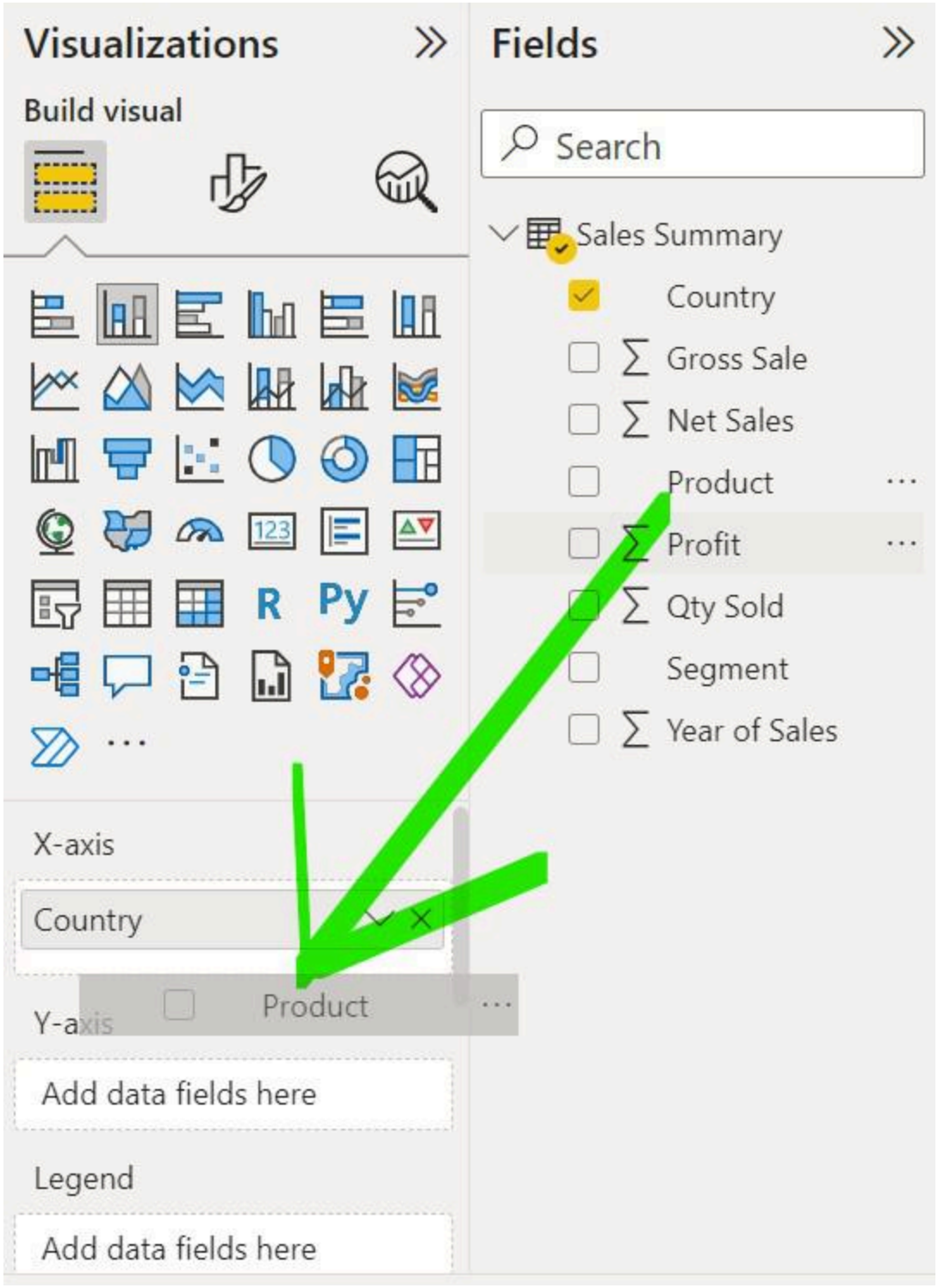
Step 3: The chart will be loaded on the screen and resized if required.



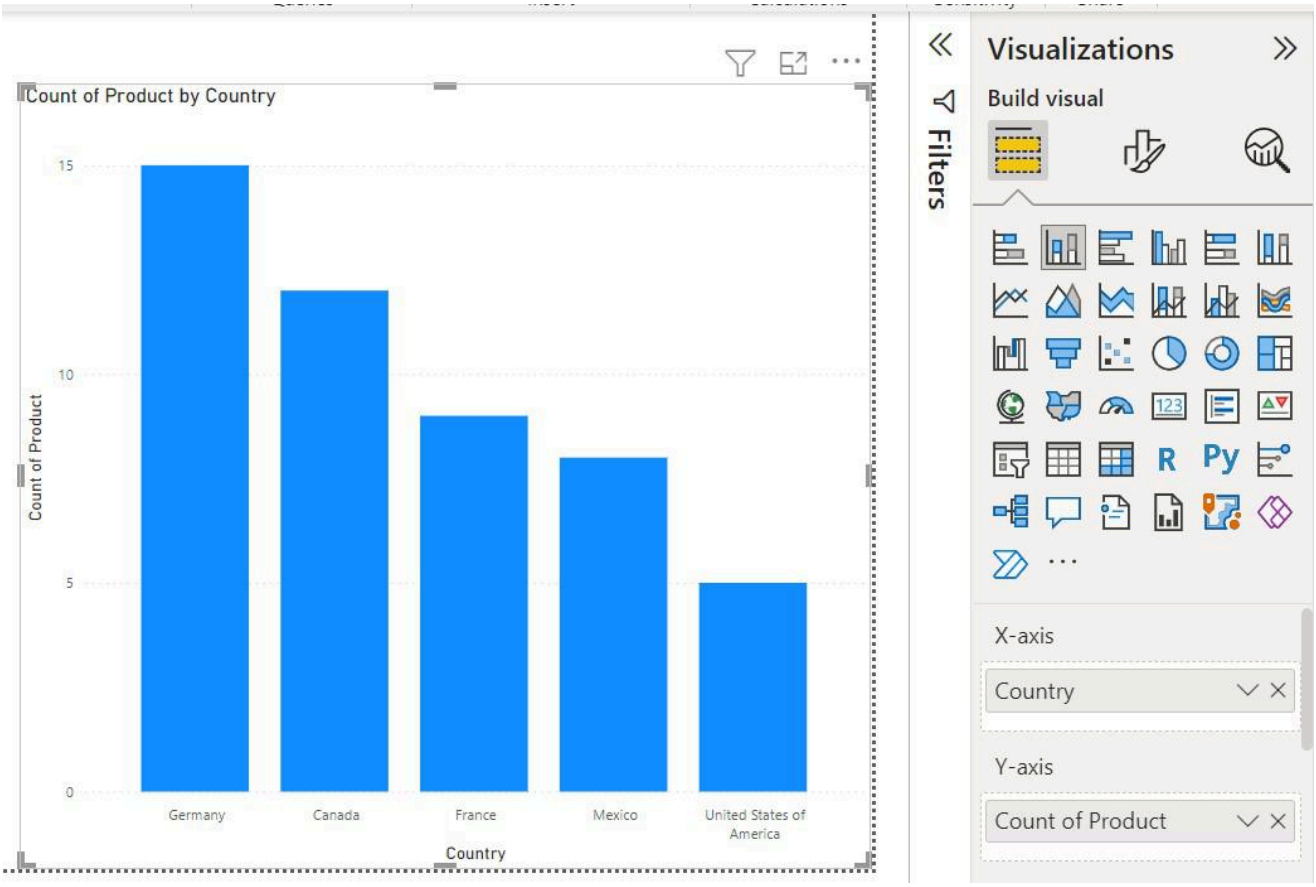
Step 4: To start creating a column chart click on the fields which is to be used in a column chart.



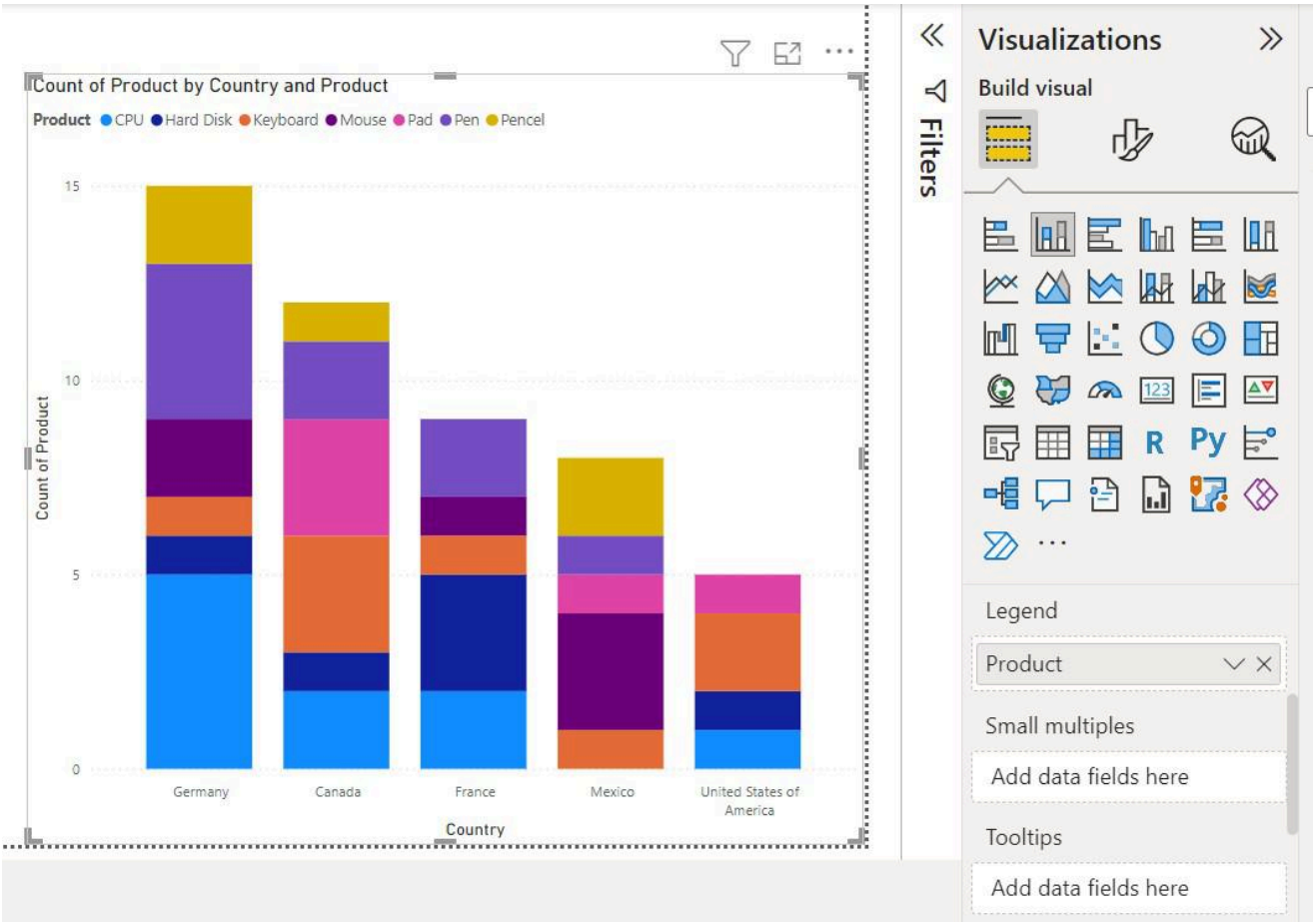
Step 2: Drag and drops the fields that are to be placed on the X-axis and Y-axis of the chart respectively.



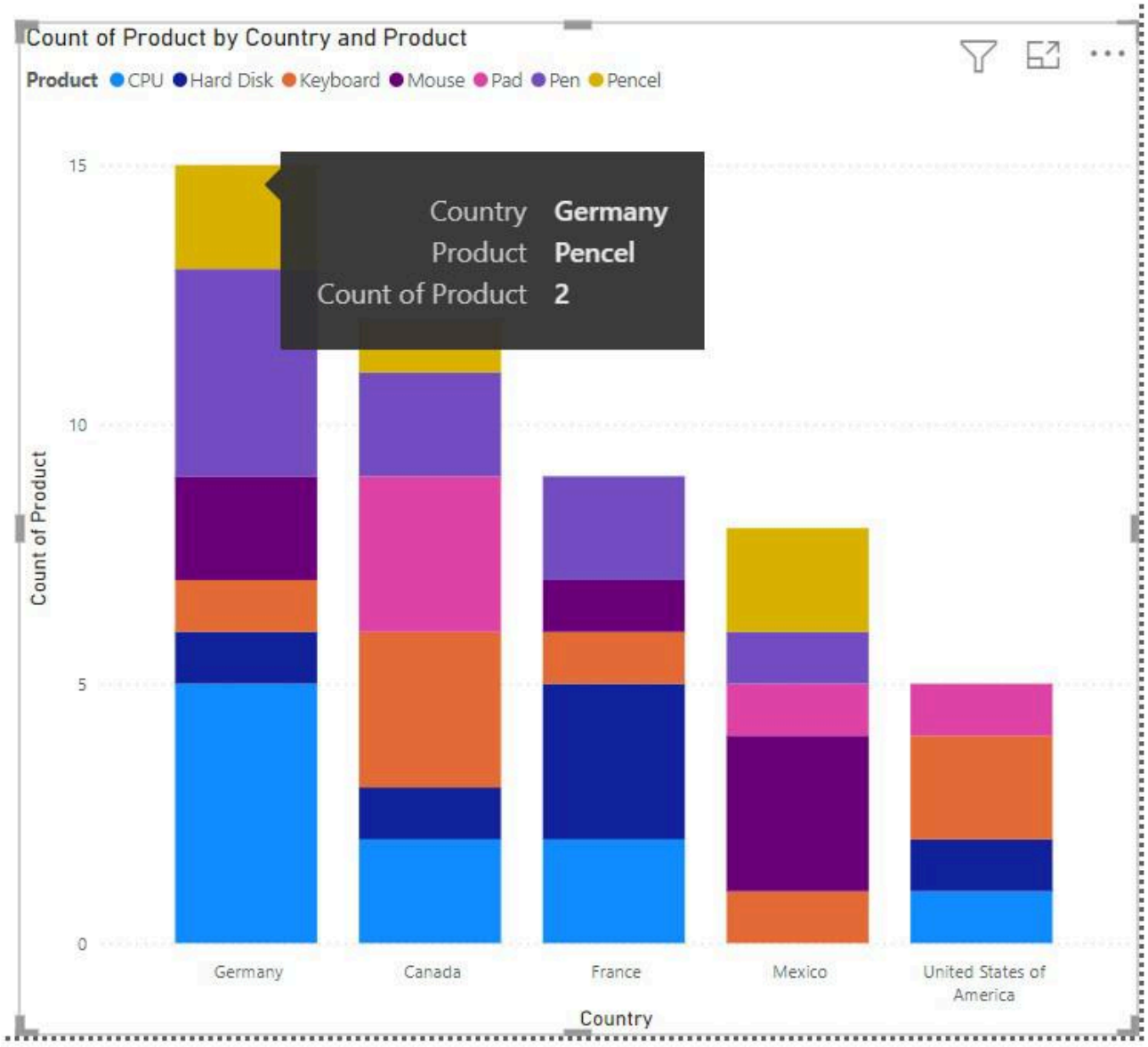
Step 3: A simple Column chart has been created as shown below.



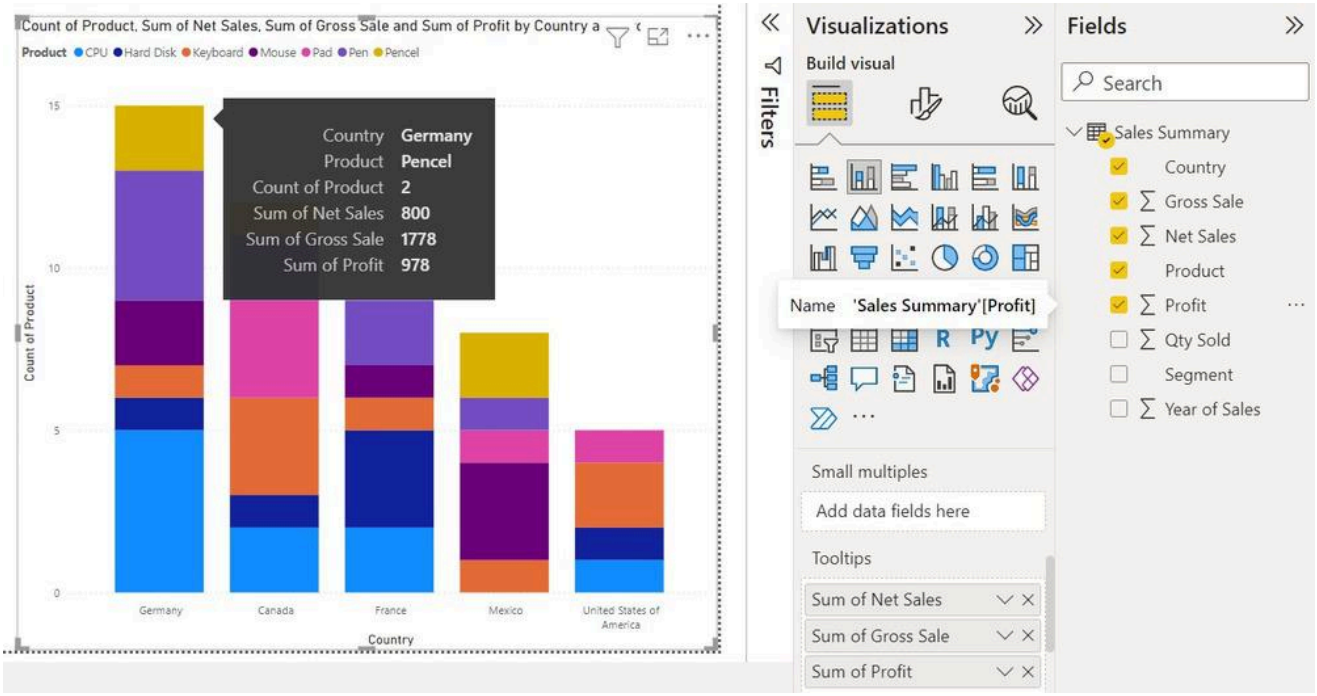
Step 4: To show the category in different colors use 'Legend', and drag and drop the category which is to be shown in color.



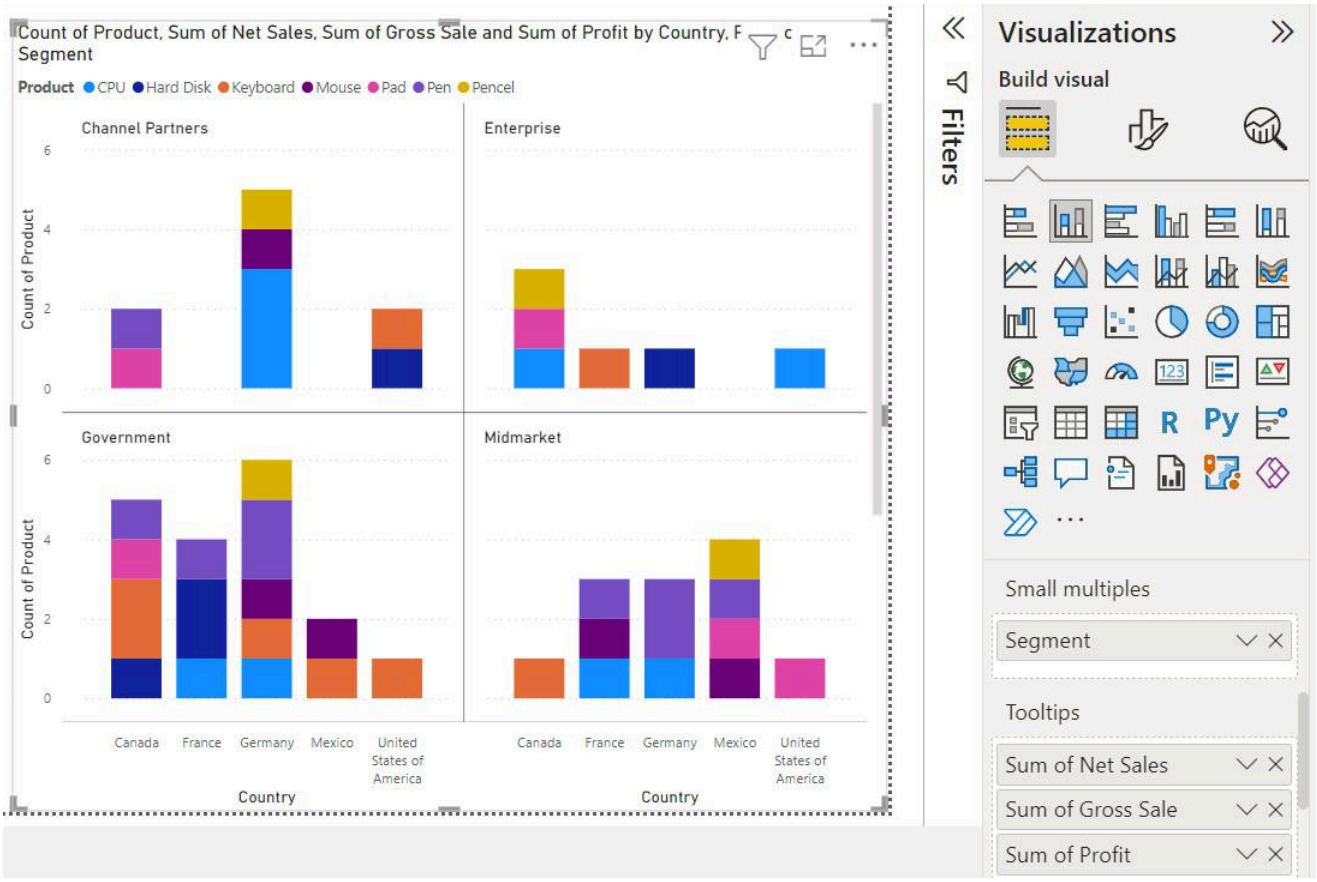
On hovering on certain visuals Little information is shown



To add more information on the data field drag and drop the category under 'ToolTips'.



To split the visuals into multiple versions of itself drag the category under 'Small Multiples'



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Power BI - How to Format Stacked Column Chart?

Last Updated : 05 Feb, 2023

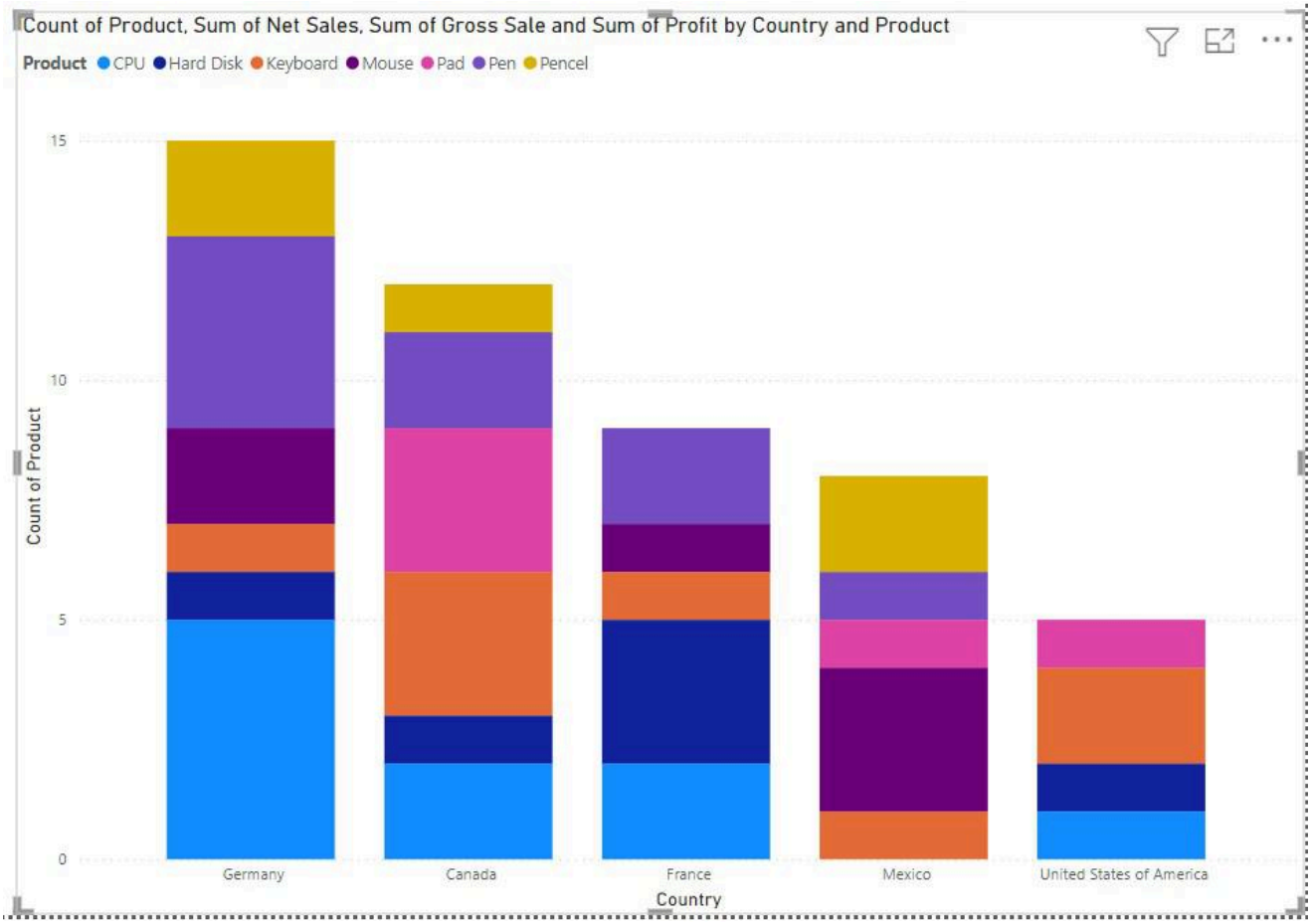
Formatting is a technique to enhance the looks of the charts by giving a cosmetic appearance to the chart title and chart legend. Titles are given to the X and Y axis to add clarity for the user. Formatting commands are applied to a chart for the identical reason they're applied to a worksheet: they create the chart easier to read. However, formatting techniques also facilitate chart quality and explain the data in a chart.

Dataset Used

A Stacked Column Chart is drawn using the sample excel sheet below. Below is the dataset mentioned and the link to the dataset is here.

	A	B	C	D	E	F	G	H	I
1	Segment	Country	Product	Qty Sold	Unit Price	Gross Sale	Unit Cost	Net Sales	Profit
2	Government	Canada	Pen	20	21.00	420.00	20	400	20.00
3	Government	Germany	Pen	15	2.00	30.00	1	15	15.00
4	Midmarket	France	Pen	1999	5.00	9995.00	3	5997	3998.00
5	Midmarket	Germany	Pen	350	7.00	2450.00	1	350	2100.00
6	Midmarket	Mexico	Pen	12	13.00	156.00	8	96	60.00
7	Government	Germany	Pen	7	12.00	84.00	10	70	14.00
8	Midmarket	Germany	Pen	15	3.00	45.00	1	15	30.00
9	Channel Partn	Canada	Pen	120	44.00	5280.00	40	4800	480.00
10	Government	France	Pen	15	21.00	315.00	11	165	150.00
11	Channel Partn	Germany	Pencel	7	34.00	238.00	20	140	98.00
12	Midmarket	Mexico	Pencel	22	21.00	462.00	11	242	220.00
13	Enterprise	Canada	Pencel	12	56.00	672.00	23	276	396.00
14	Small Business	Mexico	Pencel	15	55.00	825.00	22	330	495.00
15	Government	Germany	Pencel	20	77.00	1540.00	33	660	880.00
16	Enterprise	Canada	Pad	800	89.00	71200.00	81	64800	6400.00
17	Midmarket	United States of A	Pad	7	9.00	63.00	3	21	42.00
18	Government	Canada	Pad	125	76.00	9500.00	75	9375	125.00
19	Midmarket	Mexico	Pad	12	45.00	540.00	21	252	288.00
20	Channel Partn	Canada	Pad	150	32.00	4800.00	31	4650	150.00
21	Government	Germany	Mouse	12	56.00	672.00	23	276	396.00
22	Channel Partn	Germany	Mouse	125	78.00	9750.00	45	5625	4125.00
23	Government	Mexico	Mouse	125	44.00	5500.00	42	5250	250.00
24	Midmarket	France	Mouse	300	32.00	9600.00	21	6300	3300.00
25	Small Business	Mexico	Mouse	12	12.00	144.00	11	132	12.00
26	Midmarket	Mexico	Mouse	15	45.00	675.00	30	450	225.00
27	Government	United States of A	Keyboard	312	67.00	20904.00	50	15600	5304.00

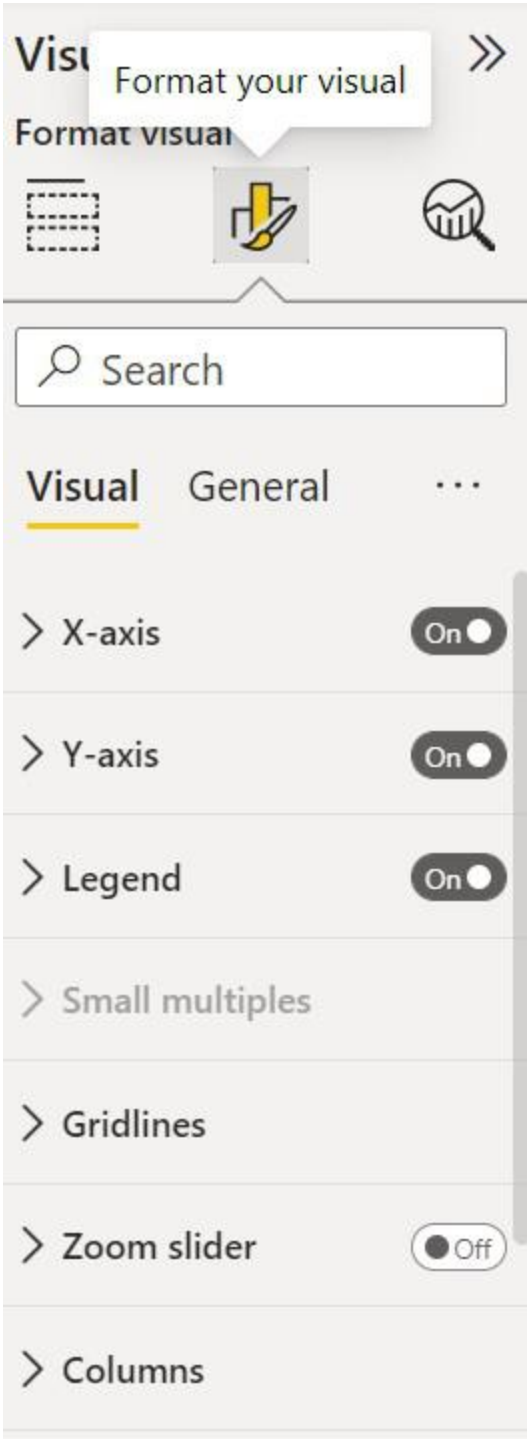
The stacked column chart can be drawn for the dataset given above, in order to obtain the chart, you simply require to select the type of chart (stacked column chart in this case) you want, and then you may start customizing/formatting the chart.



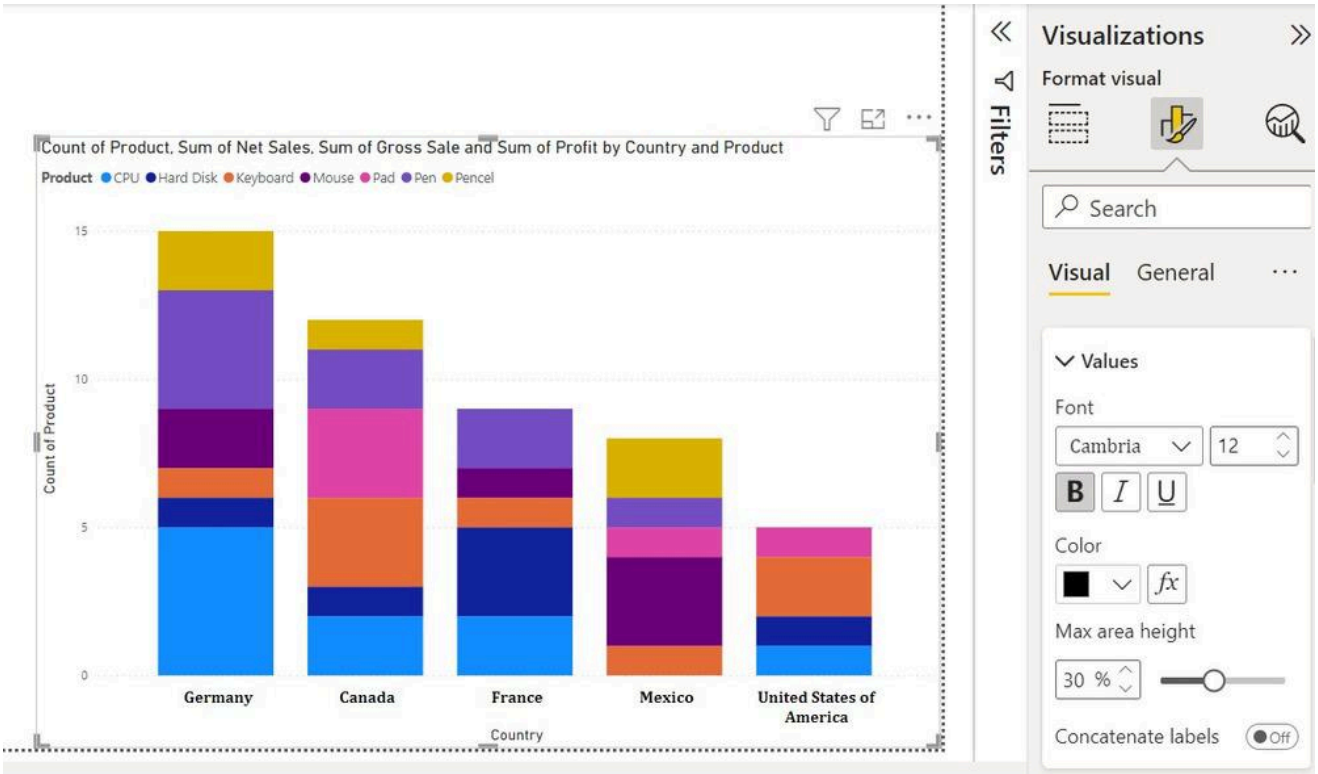
Format Stacked Column Chart

Below are the steps that can be followed in order to format a stacked column chart in power BI,

Step 1: Click on the format icon under Visualization to format the chart.



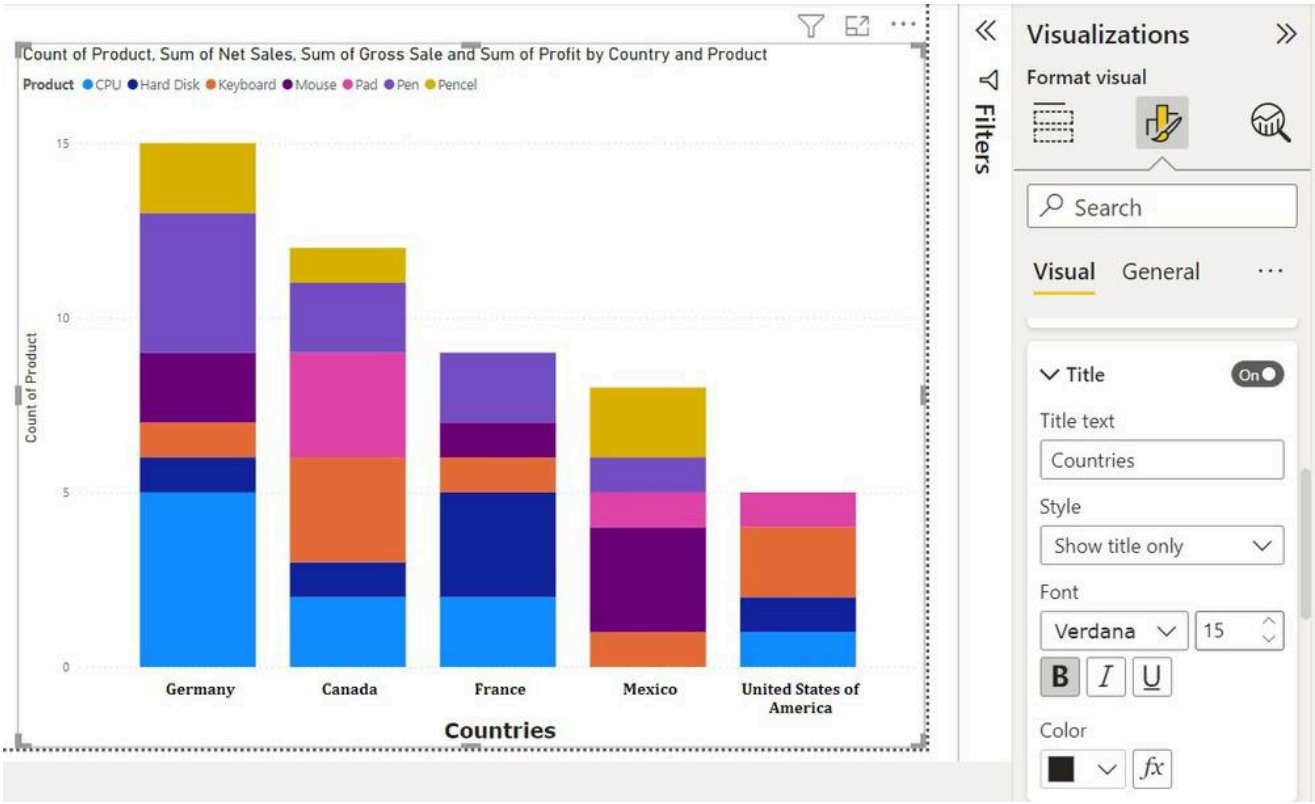
Step 2: To format the x-axis 'values' click on the drop-down of the X-axis.



The following results are obtained due to the modifications done:

- *Fonts are changed to 'Cambria'*
- *Font size is set to '12'*
- *Fonts set to 'Bold'*
- *Color set to 'Black'*

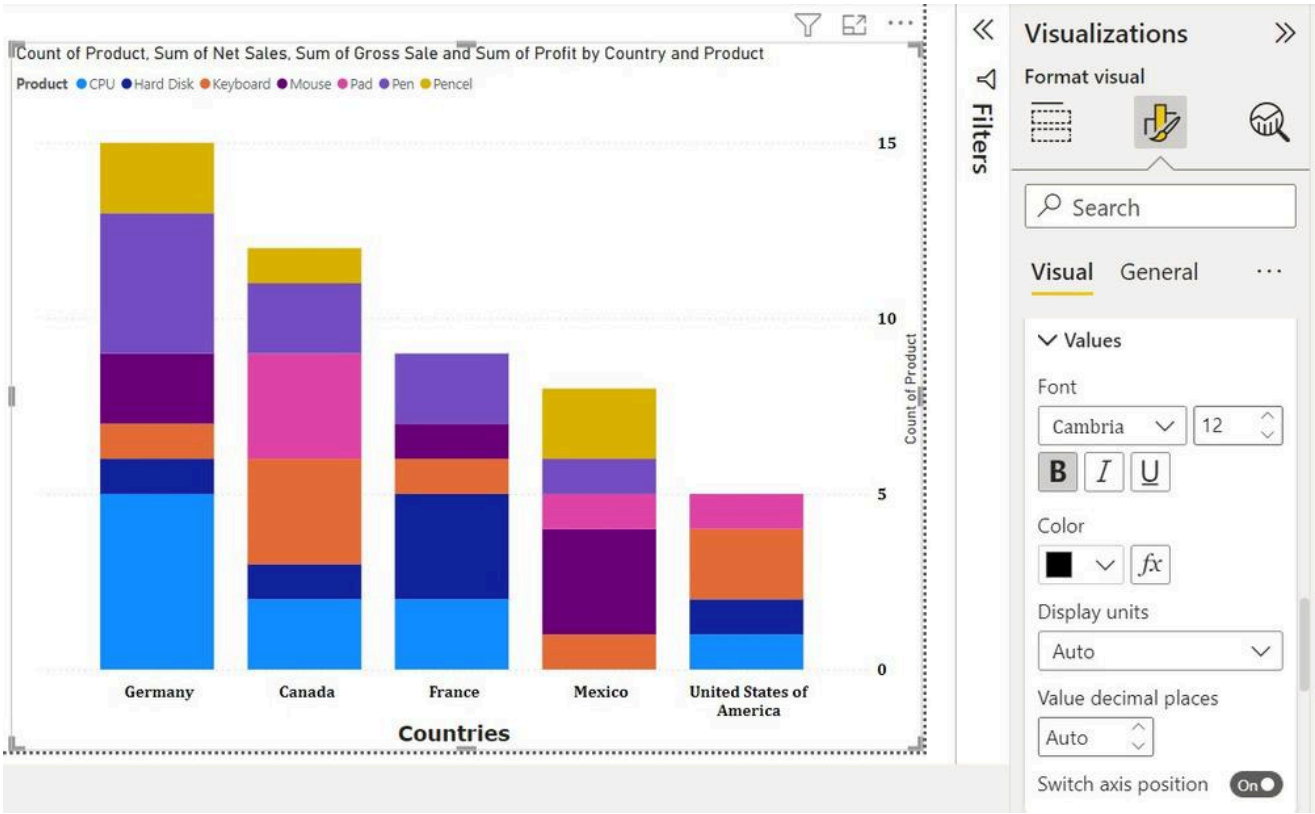
Step 3: To Format the x-axis 'Title' click on the drop-down of the X-axis.



The following results are obtained due to the modifications done:

- *Title set to 'Countries'*
- *Fonts are changed to 'Verdana'*
- *Font sizes are set to '15'*
- *Fonts set to 'Bold'*
- *Color set to 'Black'*

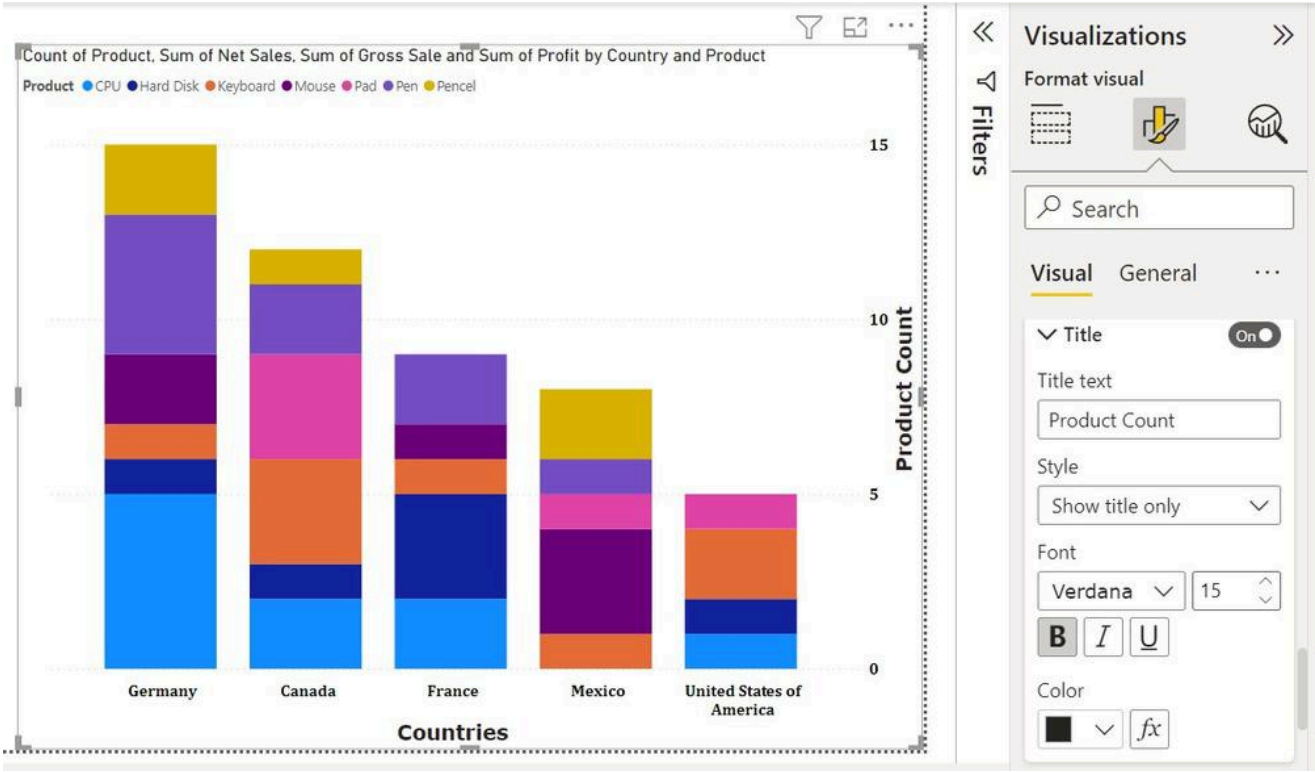
Step 4: To Format the y-axis 'Value' click on the drop-down of the Y-axis.



The following results are obtained due to the modifications done:

- *Fonts are changed to 'Cambria'*
- *Font size is set to '12'*
- *Fonts set to 'Bold'*
- *Color set to 'Black'*
- *Switch axis position 'ON'*

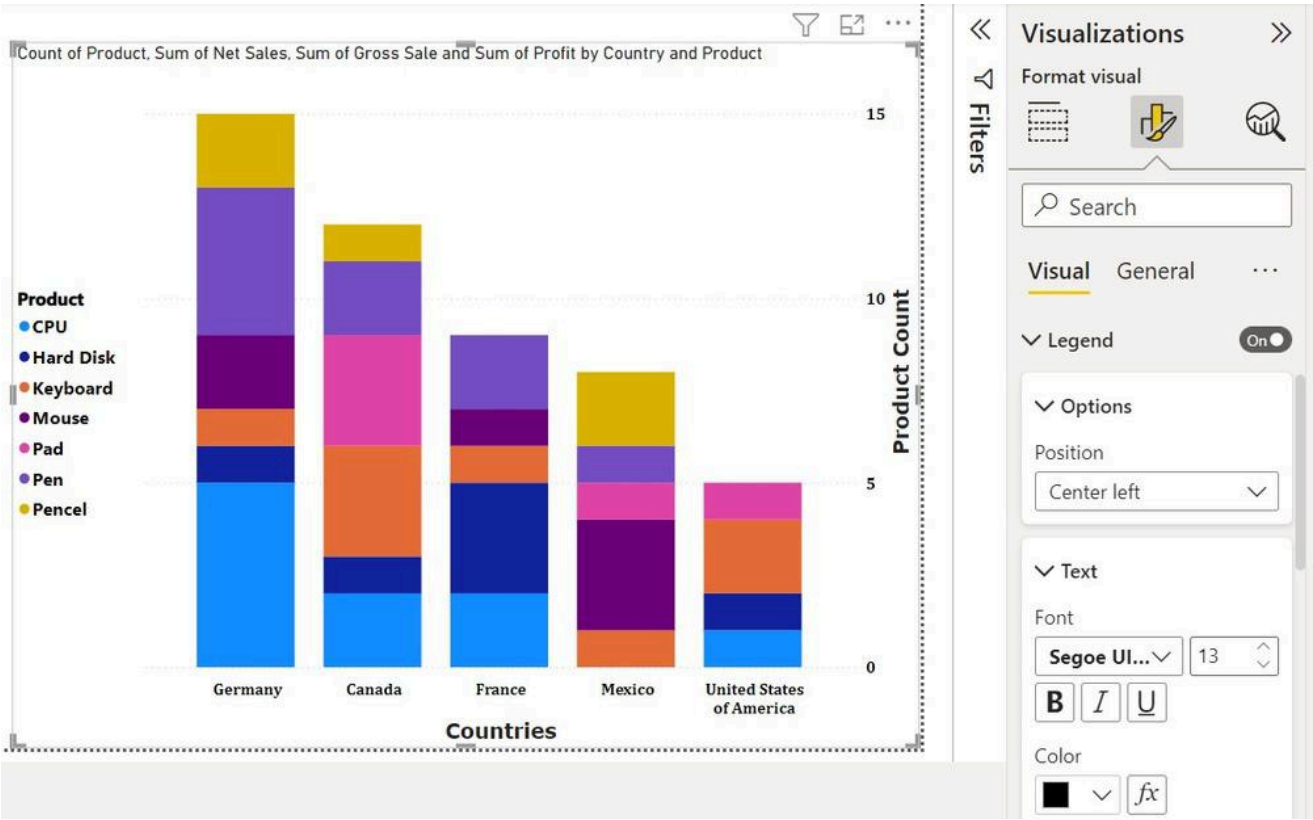
Step 5: To Format the y-axis 'Title' click on the drop-down of the y-axis.



The following results are obtained due to the modifications done:

- *Title set to 'Product Count'*
- *Fonts are changed to 'Verdana'*
- *Font sizes are set to '15'*
- *Fonts set to 'Bold'*
- *Color set to 'Black'*

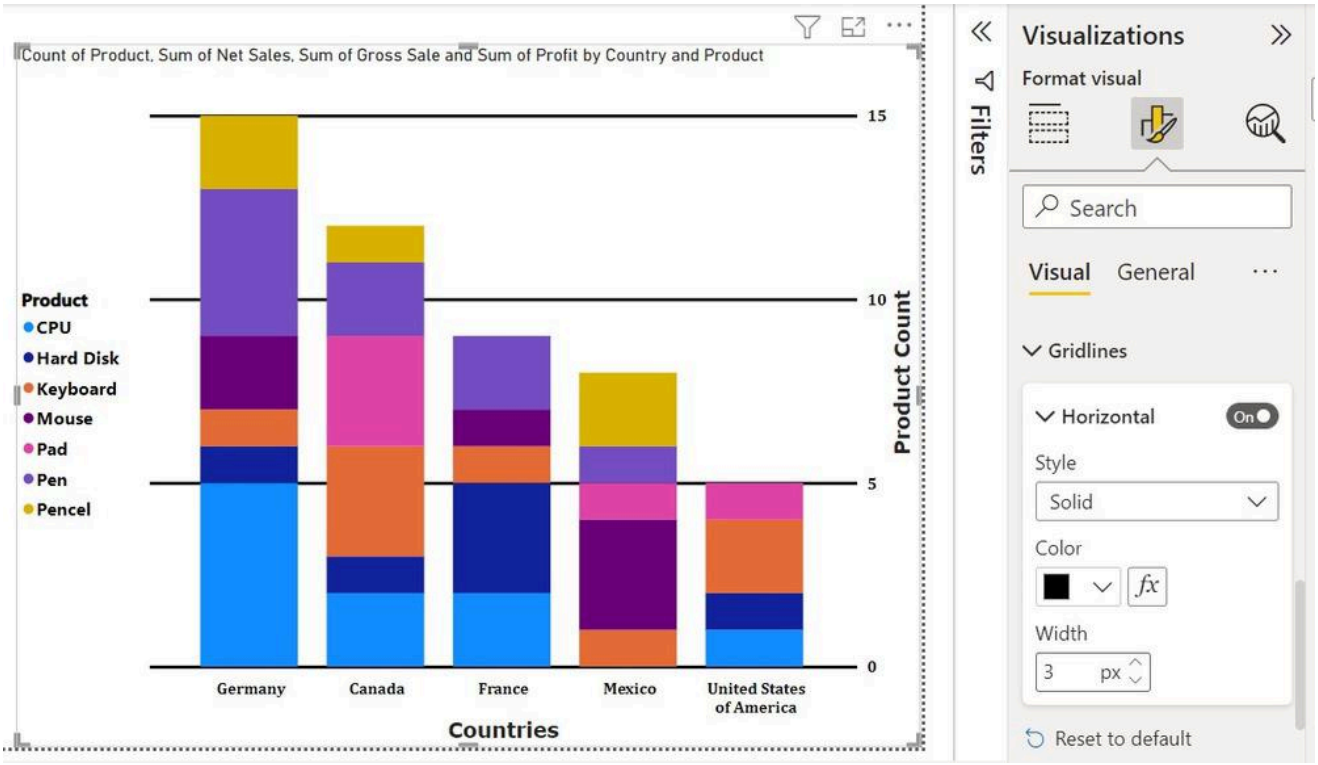
Step 6: To change the Legend of the Column chart.



The following results are obtained due to the modifications done:

- *The position changed to 'Center left'*
- *Fonts changed to 'Segoe UI Bold'*
- *Fonts size to '13'*
- *Color to 'Black'*

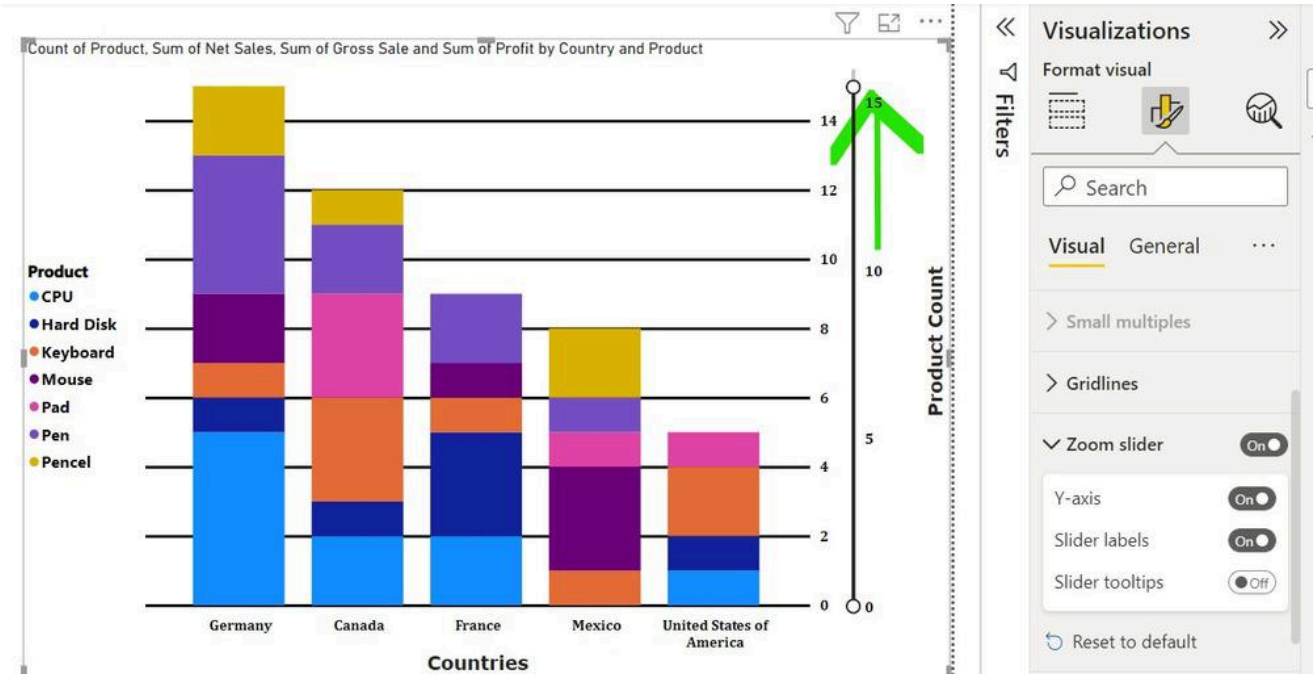
Step 7: To add gridlines on the Chart, click on the dropdown Gridlines under Visuals.



The following results are obtained due to the modifications done:

- *Style Changed to 'Solid'*
- *The Color Changed to 'Black'*
- *Width Changed to '2'*

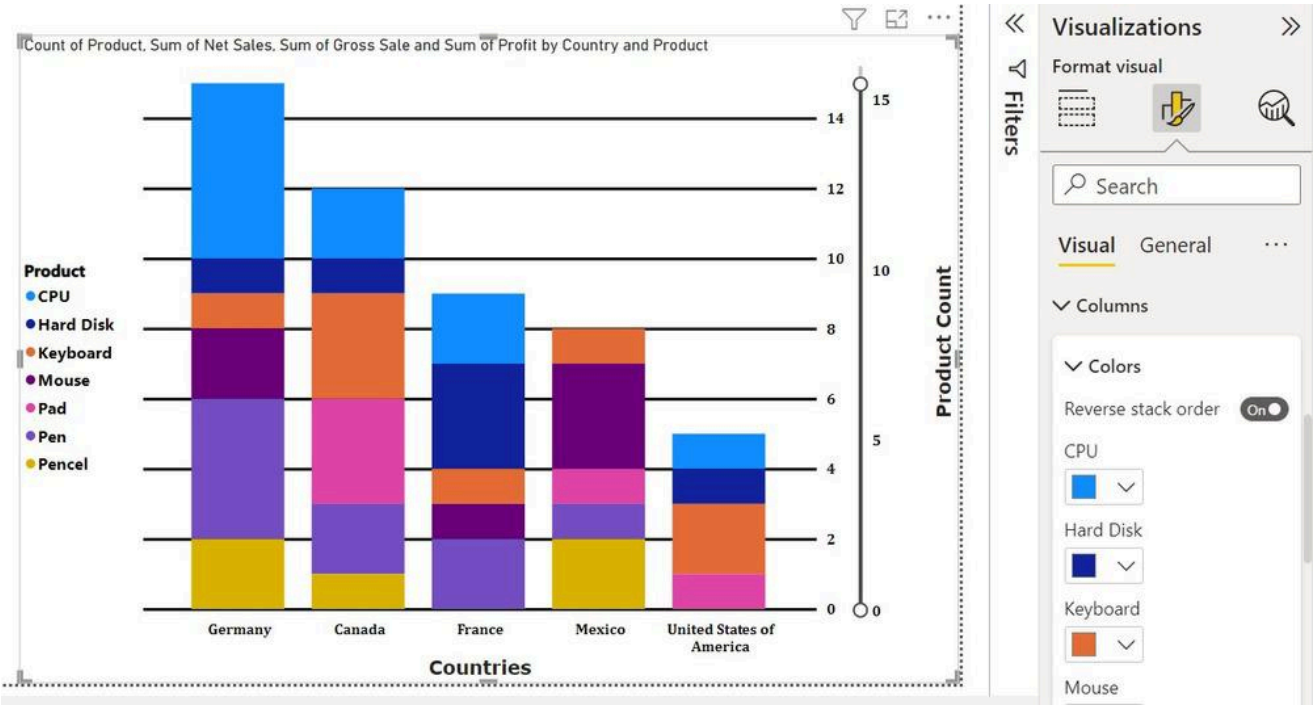
Step 8: To get Slider on Values 'ON' Zoom Slider.



The following results are obtained due to the modifications done:

- *Slider on y-axis 'on'*
- *Slider labels are 'on'*
- *Green Arrow shows the Position for sliding the Bars*

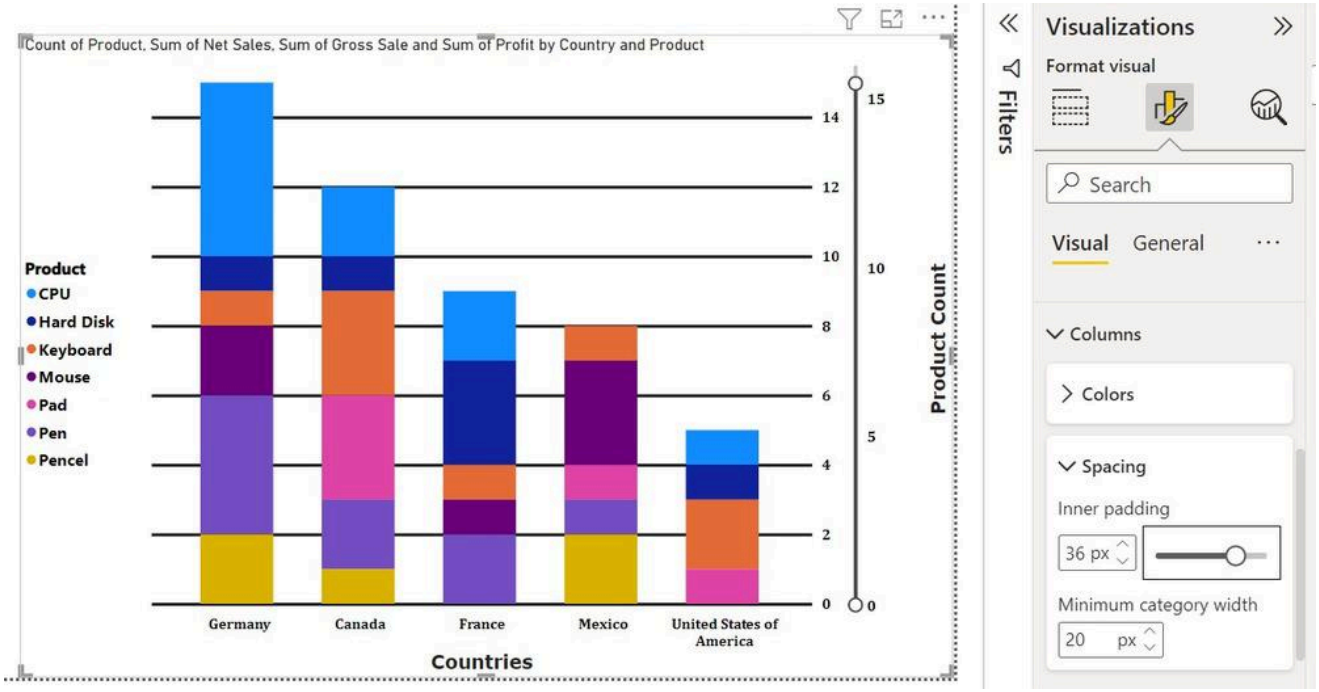
Step 9: To change the Column Color or stack click on the column bar under the visualization.



The following results are obtained due to the modifications done:

- *The reverse Stack is 'ON'*
- *No colors are changed*

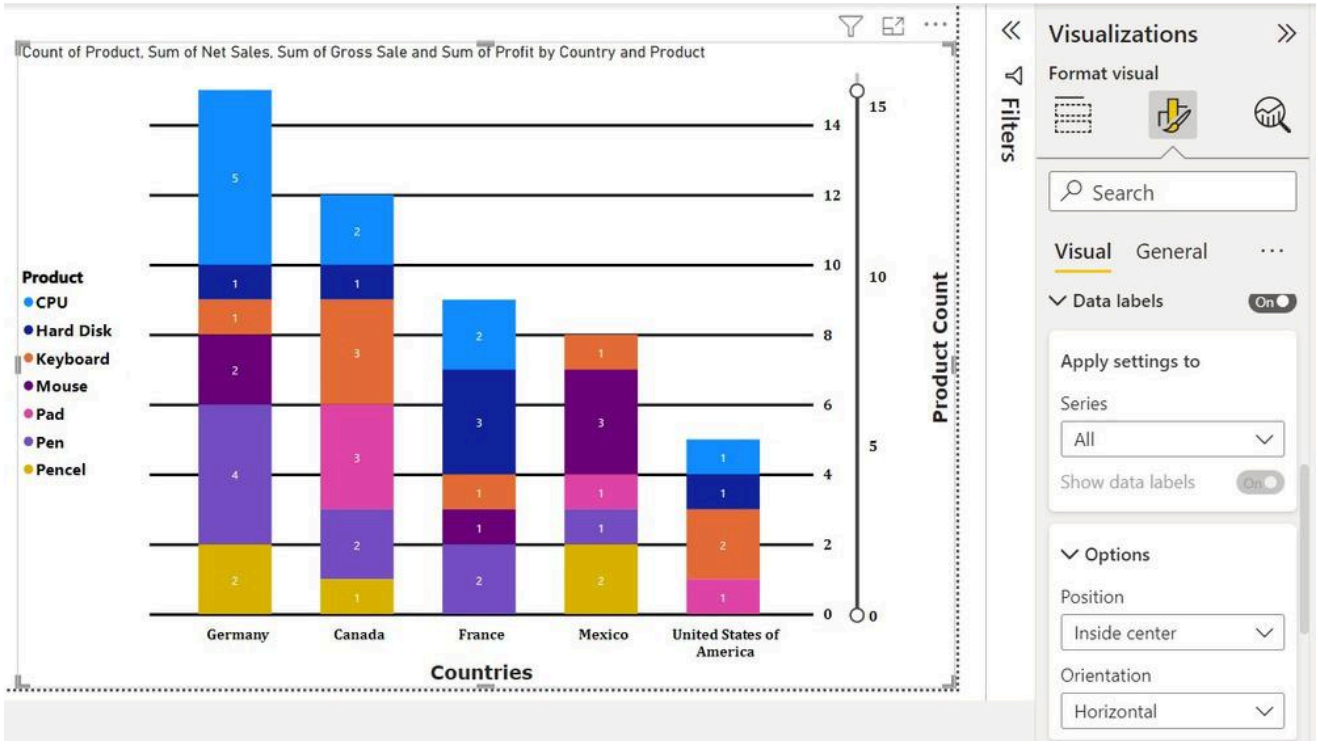
Step 10: To change the Space between the columns click on Spacing.



The following results are obtained due to the modifications done:

- *Inner Padding Changed to '36px'*
- *Minimum width to '20px'*

Step 11: To Show, the Values of each type on bars click on Data Labels.

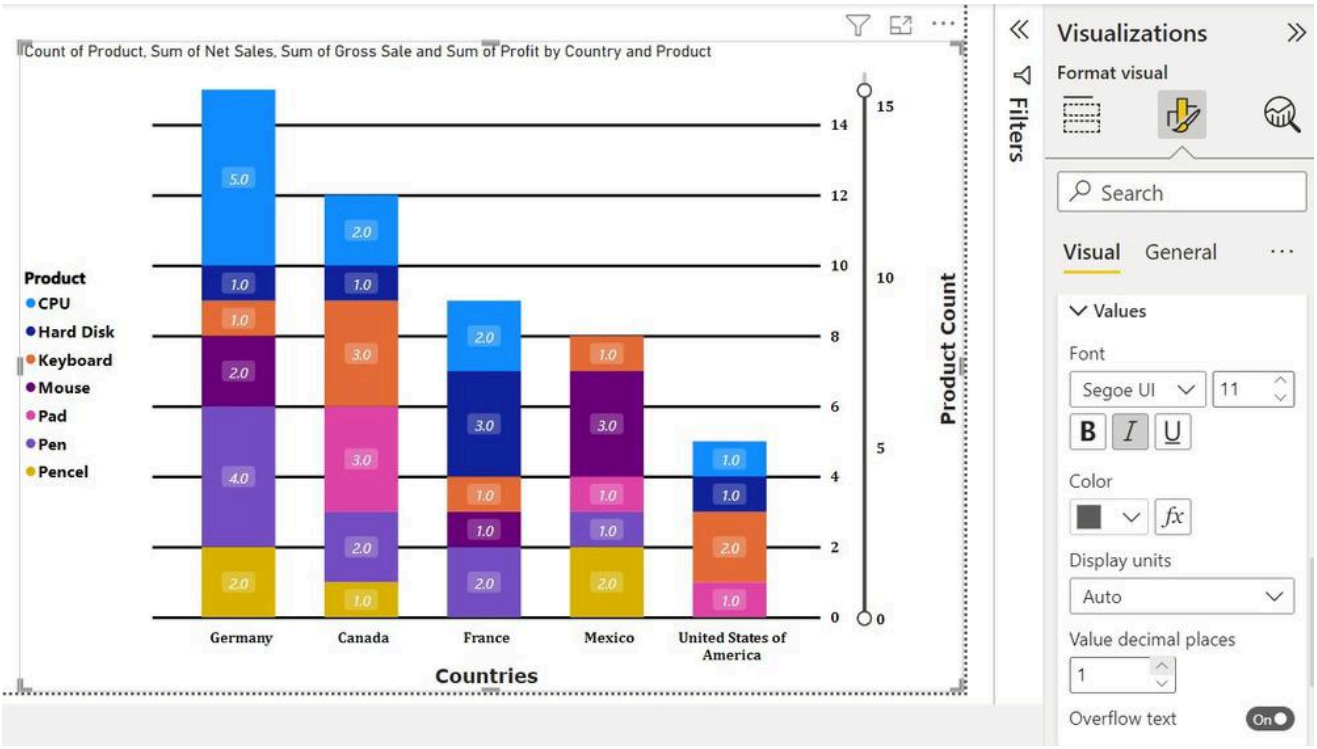


The following results are obtained due to the modifications done:

- *Series are applied to 'All'*

- *the position is set to 'Inside Center'*
- *Orientation to 'Horizontal'*

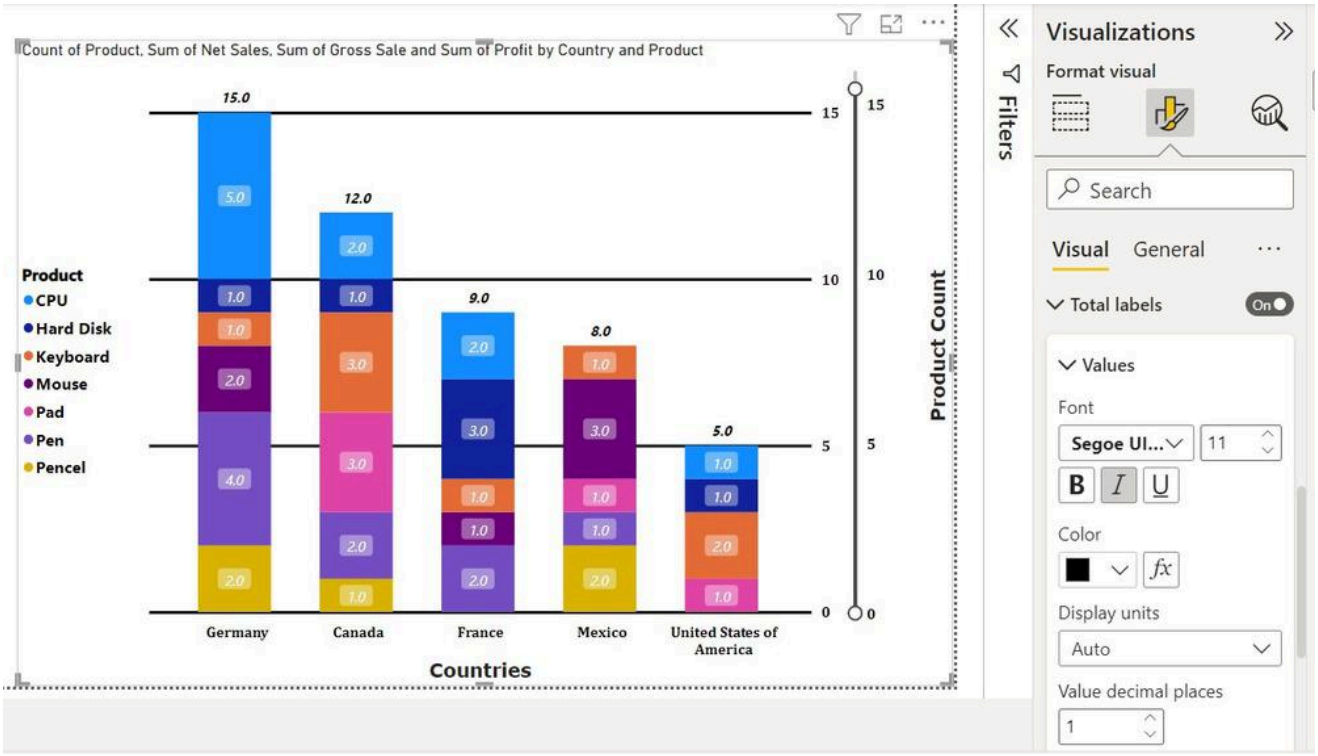
Step 12: To change the font and color of the data label click on 'Values'.



The following results are obtained due to the modifications done:

- *Fonts changed to 'Segoe UI'*
- *Font size changed to '11'*
- *The color changed to 'Grey'*
- *Decimal Place to '1'*
- *Background Transparency '76'*

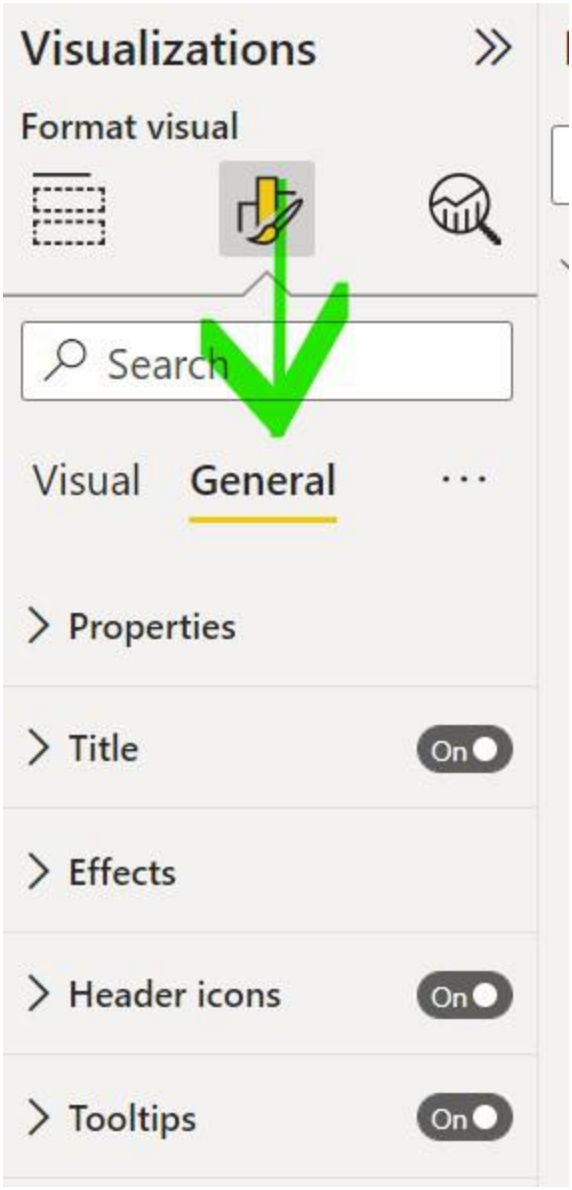
Step 13: To show totals of Each Column 'on' Total Labels.



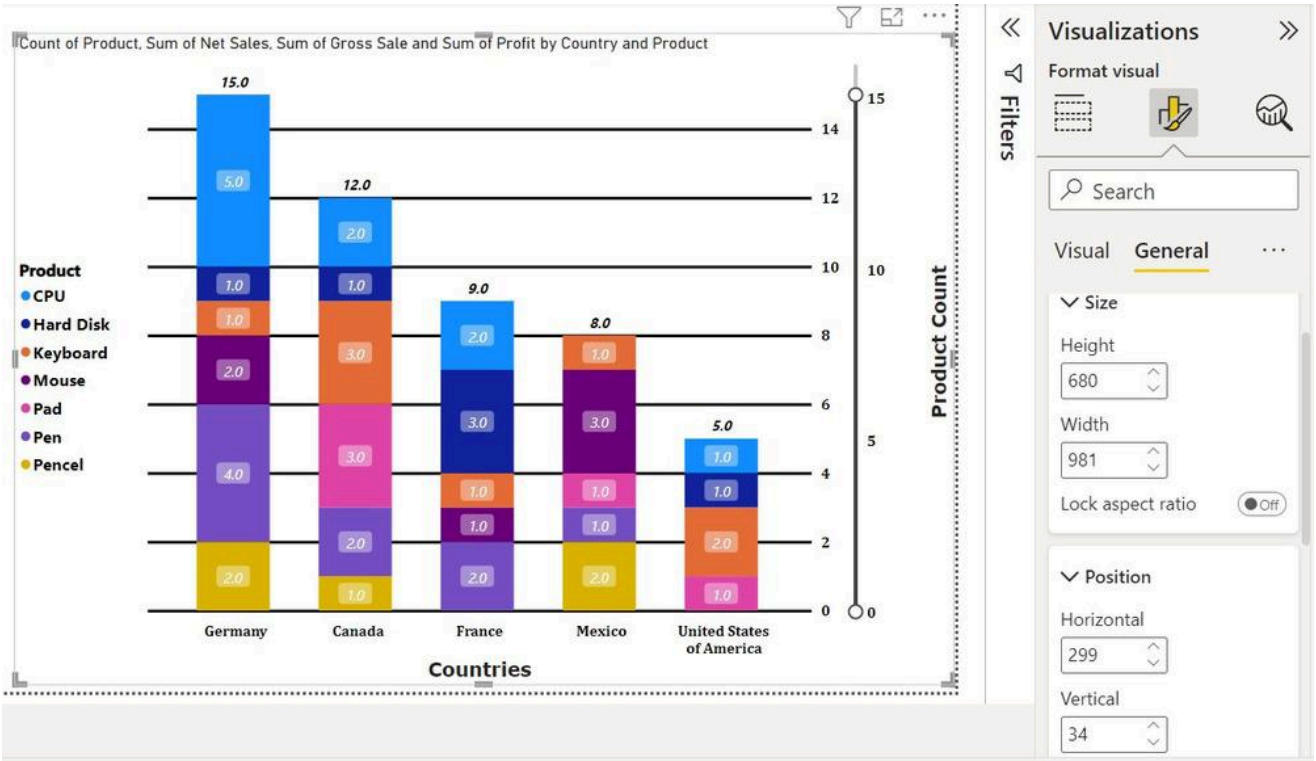
The following results are obtained due to the modifications done:

- *Font Changed to 'Seogoe UI Bold'*
- *Font Size to '11'*
- *Font Style 'Italic'*
- *Color to 'Black'*
- *Value decimal Places '1'*

Step 14: To Format Table Position, Table Table Title, and Table Effect Click on 'General' under visualization.



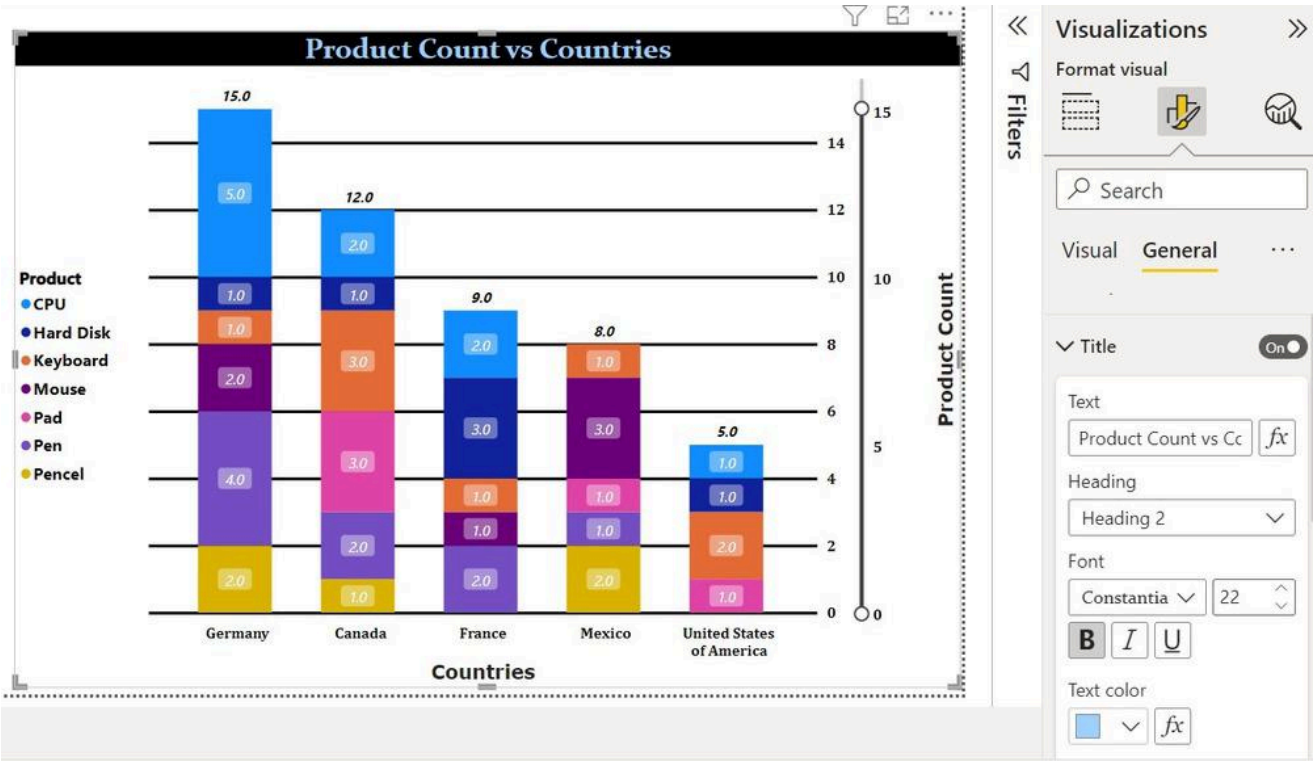
Step 15: To manage the Size and Position of the table Click on the drop-down of Properties.



The following results are obtained due to the modifications done:

- *Height set to '680'*
- *Width set to '981'*
- *Horizontal position to '299'*
- *Vertical Position to '34'*

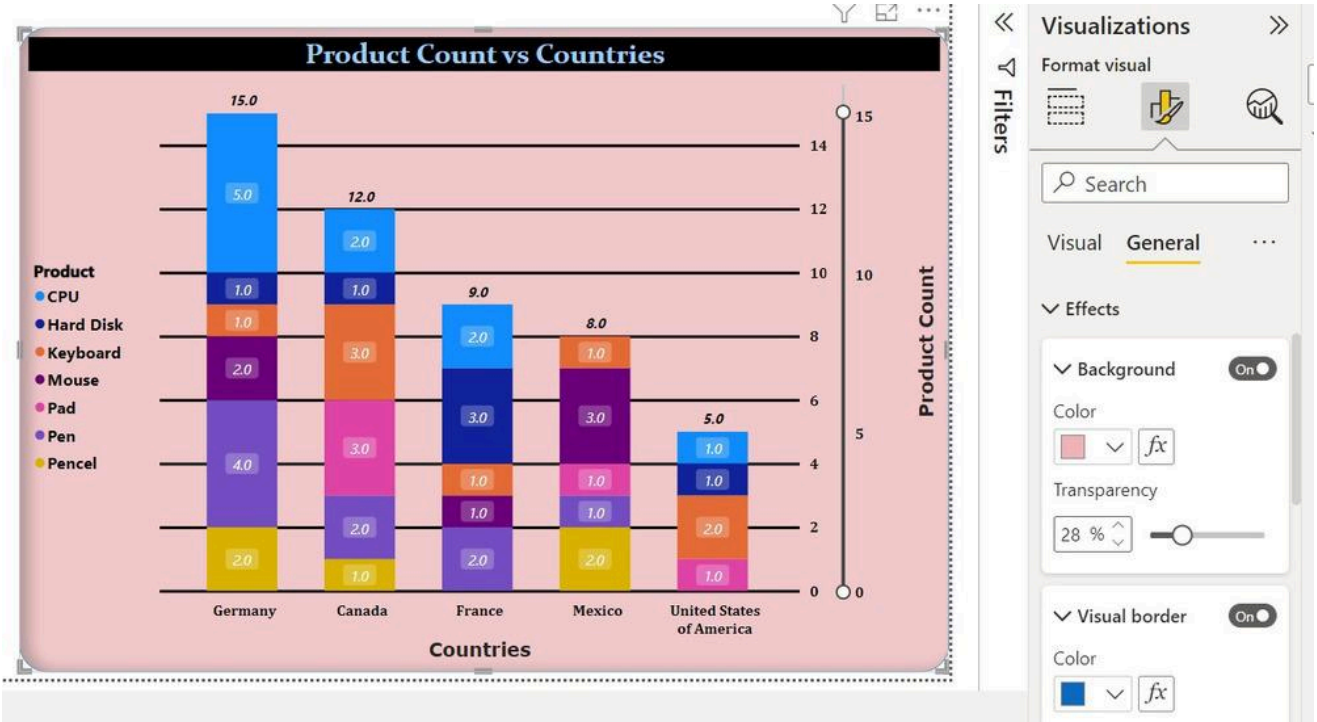
Step 16: To change the Title of the Table click on the drop-down of the Title.



The following results are obtained due to the modifications done:

- *Title Changed to 'Product Count vs Country'*
- *Heading to 'Heading2'*
- *Font to 'Constantia'*
- *Font Size to '22'*
- *Font Style to 'Bold'*
- *Text Color to 'Light Blue*
- *Text Background to 'Black'*
- *Text Alignment to 'Center'*

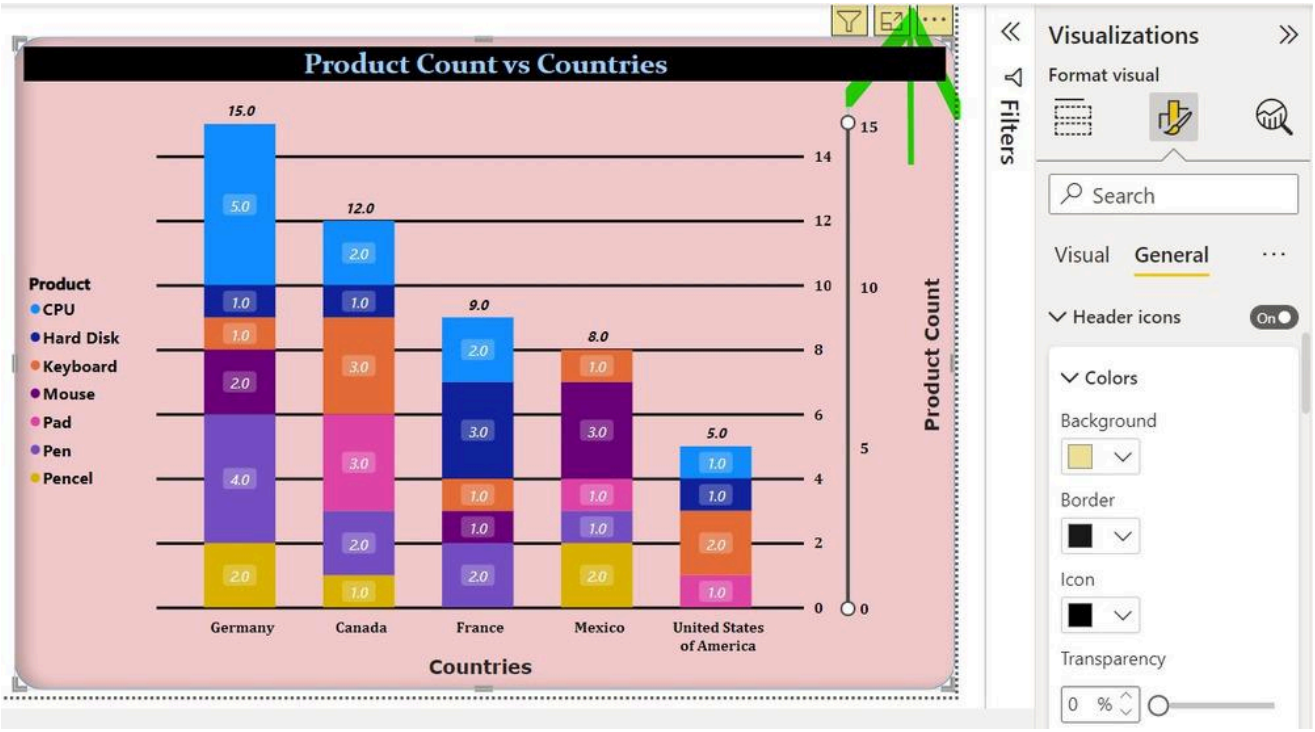
Step 17: To give color effect to the chart click to affect under General.



The following results are obtained due to the modifications done:

- *Background color changed*
- *Transparency changed to '28%'*
- *Visual border of color 'Blue'*
- *Rounded corners '30px'*
- *Shadows Color changed to 'Black'*
- *Offset changed to 'Inside'*
- *Position Changed to 'Left'*

Step 18: To change the color of the Icon on the Top click on the Header Icon.



The following results are obtained due to the modifications done:

- *Background Color to 'Yellow'*
- *Border to 'Black'*
- *Icon to 'Black'*
- *Transparency to '0%'*

These are a number of the most frequent formatting done on Stacked Column Charts. Power BI provides us with dynamic options to format a chart and it is often explored with some self-research easily.

Comment | More info

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Power BI - Create 100% Stacked Column Chart

Last Updated : 16 Jan, 2023

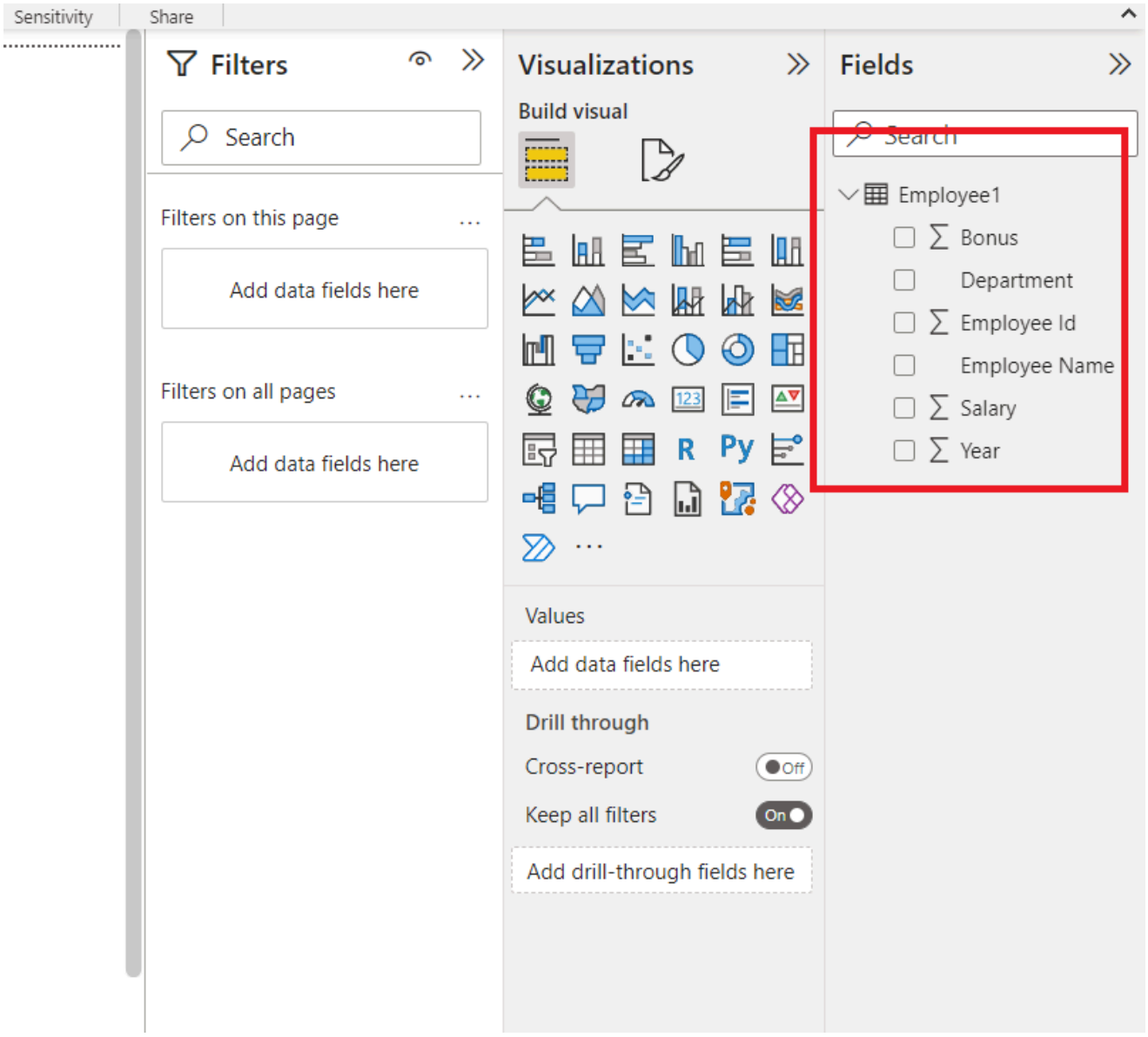
A **100% stacked column chart** is formed by bar lines, which show the **proportion** of each data value in the form of **percentages**. This chart is generally, used when we want to match the **ratios** of different column values, with different fields. For example, if we want to compare the **salary** and **bonus** of each employee with one another, a **100% stacked column chart** can prove to be very helpful. In this article, we will learn how to create a 100% stacked column chart.

Creating a 100% Stacked Column Chart in PowerBI

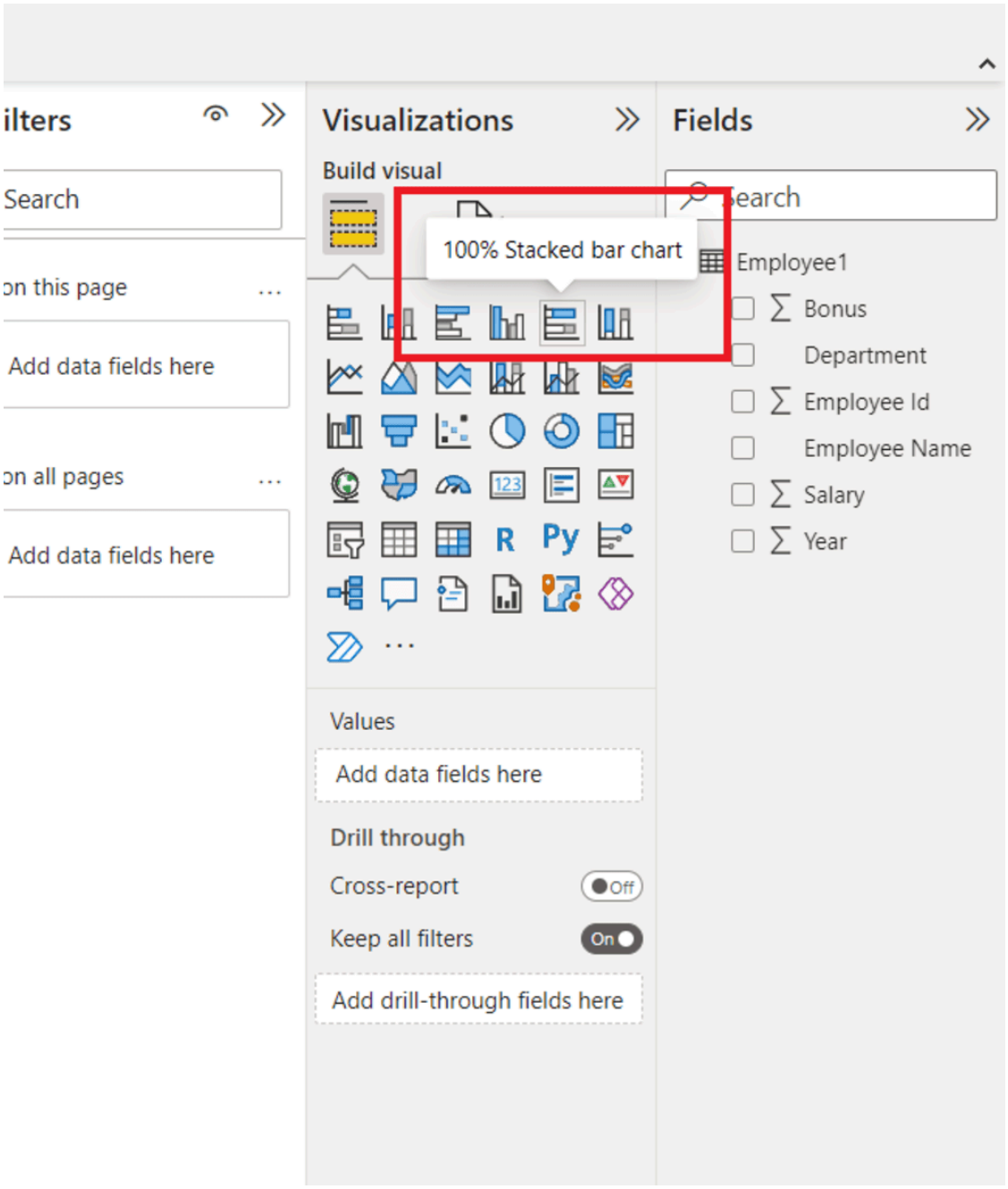
A 100% stacked column chart has multiple options while creating, and customizing it. We will take a look at each of the options. For example, we are given a data set of **Employees**, and we want to make a 100% stacked column chart, consisting of legends, and small multiples, segregated by year. We will explore each option while creating this 100% stacked column chart.

The following are the steps:

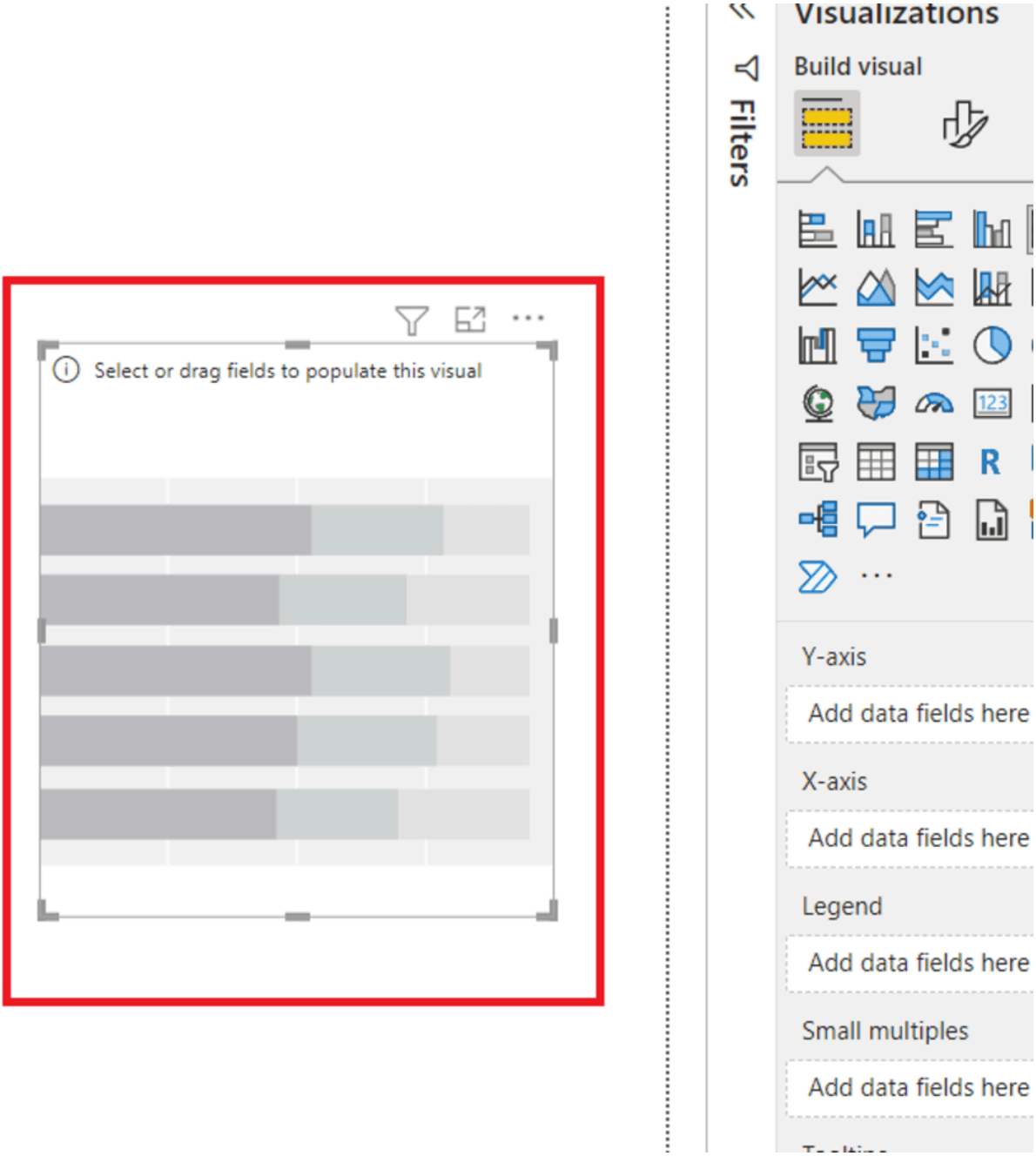
Step 1: Given the dataset, **Employee**. The dataset comprises **5** columns i.e. Department, Employee Id, Employee Name, Salary, and Year.



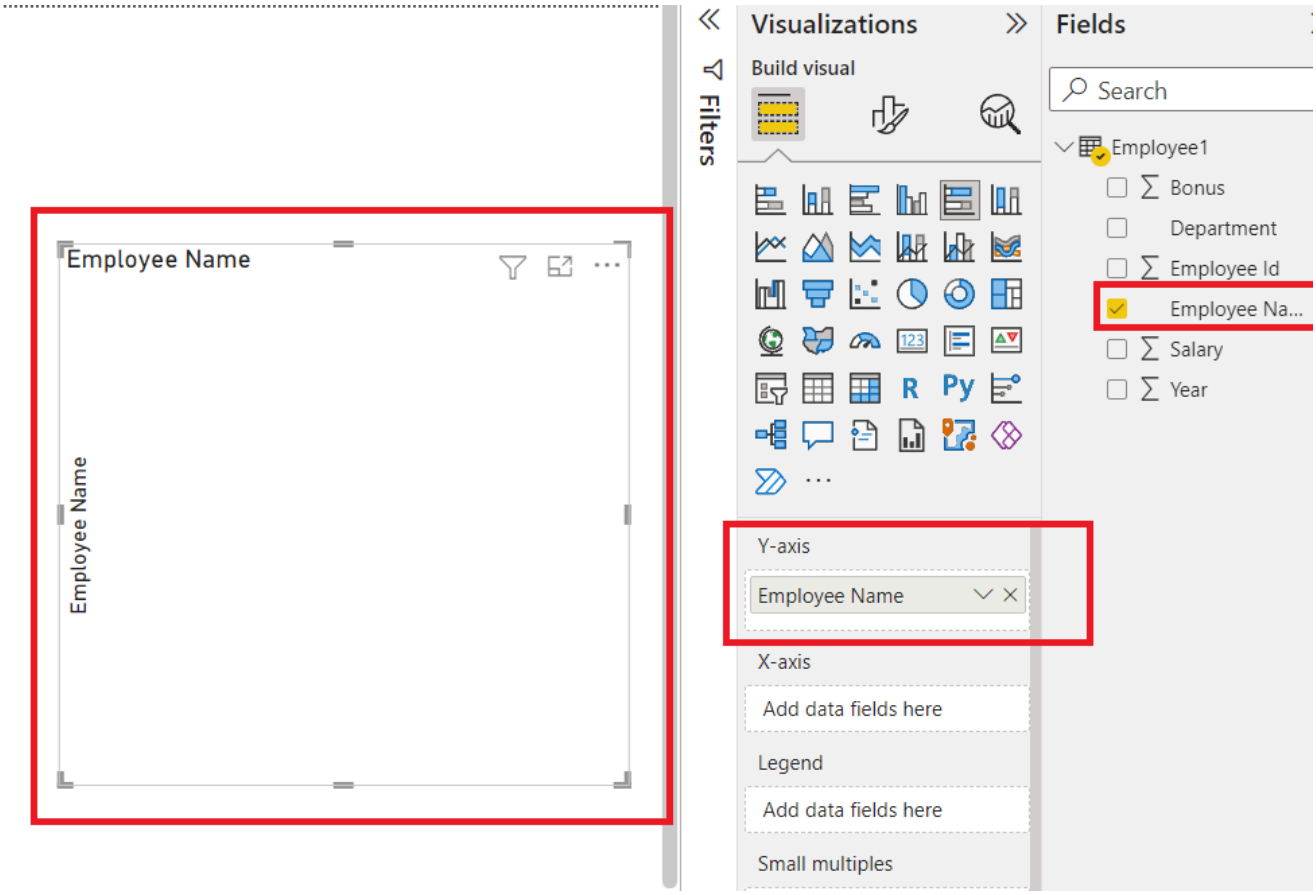
Step 2: Under the **Visualizations** section, click on the **100% stacked column chart**.



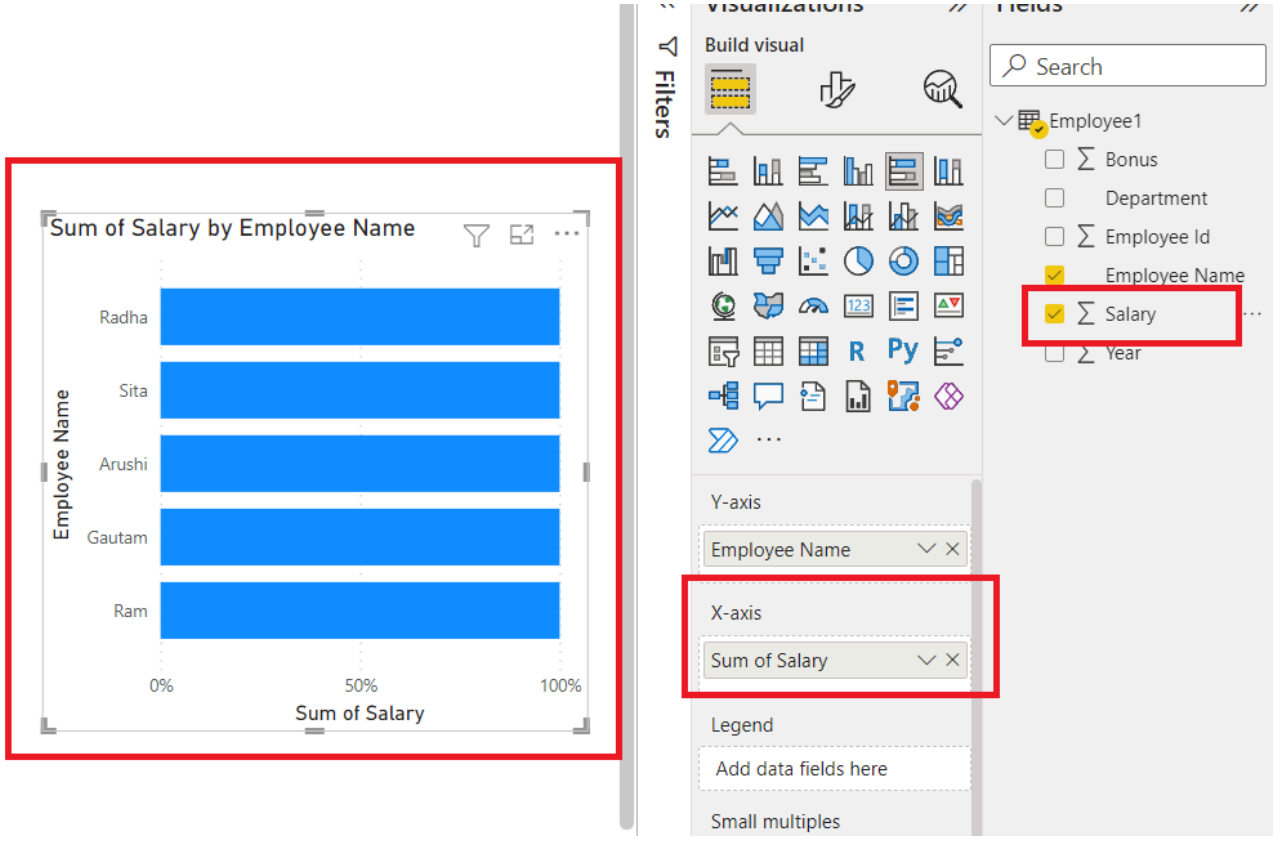
Step 3: An empty 100% stacked column chart is created. This stacked area chart does not contain any fields. Our next task is to add columns to it.



Step 4: Adding **Y-Axis** in the 100% stacked column chart. **Drag** and **drop Employee Name** into the Y-Axis. Currently, we cannot see any changes, in the chart, but the changes will be visible when we will add **X-Axis** to it.

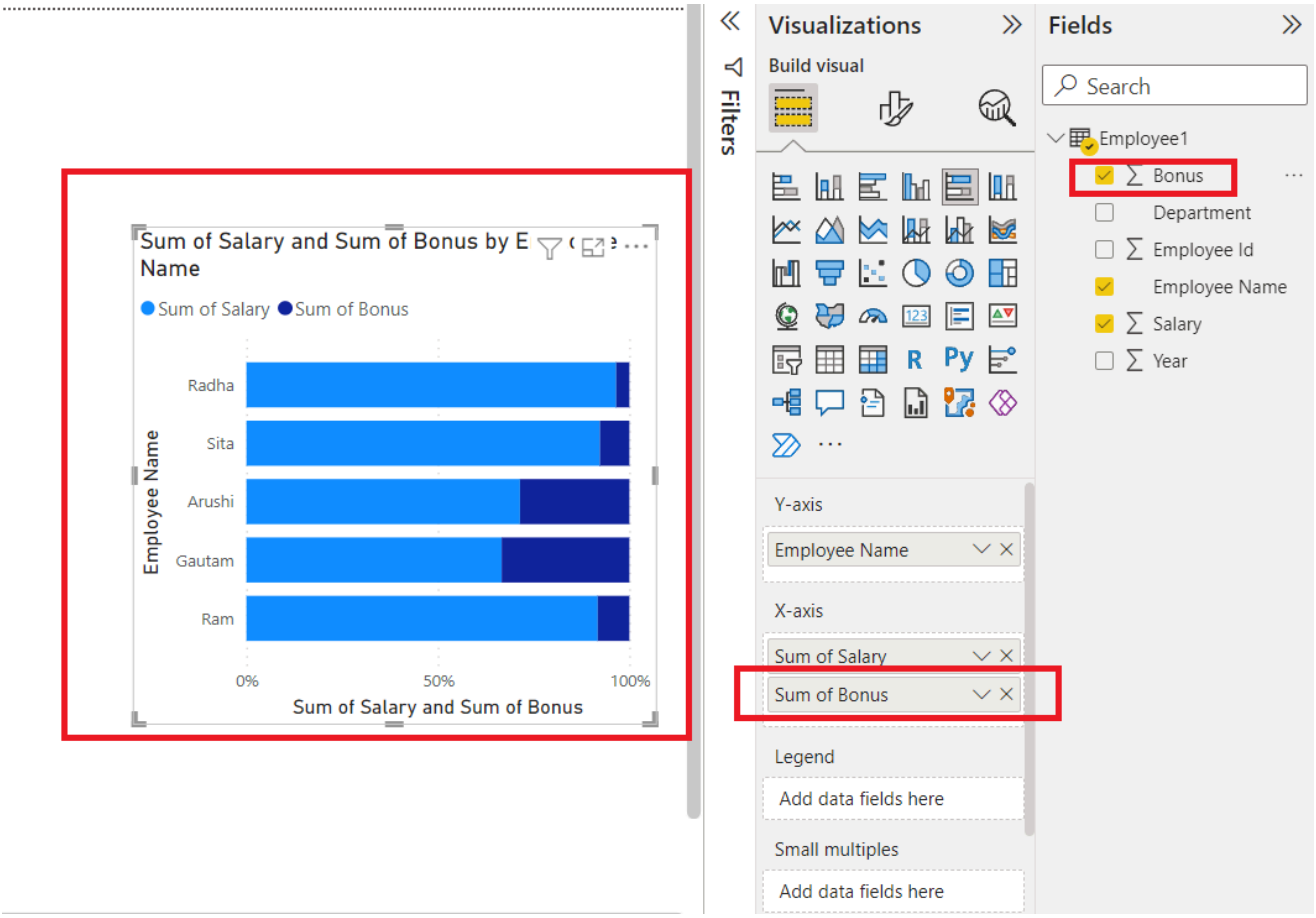


Step 5: Adding **X-Axis** in the chart. **Drag** and **drop** the **Sum of Salary** into the X-Axis. We can see that the 100% stacked column chart has been allotted the sum of Salary on its x-axis. All are set to 100% despite each have same value, as this chart works in terms of percentages and not the values.

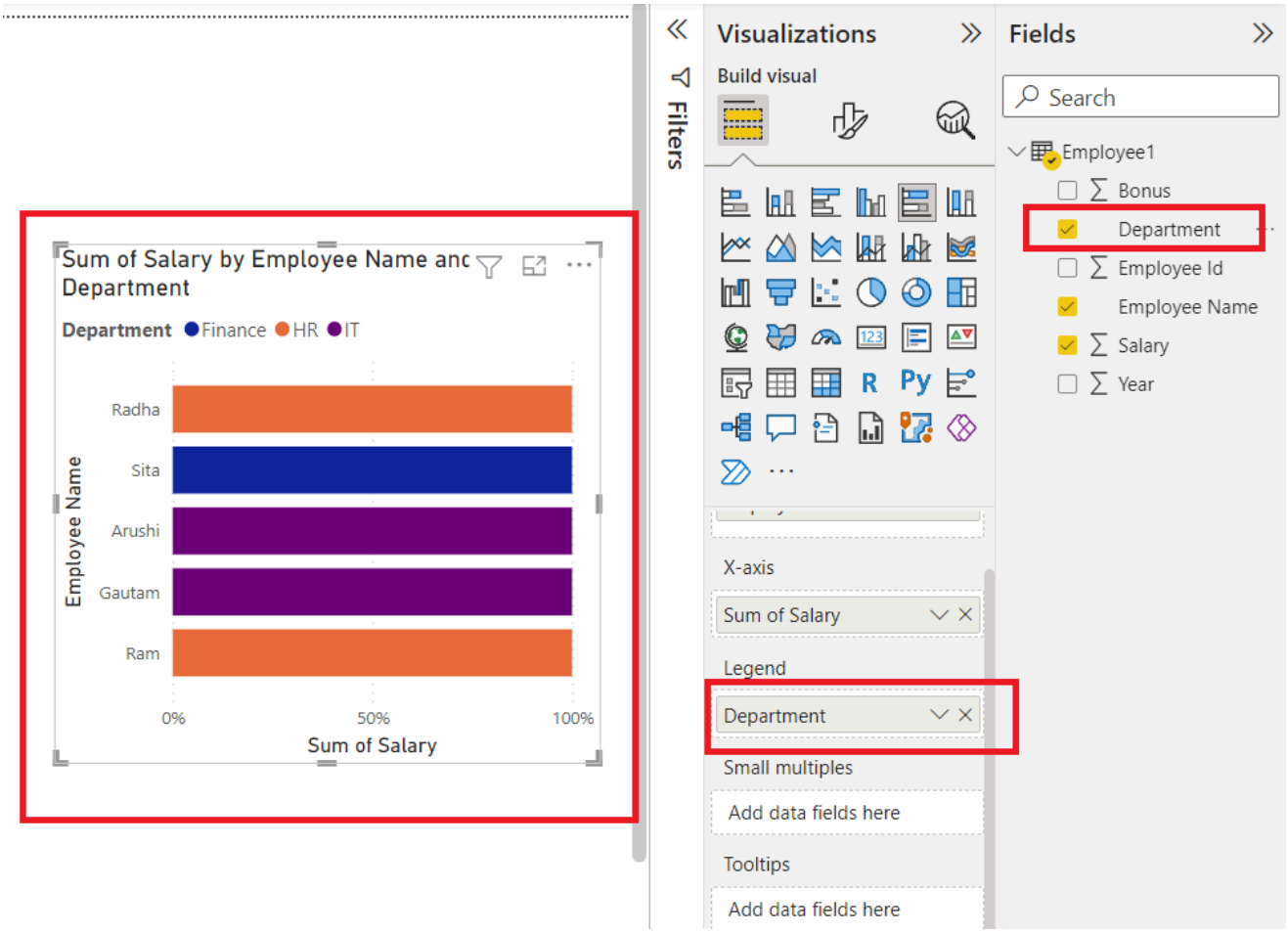


Step 6: This type of chart, work better, when we have multiple fields, in the **X-Axis. Drag** and **drop Bonus** in the **X-Axis**. Now, we can see that, how the **Bonus** and **Salary** proportions are related, in terms of percentages, and bars with each other.

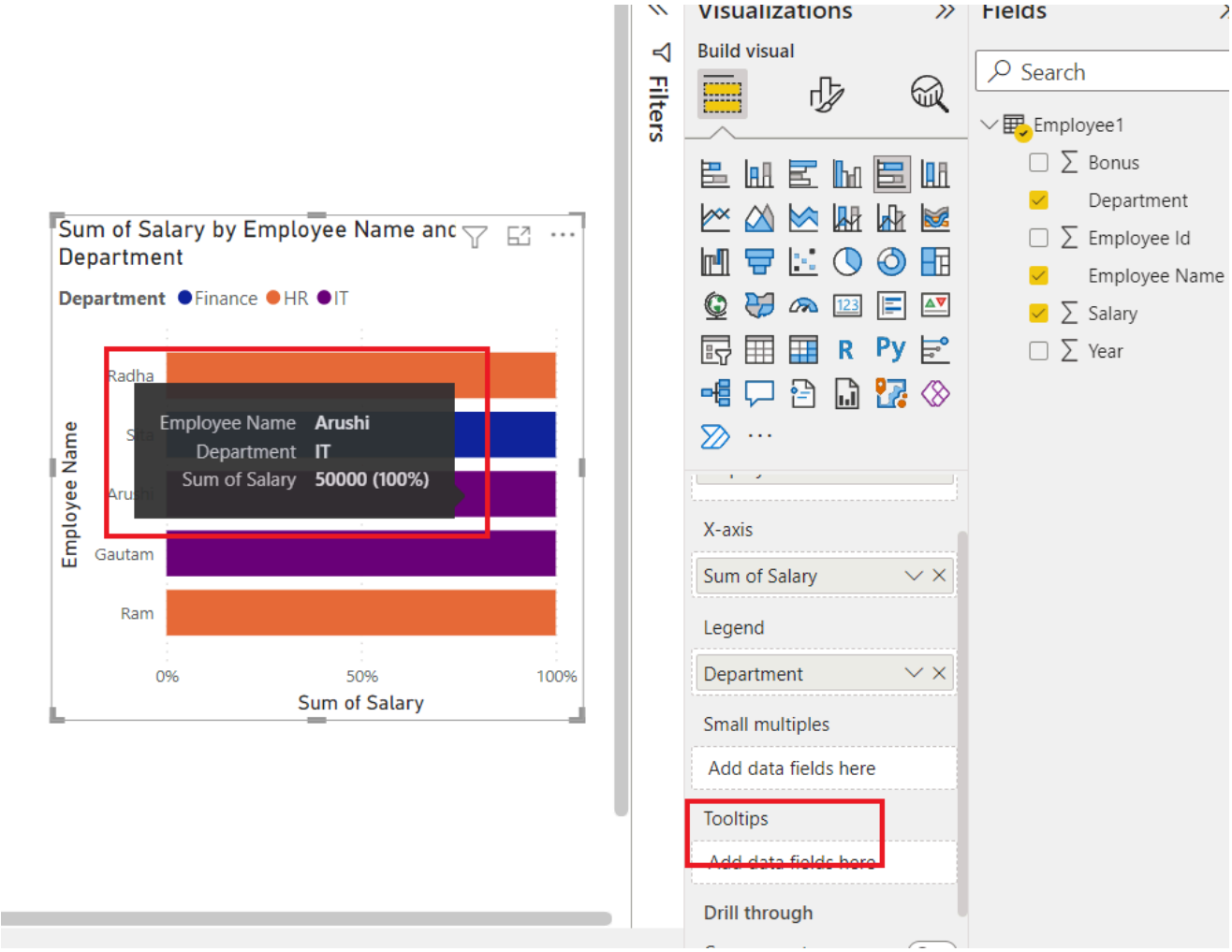
> *Note: If we add, multiple columns in the X-Axis, then we cannot avail the features of **legends** in it. So, in further steps we will remove the Bonus column, to explore more about 100% stacked bar chart.*



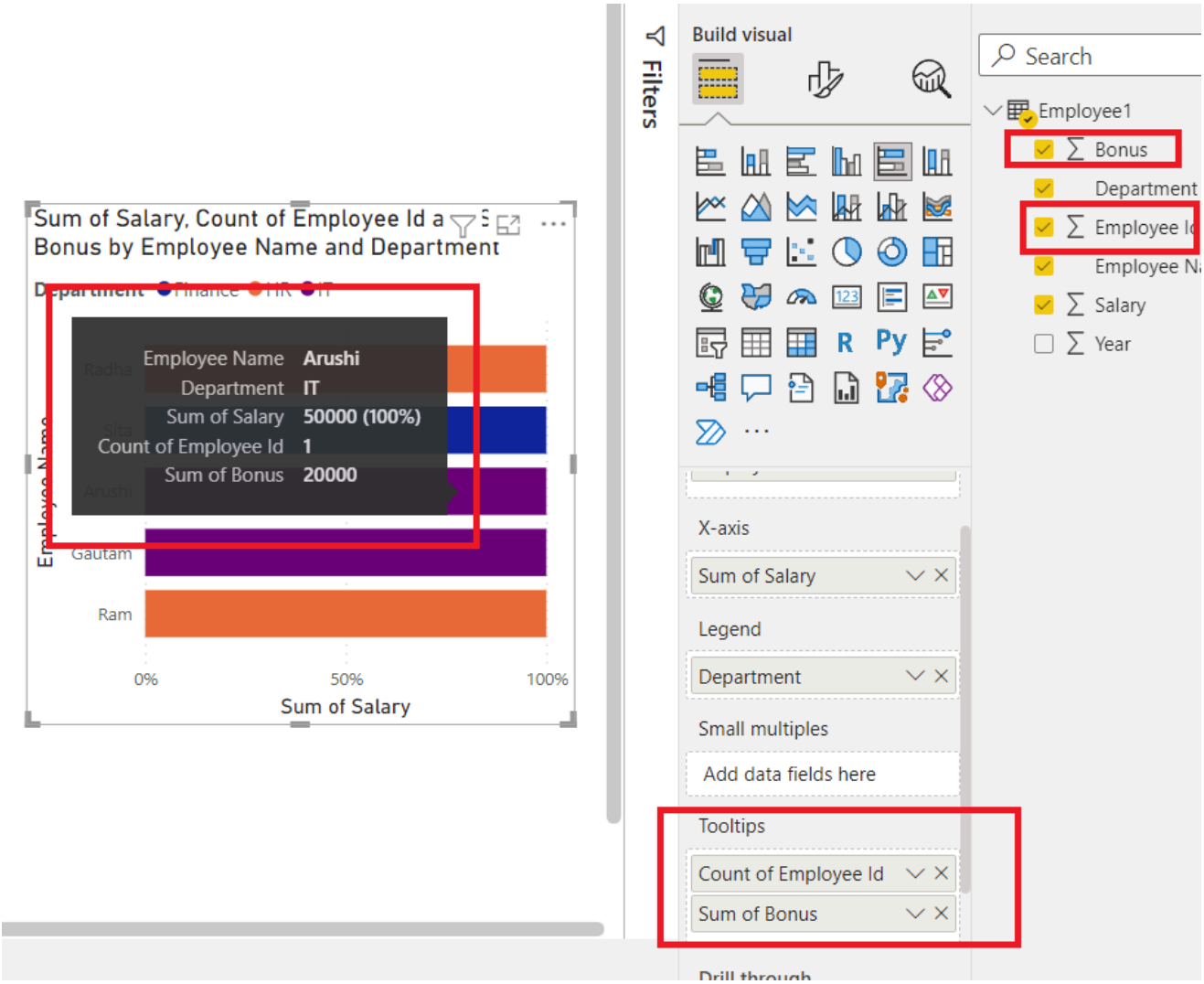
Step 7: Legends, help sub-categorize the data. It is preferred to use legends, on categorical data. **Drag** and **drop Department**, under the Legend section. We can see in the image, that, each department, gets its own color. For example, the **IT** department got a **purple** color, and hence the **Salary** of **Arushi** and **Gautam** is shown in **purple**.



Step 8: Our next task, is to add **Tooltips** in the 100% stacked column chart. **Tooltips** provide additional information that we want to see, whenever we hover at a data bar. In the below image, we can see that, we have hovered at employee name **Arushi**, and then we can view her name, department, and salary gained by her. Now, think what if we want to add **Employee Id,** and **Bonus** to this list?

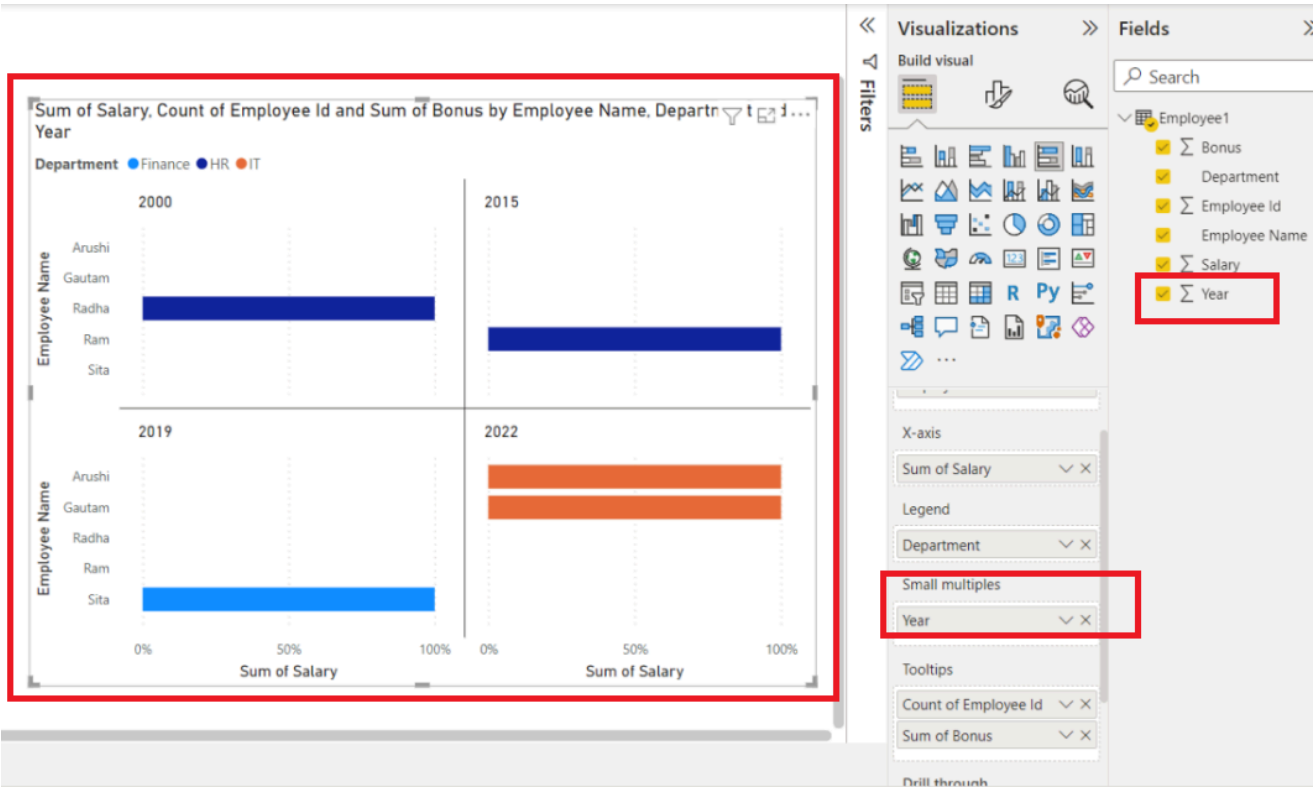


Step 9: Drag and **drop Employee Id** and **Bonus** under Tooltips. Now, again hover over **employee name Arushi**. We can see that **employee id 1**, and **Bonus, 20000** has been added to the list.



Step 10: Small multiple is a feature, introduced in **December 2020**. It helps segregate the graphs, on the basis of a measure. Small multiples create smaller versions of each graph. For example, if we are adding **Year** in the small multiples, then each year present in the dataset, will display a separate graph, as shown in the image. We have successfully created a 100% stacked column chart in Power BI.

> *Note: Line charts, bar charts, stacked area chart, and different combined combinations chart also have small multiples feature.*



Comment More info

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Power BI - Create 100% Stacked Bar Chart

Last Updated : 17 Feb, 2023

Power BI 100% stacked bar chart is used to display the relative percentage of multiple data series in stacked bars, where each stacked bar's total (cumulative) always equals 100%. In other words, A 100% stacked bar chart in power bi is a type designed to show the relative chance of multiple data series in stack bars, where the aggregate(accretive) of each stack bar always equals 100. A 100% stack bar chart shows a part-to-whole relationship like a pie chart. Still, unlike a pie chart, a 100% stacked bar chart can show how proportions change over time. 100 Stack Bar Graphs show the chance- of- the- total by conniving the chance of each value to the total quantum in each group. This makes it easier to see the relative differences between amounts in each group.

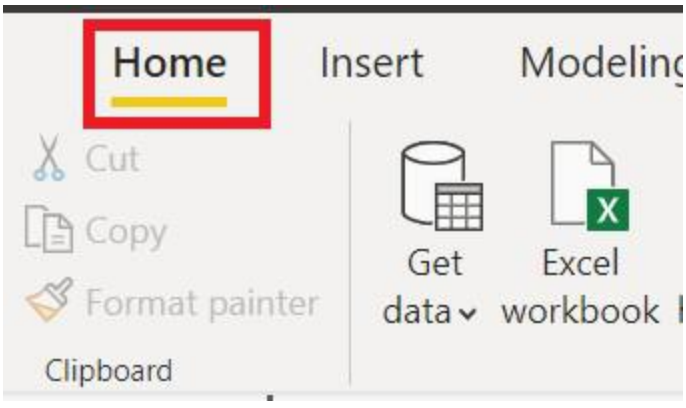
Steps to Create a 100% Stacked Bar Chart

To create the chart Import the data set to the Power Bi. The dataset used to create a 100% stacked bar chart is here. Below is the screenshot of the same dataset:

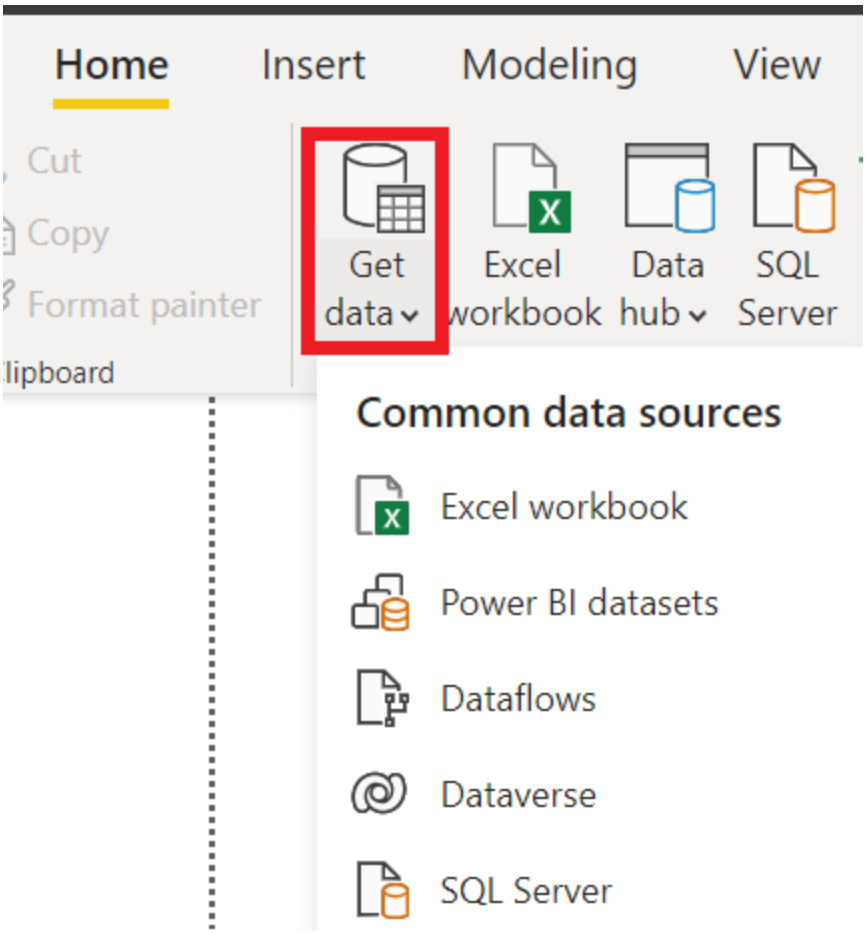
A1 | Product

	A	B	C	D	E
1	**Product**	**Zone**	**Sales**		
2	Office Table	Central	1164.45		
3	Coffee Machine	Central	22.23		
4	Coffee Machine	Central	13.99		
5	Coffee Machine	Central	14.26		
6	Coffee Machine	Central	22.85		
7	Coffee Machine	Central	506.39		
8	Office Table	Central	6276.34		
9	Desktop	Central	2664.4		
10	Office Table	Central	1526.68		
11	Desktop	Central	1952.56		
12	Office Table	Central	10.23		
13	Coffee Machine	Central	217.23		
14	Office Table	Central	193.59		
15	Office Table	Central	929.57		
16	Coffee Machine	Central	221.24		
17	Coffee Machine	Central	46.65		
18	Coffee Machine	Central	164.71		
19	Coffee Machine	Central	79.68		
20	Coffee Machine	Central	53.26		
21	Desktop	Central	203.49		
22	Desktop	Central	2356.01		
23	Coffee Machine	Central	3108.98		
24	Coffee Machine	Central	12599.55		
25	Coffee Machine	Central	34.65		
26	Desktop	Central	85.79		
27	Coffee Machine	Central	58.8		
28	Office Table	Central	120.47		
29	Coffee Machine	Central	1599.96		
30	Coffee Machine	Central	197.59		
31	Desktop	Central	33.04		
32	Coffee Machine	Central	27.45		
33	Coffee Machine	Central	109.74		

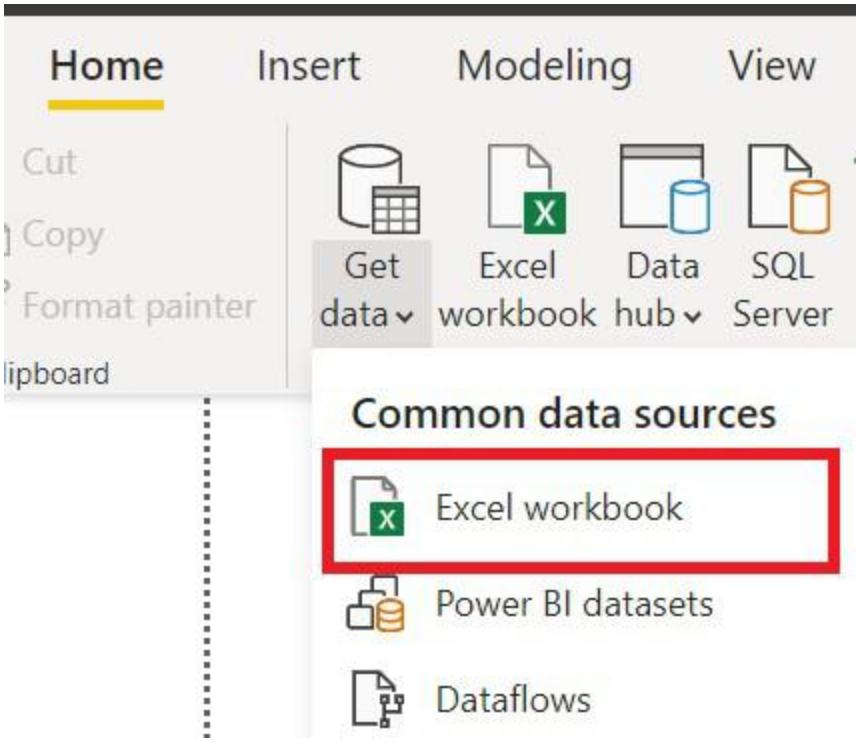
Step 1: Click under the home tab,



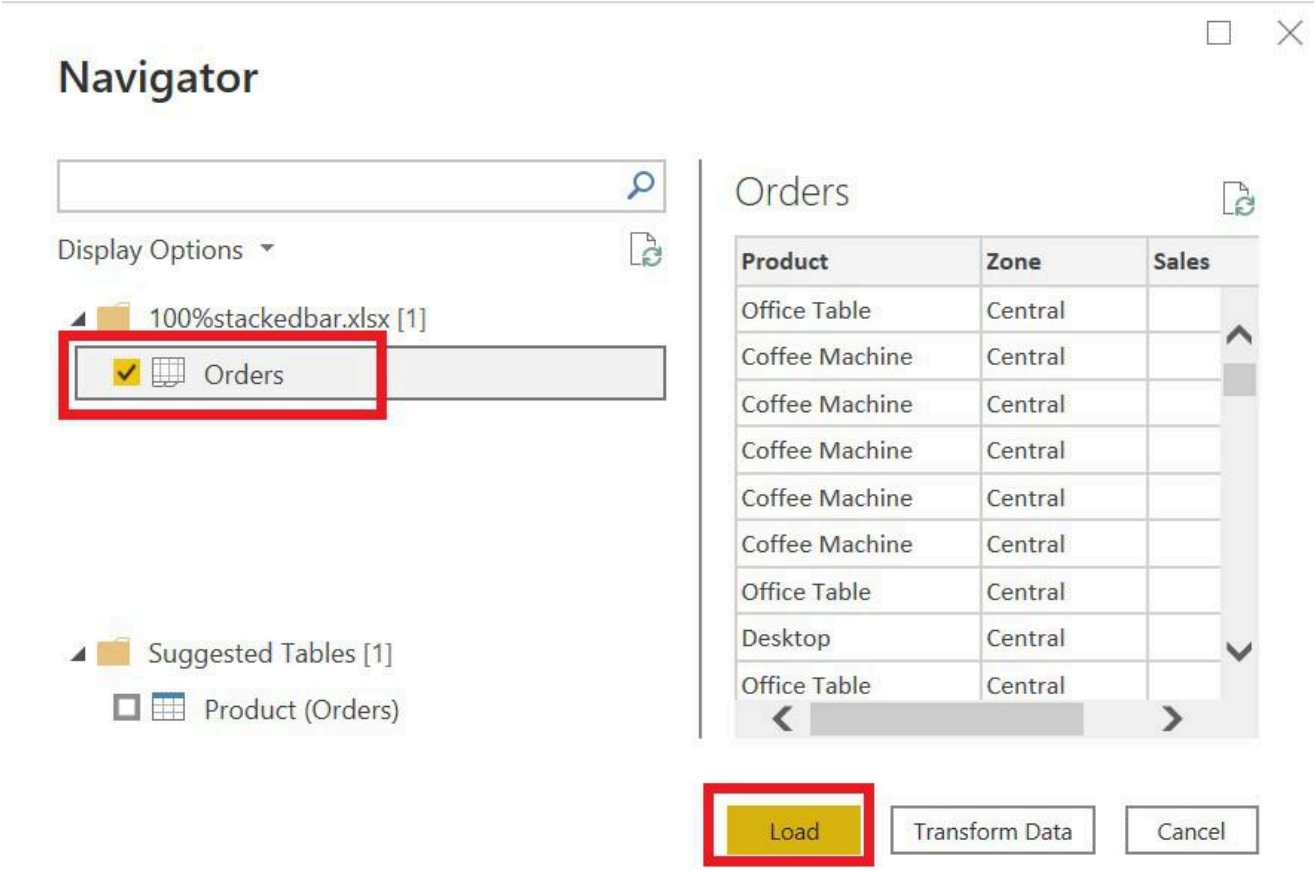
Step 2: Click on Get Data.



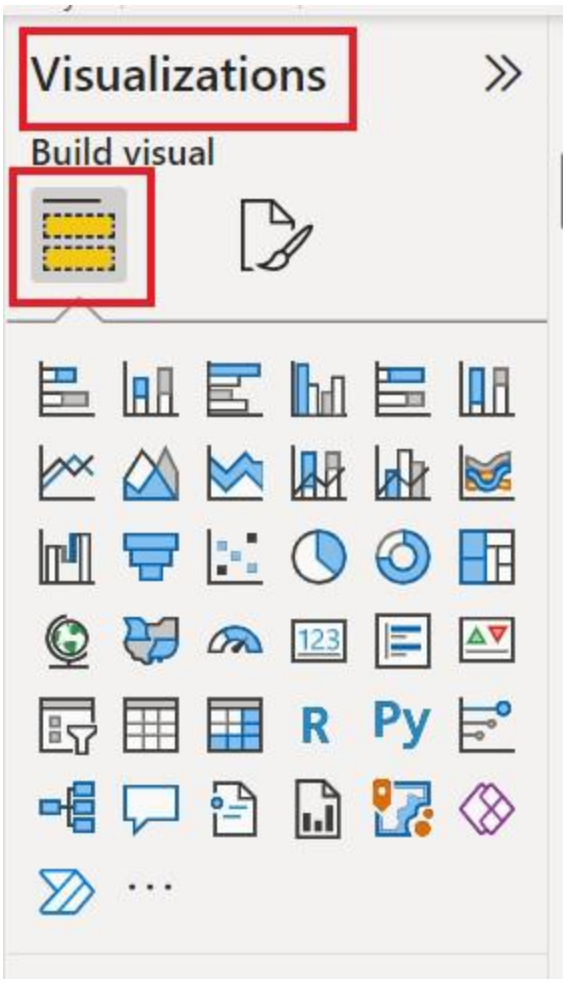
Step 3: Click on Excel Workbook and open the file from the file location.



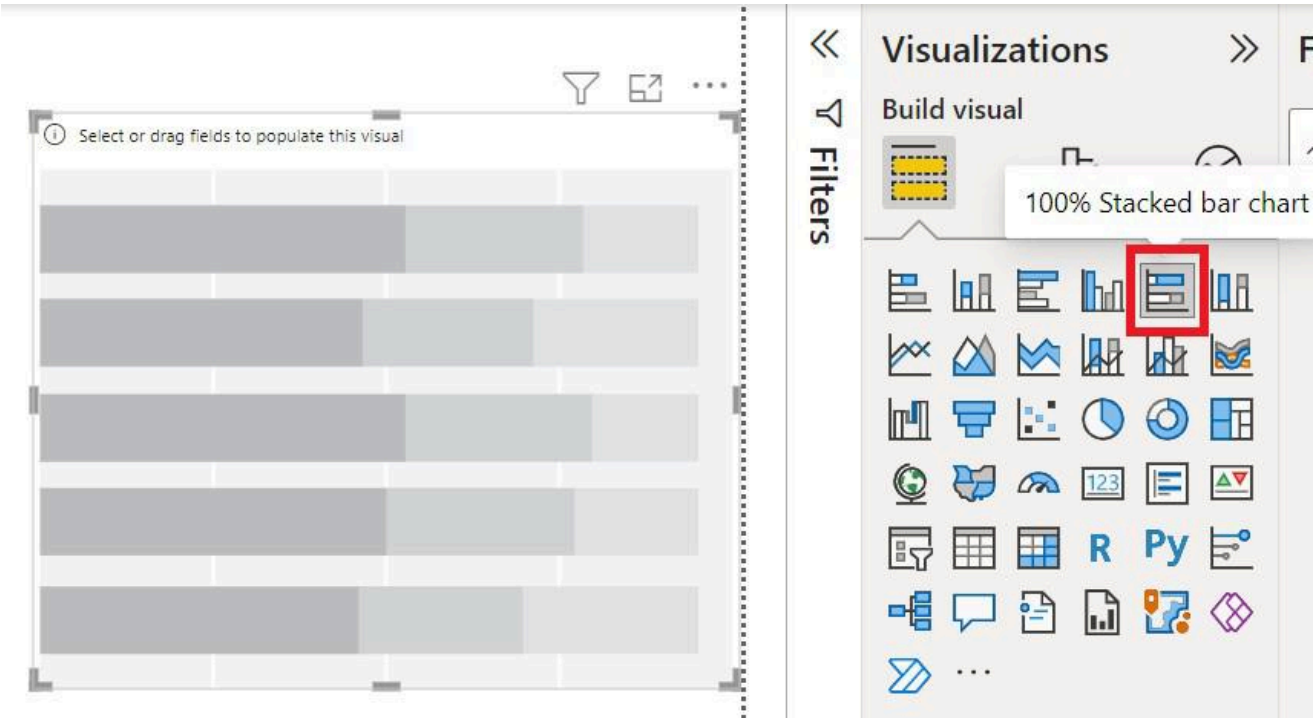
Step 4: Select the sheet and click on Load to import.



Step 5: To make a 100% stack bar chart, Under visualization click on Build Visuals.



Step 6: Select the 100% stack bar chart and resize it if needed.

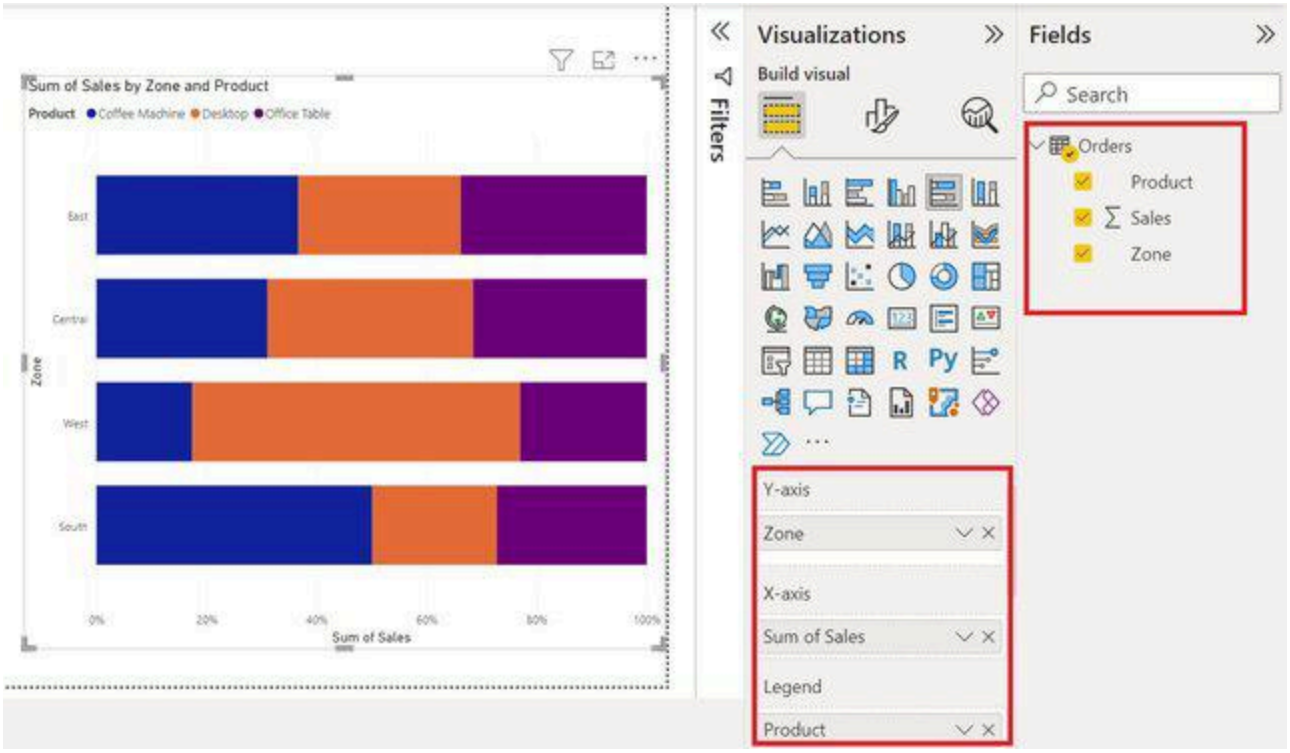


Step 7: To fill the data on the chart, Click on Fields and Drag and drop the values as shown below,

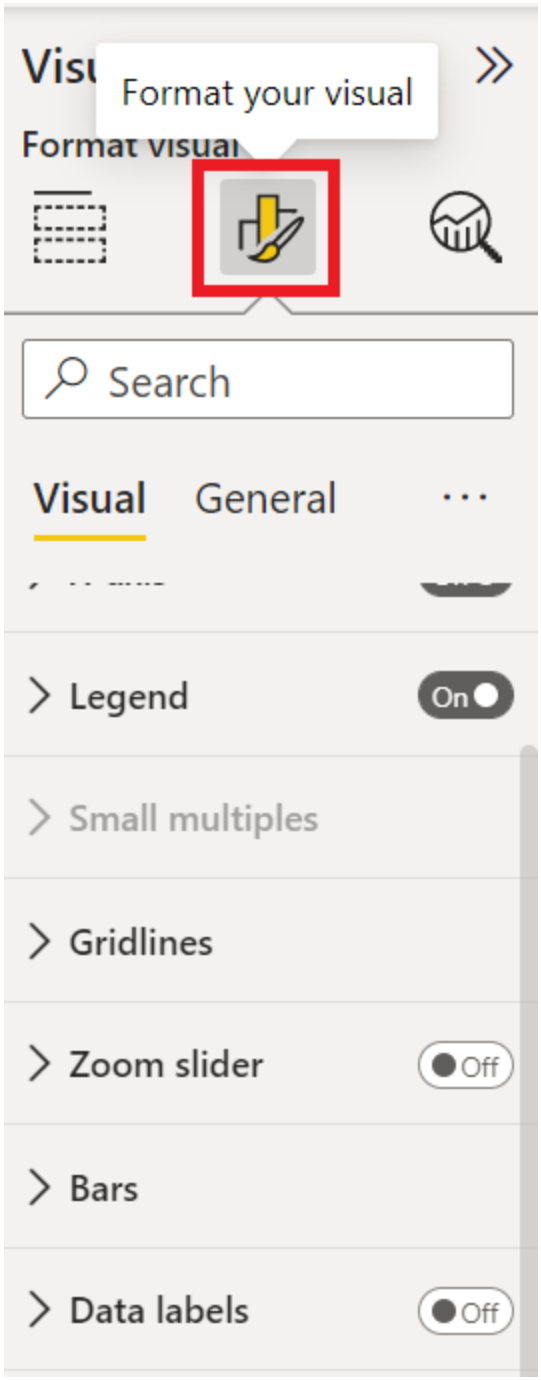
Y-Axis: *Using this section allows you to modify the appearance of the Y-Axis section of this chart.*

X-Axis: *Using this section allows you to modify the appearance of the X-Axis section of this chart.*

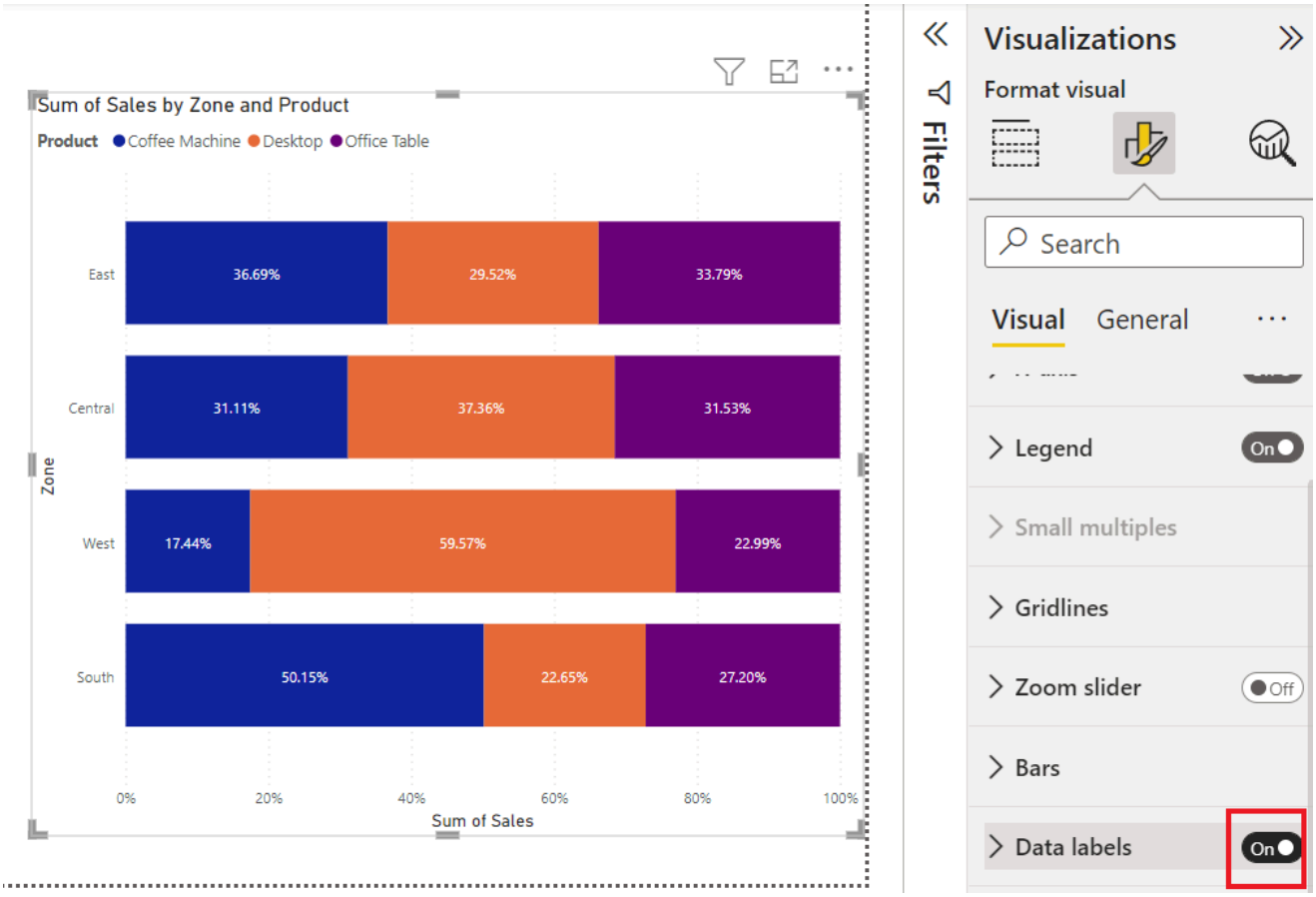
Legend*: It is used to specify the Column and divide the Horizontal Bars.*



To see the Percentage of each bar, Click on Format Visuals.



- Make the Data Label 'On'.



Merits and Demerits

This kind of chart is more applicable to use when it's important to know what the chance breakdown of each order is; as it fluently shows the probabilities composition of each bar. When the bars in the normal stacked bar chart aren't the same height, as the figures differ, the 100% stacked bar chart can help to compare the probabilities between the bars in a visual way that removes the differences in numbers.

The demerit of a 100% stacked bar chart is that it does not show the total number of each section and it isn't possible to look at the chart and have a suggestion of how numerous particulars there were in any section. It's important to suppose about the purpose of the chart before deciding which kind to use.

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Power BI - Format Stacked Bar Chart

Last Updated : 05 Feb, 2023

Formatting is a technique to enhance the looks of the charts by giving a cosmetic appearance to the chart title and chart legend. Titles are given to the X and Y axis to add clarity for the user. Formatting commands are applied to a chart for the identical reason they're applied to a worksheet. they create the chart easier to read. However, formatting techniques also facilitate chart quality and explain the data in a chart.

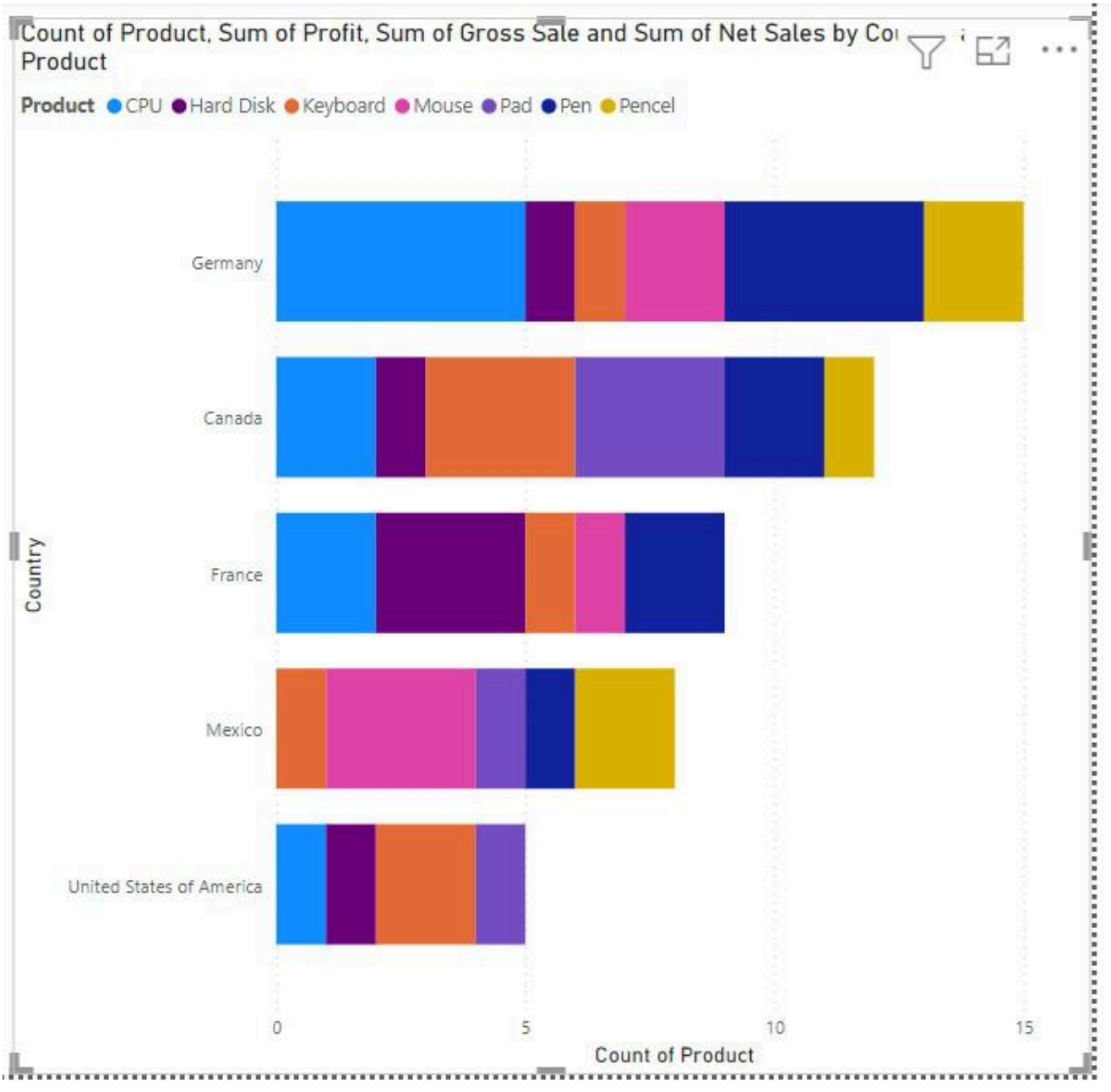
Stacked Bar Chart

A Stacked Bar Chart is drawn using the sample excel sheet below. Below is the dataset mentioned and the link to the dataset is here.

	A	B	C	D	E	F	G	H	I
1	Segment	Country	Product	Qty Sold	Unit Price	Gross Sale	Unit Cost	Net Sales	Profit
2	Government	Canada	Pen	20	21.00	420.00	20	400	20.00
3	Government	Germany	Pen	15	2.00	30.00	1	15	15.00
4	Midmarket	France	Pen	1999	5.00	9995.00	3	5997	3998.00
5	Midmarket	Germany	Pen	350	7.00	2450.00	1	350	2100.00
6	Midmarket	Mexico	Pen	12	13.00	156.00	8	96	60.00
7	Government	Germany	Pen	7	12.00	84.00	10	70	14.00
8	Midmarket	Germany	Pen	15	3.00	45.00	1	15	30.00
9	Channel Partn	Canada	Pen	120	44.00	5280.00	40	4800	480.00
10	Government	France	Pen	15	21.00	315.00	11	165	150.00
11	Channel Partn	Germany	Pencel	7	34.00	238.00	20	140	98.00
12	Midmarket	Mexico	Pencel	22	21.00	462.00	11	242	220.00
13	Enterprise	Canada	Pencel	12	56.00	672.00	23	276	396.00
14	Small Business	Mexico	Pencel	15	55.00	825.00	22	330	495.00
15	Government	Germany	Pencel	20	77.00	1540.00	33	660	880.00
16	Enterprise	Canada	Pad	800	89.00	71200.00	81	64800	6400.00
17	Midmarket	United States of A	Pad	7	9.00	63.00	3	21	42.00
18	Government	Canada	Pad	125	76.00	9500.00	75	9375	125.00
19	Midmarket	Mexico	Pad	12	45.00	540.00	21	252	288.00
20	Channel Partn	Canada	Pad	150	32.00	4800.00	31	4650	150.00
21	Government	Germany	Mouse	12	56.00	672.00	23	276	396.00
22	Channel Partn	Germany	Mouse	125	78.00	9750.00	45	5625	4125.00
23	Government	Mexico	Mouse	125	44.00	5500.00	42	5250	250.00
24	Midmarket	France	Mouse	300	32.00	9600.00	21	6300	3300.00
25	Small Business	Mexico	Mouse	12	12.00	144.00	11	132	12.00
26	Midmarket	Mexico	Mouse	15	45.00	675.00	30	450	225.00
27	Government	United States of A	Keyboard	312	67.00	20904.00	50	15600	5304.00

SampleDataSheet

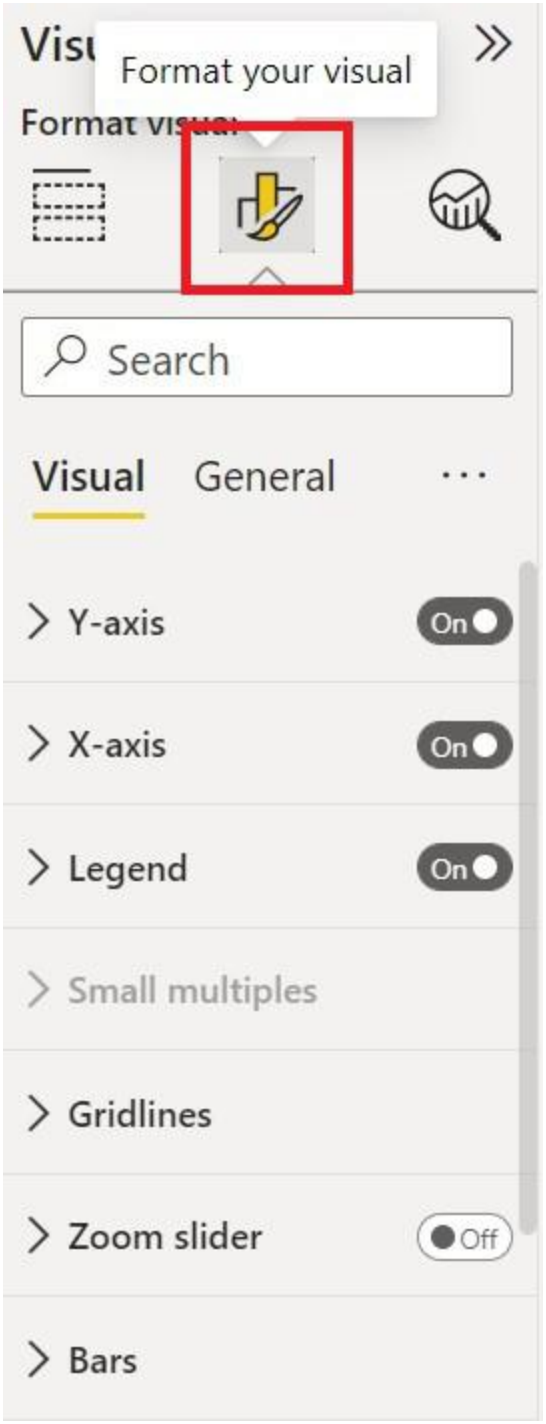
The stacked bar chart of the dataset is mentioned below:



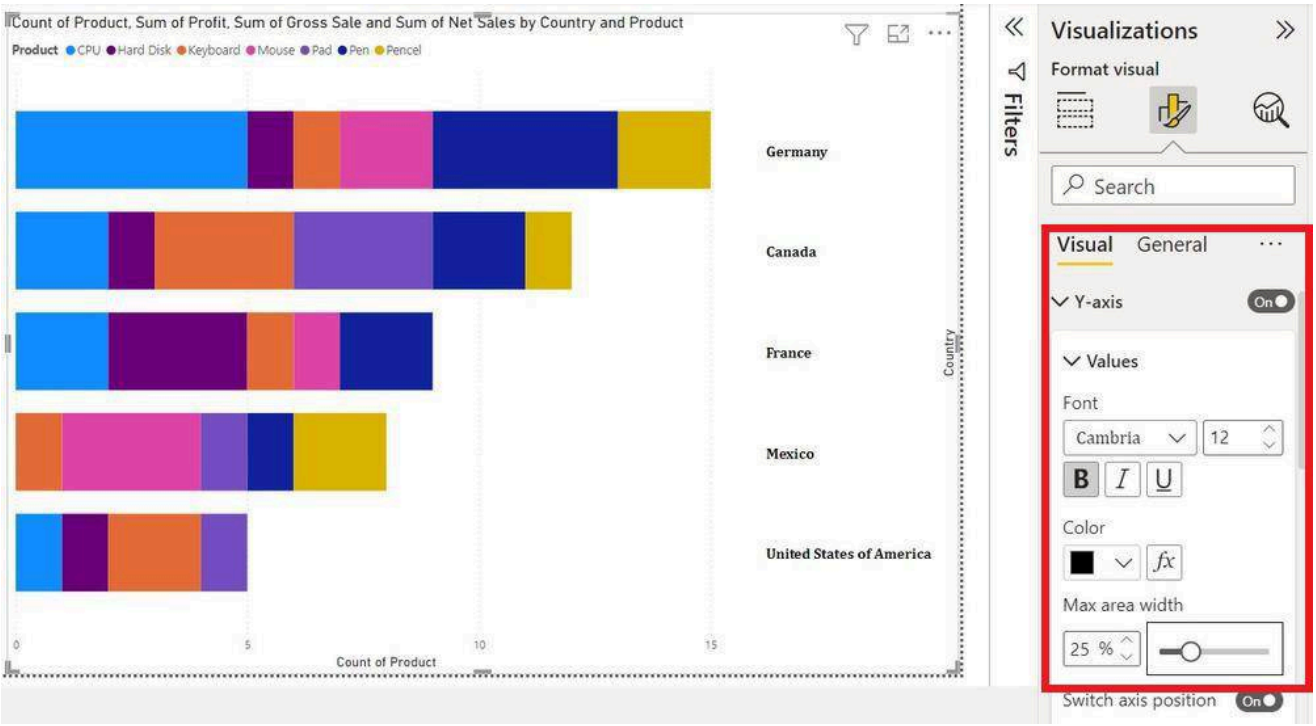
Steps to Format Stacked Bar Chart

Below are the steps that can be used to apply different formatting on the stacked bar chart formed:

- Click on the format icon under Visualization to format the chart.

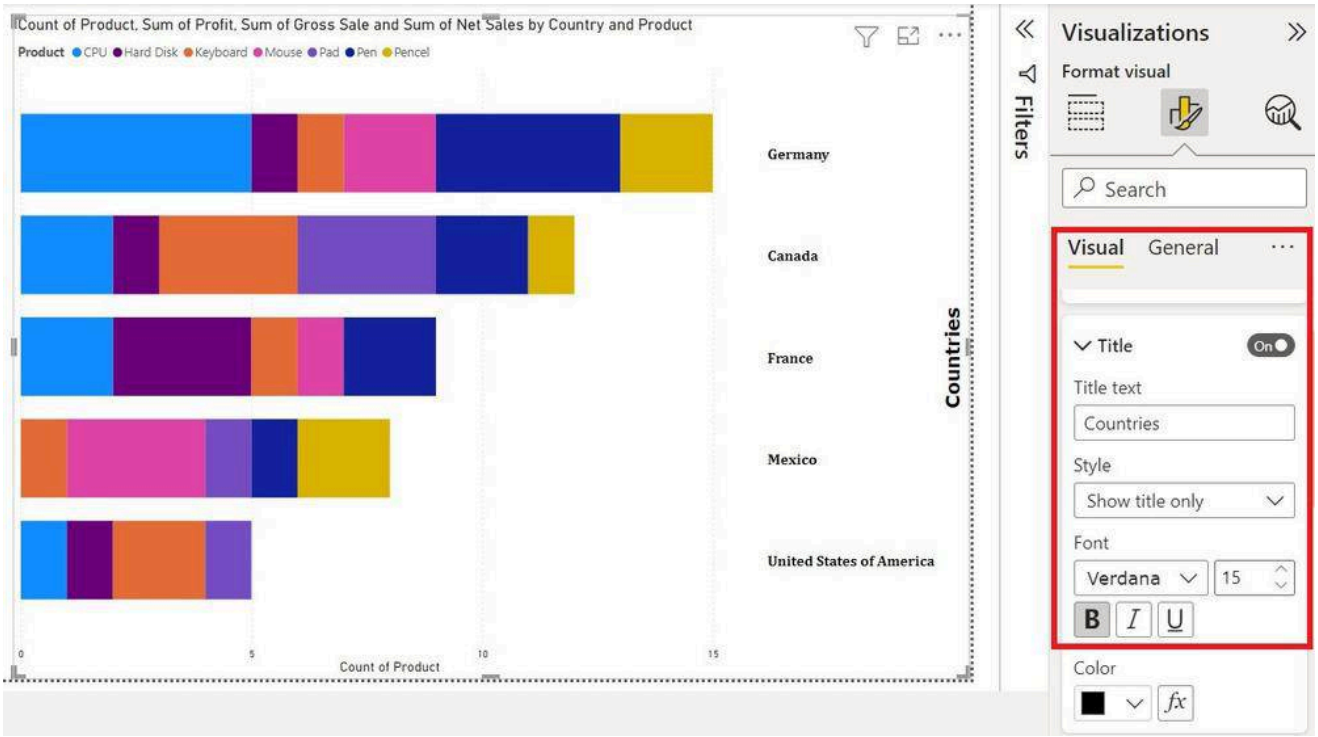


- To Format the y-axis 'Value' click on the drop-down of the Y-axis.



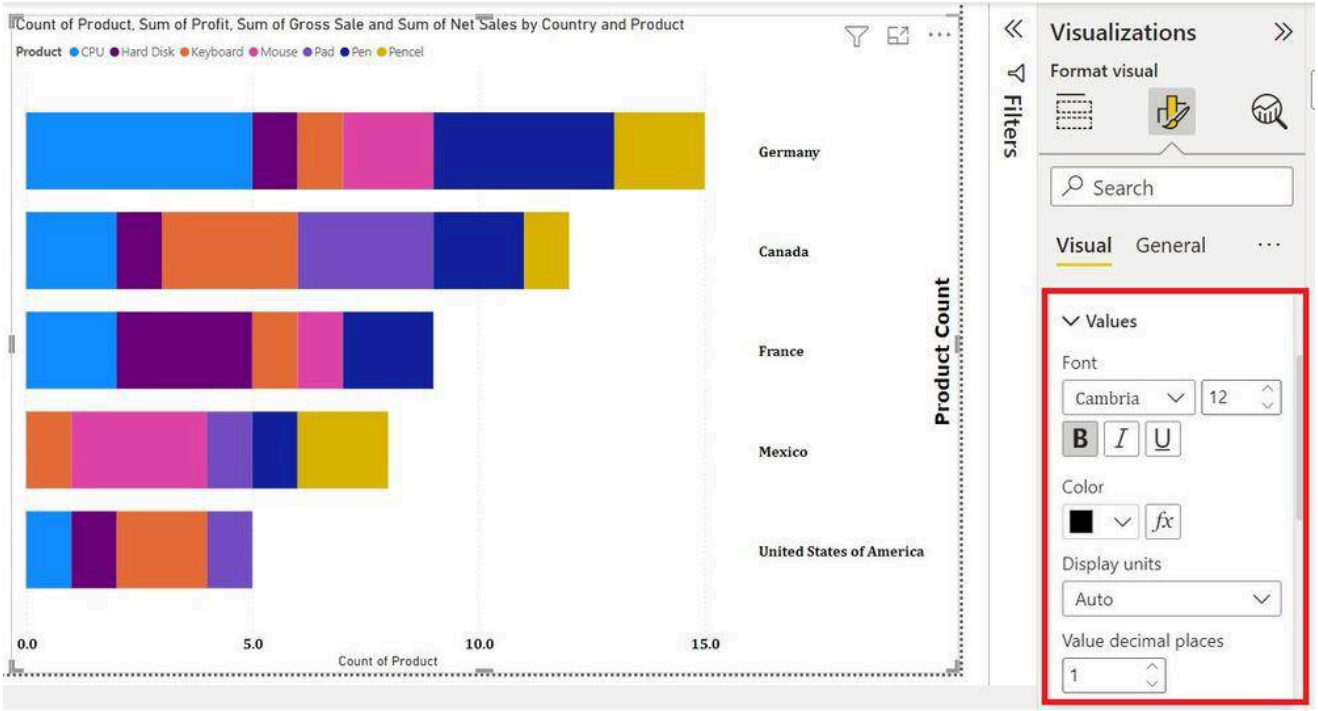
1. Fonts are changed to 'Cambria'
2. Font size is set to '12'
3. Fonts set to 'Bold'
4. Color set to 'Black'
5. Switch axis position 'ON'

- To Format the y-axis 'Title' click on the drop-down of the y-axis.



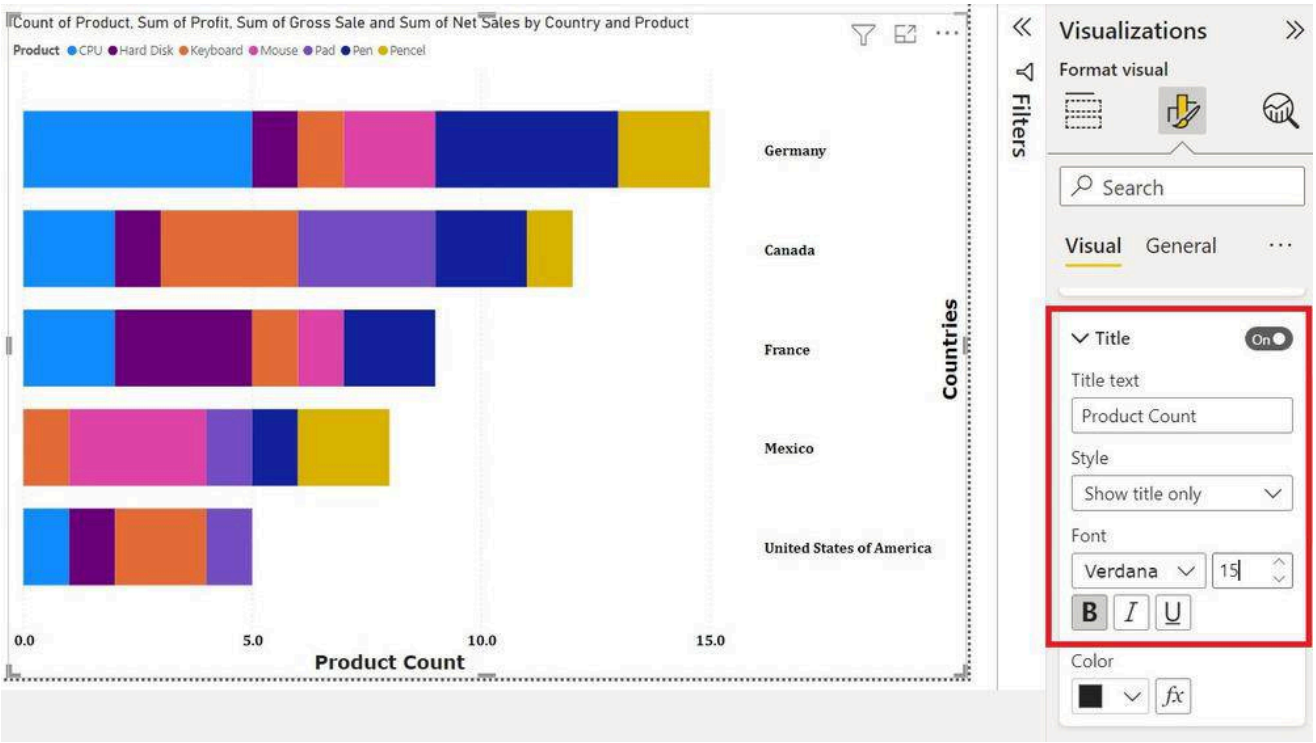
1. Title set to 'Countries'
2. Fonts are changed to 'Verdana'
3. Font sizes are set to '15'
4. Fonts set to 'Bold'
5. Color set to 'Black'

- To format x-axis 'values' click on the drop-down of the X-axis.



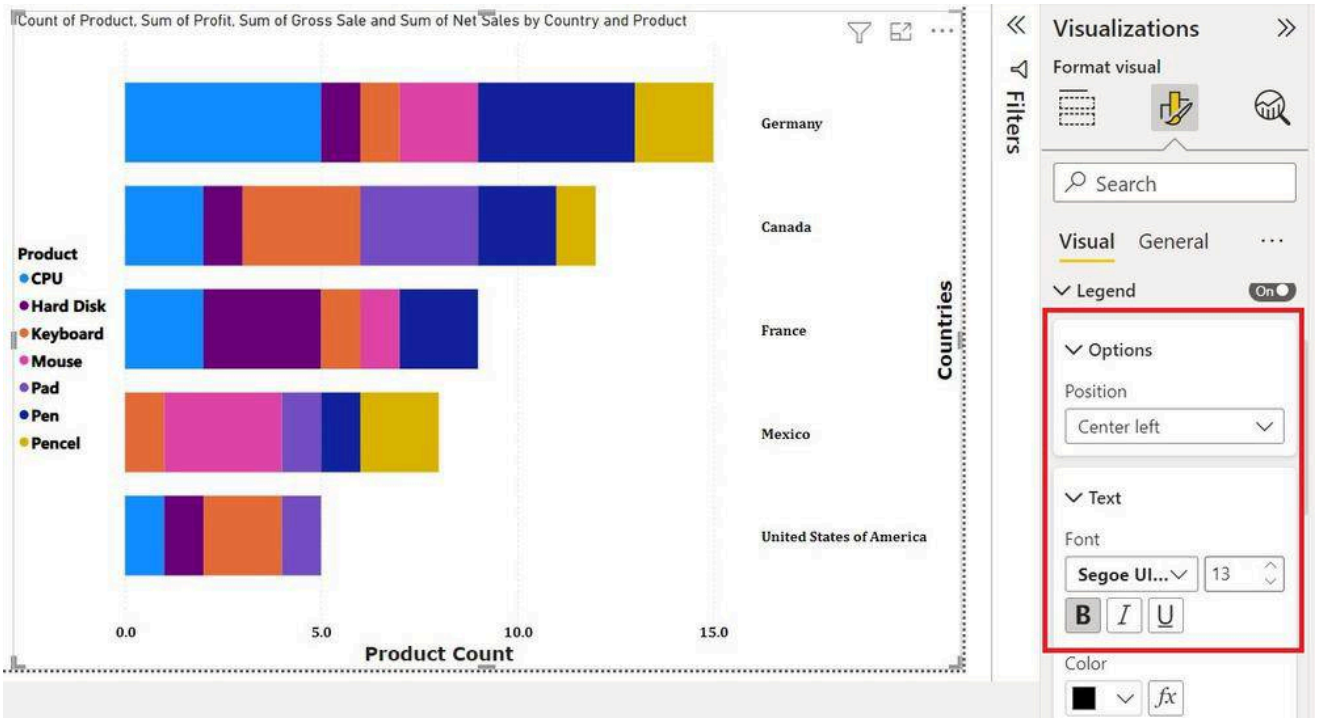
1. Fonts are changed to 'Cambria'
2. Font size is set to '12'
3. Fonts set to 'Bold'
4. Color set to 'Black'
5. Value Decimal Place to '1'

- To Format the x-axis 'Title' click on the drop-down of the X-axis.



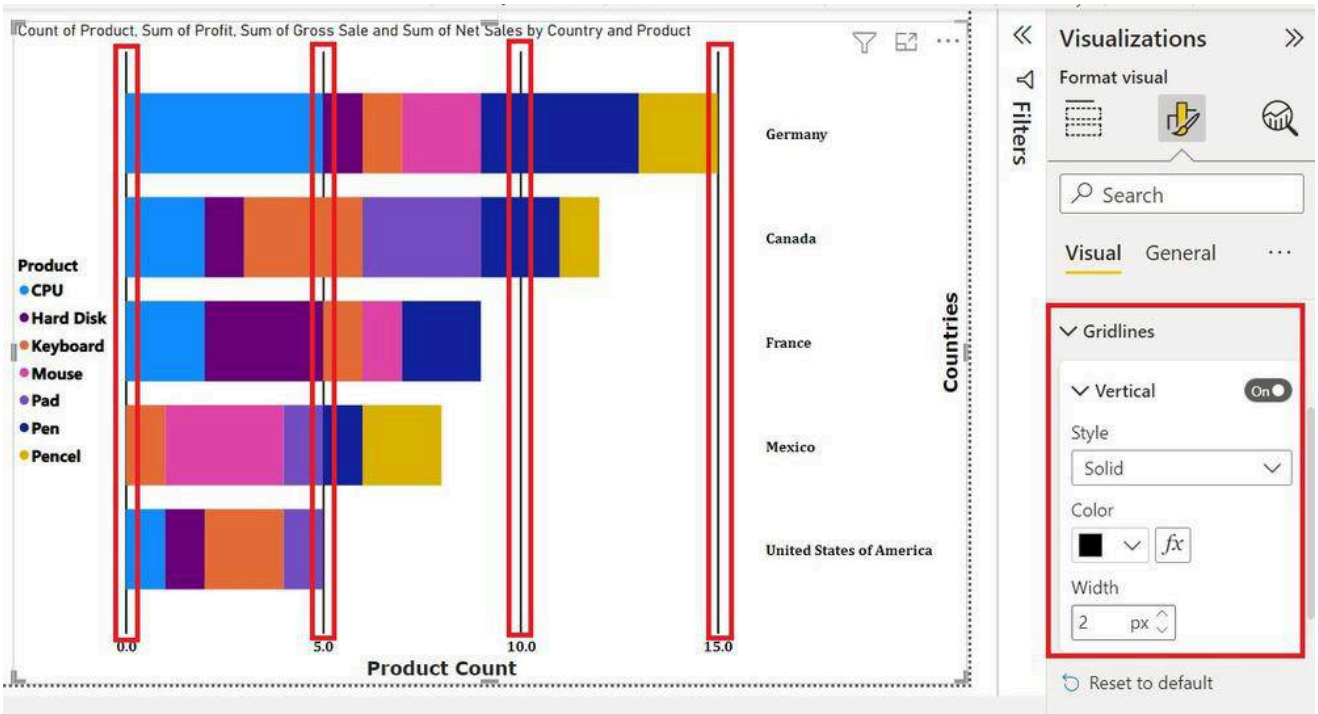
1. Title set to 'Product Count'
2. Fonts are changed to 'Verdana'
3. Font sizes are set to '15'
4. Fonts set to 'Bold'
5. Color set to 'Black'

- To change the Legend of the Bar chart.



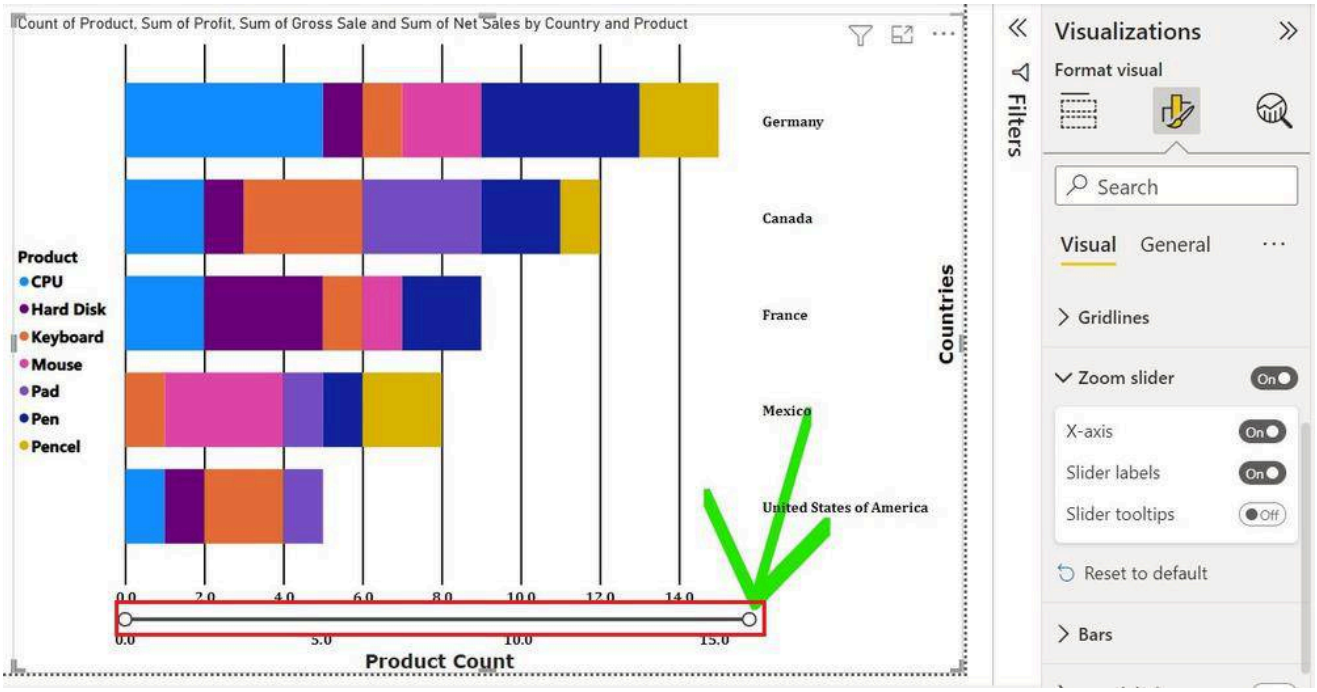
1. The position changed to 'Center left'
2. Fonts changed to 'Segoe UI Bold'
3. Fonts size to '13'
4. Color to 'Black'

- To add gridlines on the Chart, click on the dropdown Gridlines under Visuals.



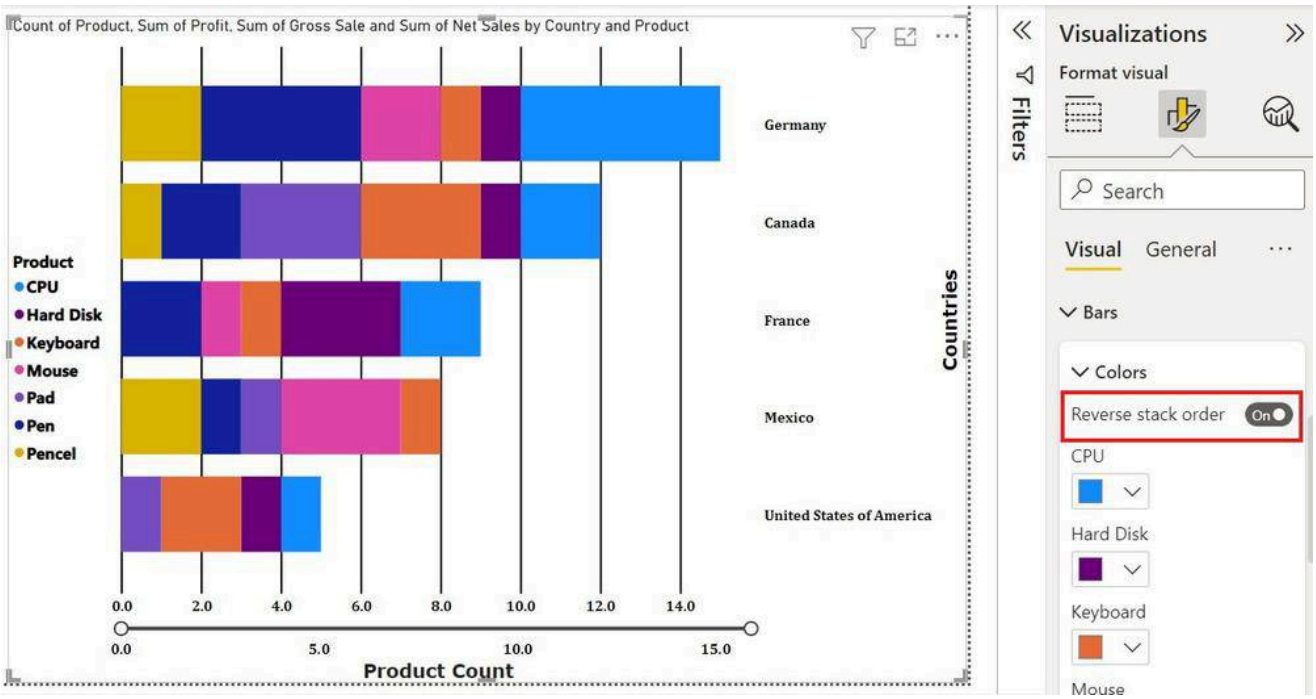
1. Style Changed to 'Solid'
2. The Color Changed to 'Black'
3. Width Changed to '2'

- To get Slider on Values 'ON' Zoom Slider.



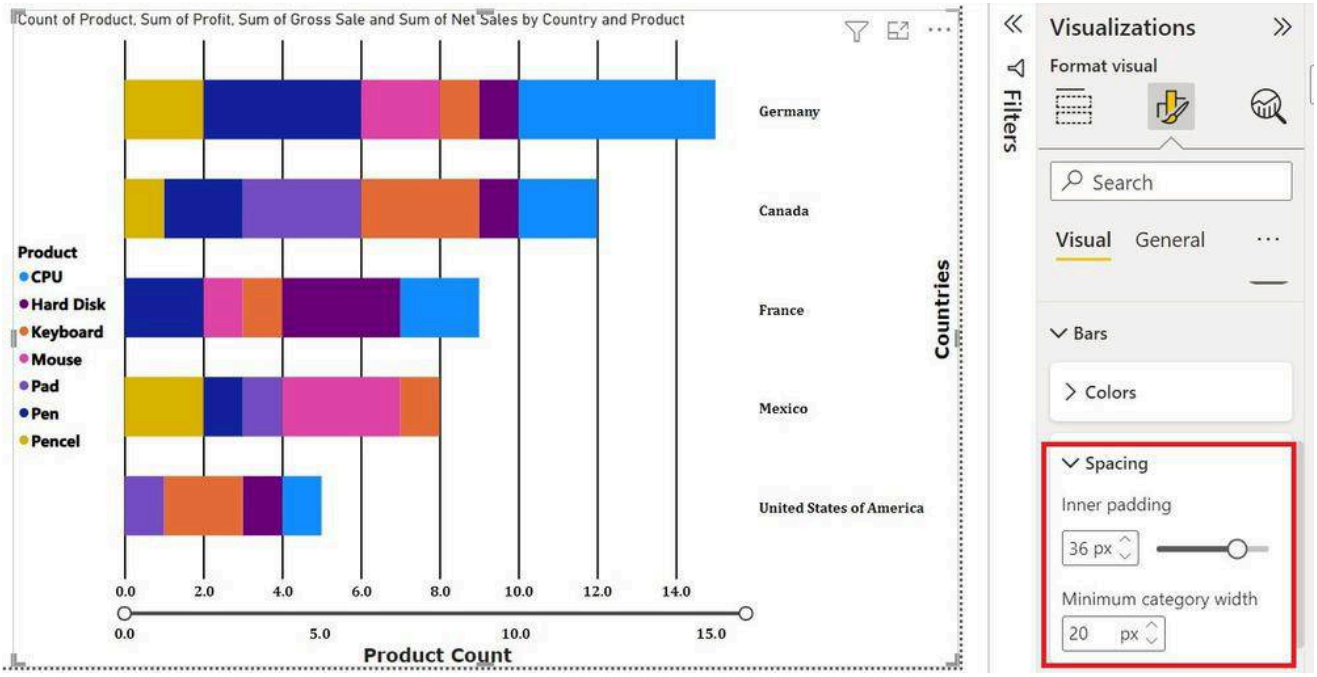
1. Slider on x-axis 'on'
2. Slider labels are 'on'
3. Green Arrow shows the Position for sliding the Bars

- To change the bar Color or stack click on the bar under the visualization.



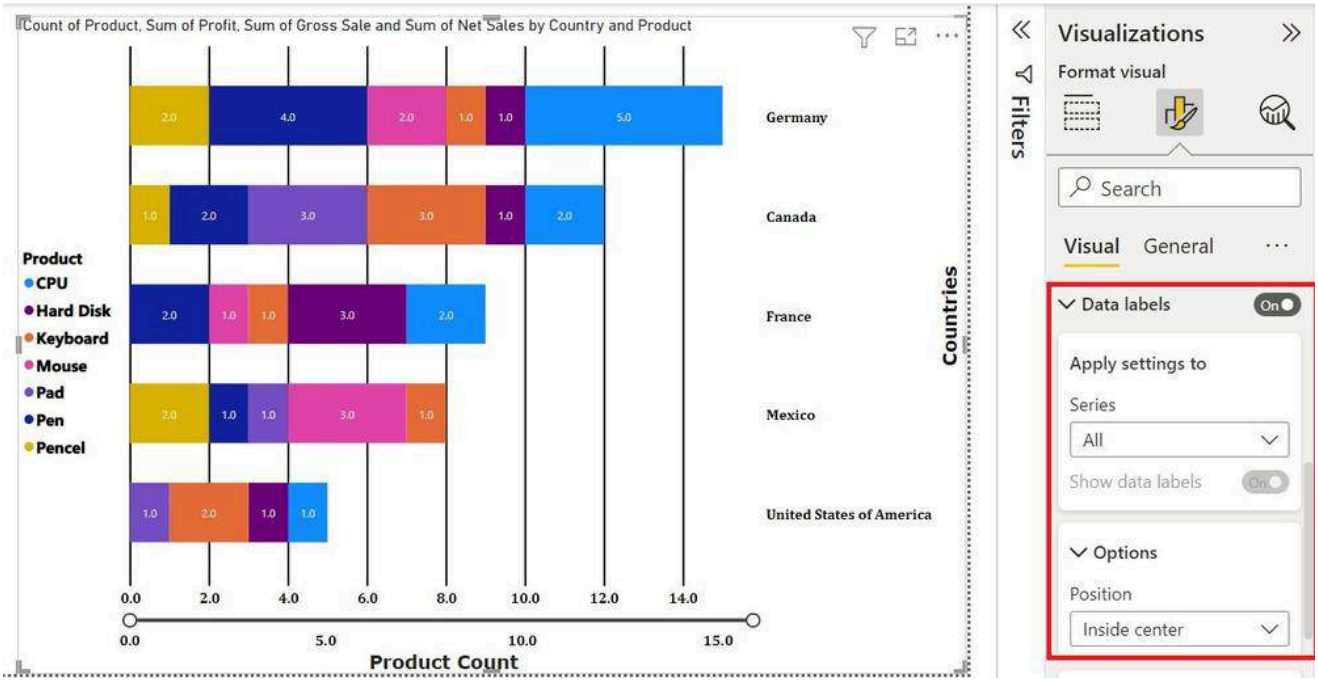
1. The reverse Stack is 'ON'
2. No colors are changed

- To change the Space between the bar click on Spacing



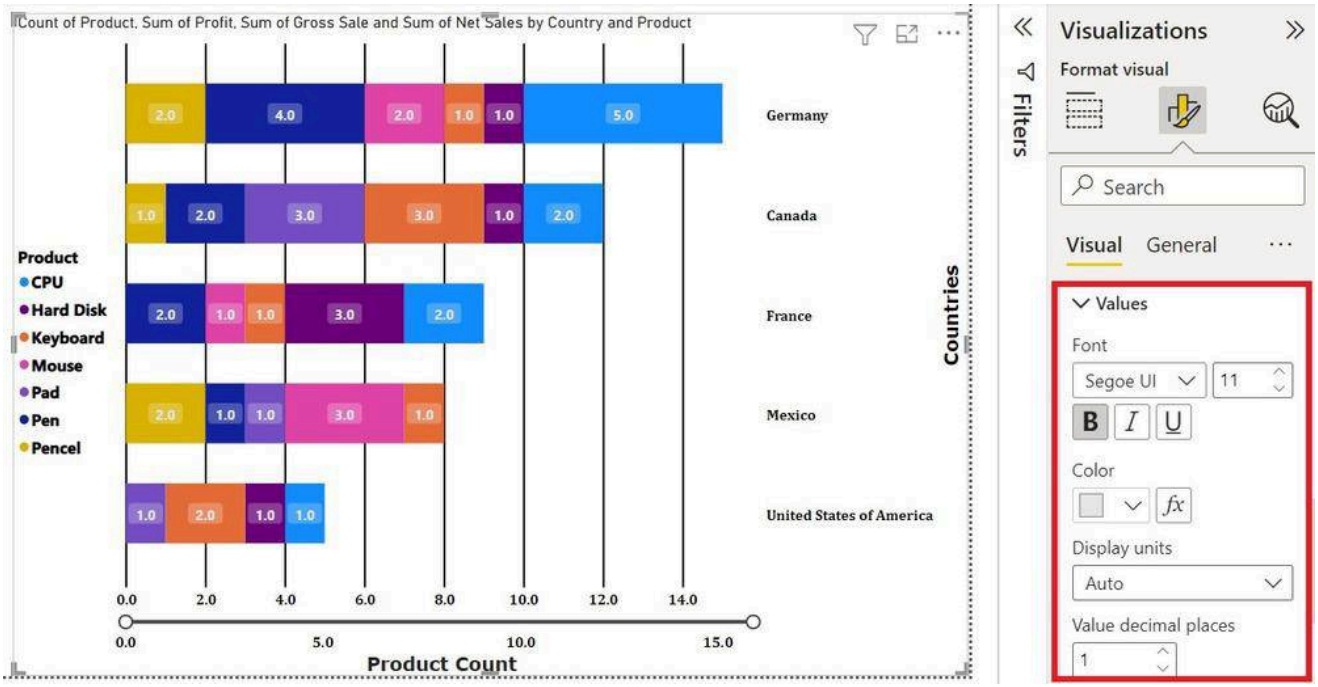
1. Inner Padding Changed to '36px'
2. Minimum width to '20px'

- To Show Values of each type on bars click on Data Labels.



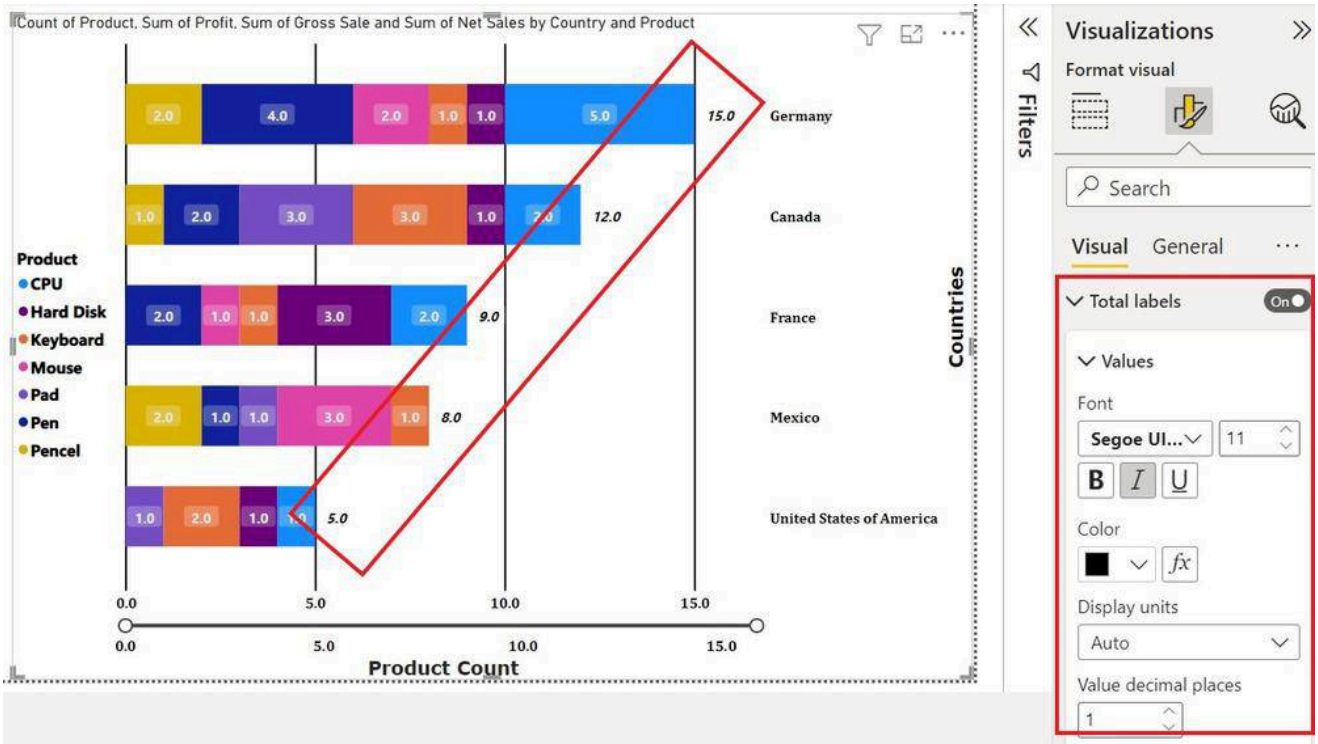
1. Series are applied to 'All'.
2. The position is set to 'Inside Center'.

- To change the font and color of the data label click under 'Values'.



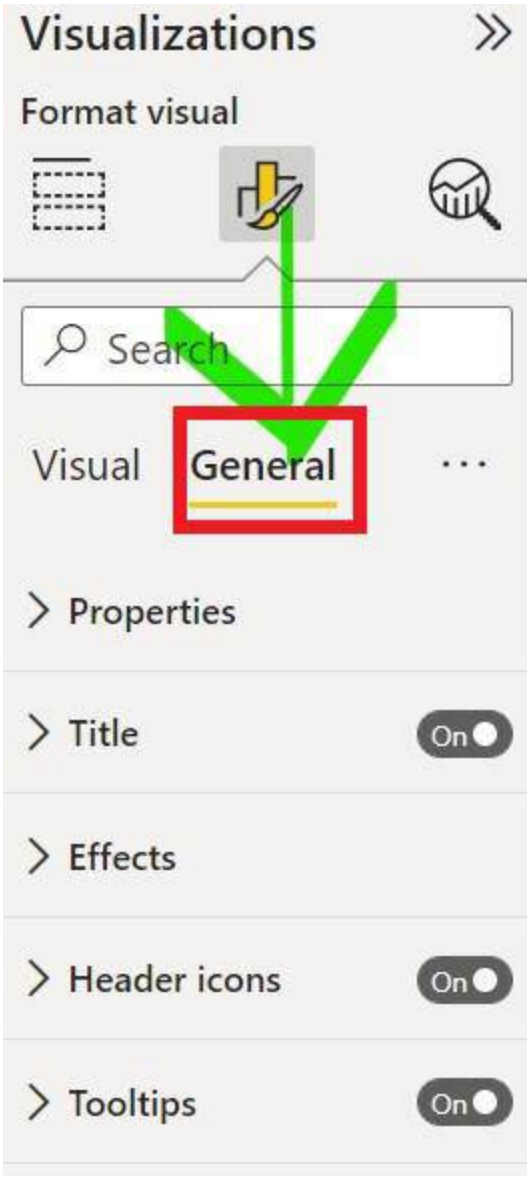
1. Fonts changed to 'Segoe UI'
2. Font size changed to '11'
3. Font Style 'Bold'
4. The color changed to 'Grey'
5. Decimal Place to '1'
6. Background Transparency '76'

- To show totals of Each bar 'on' Total Labels.

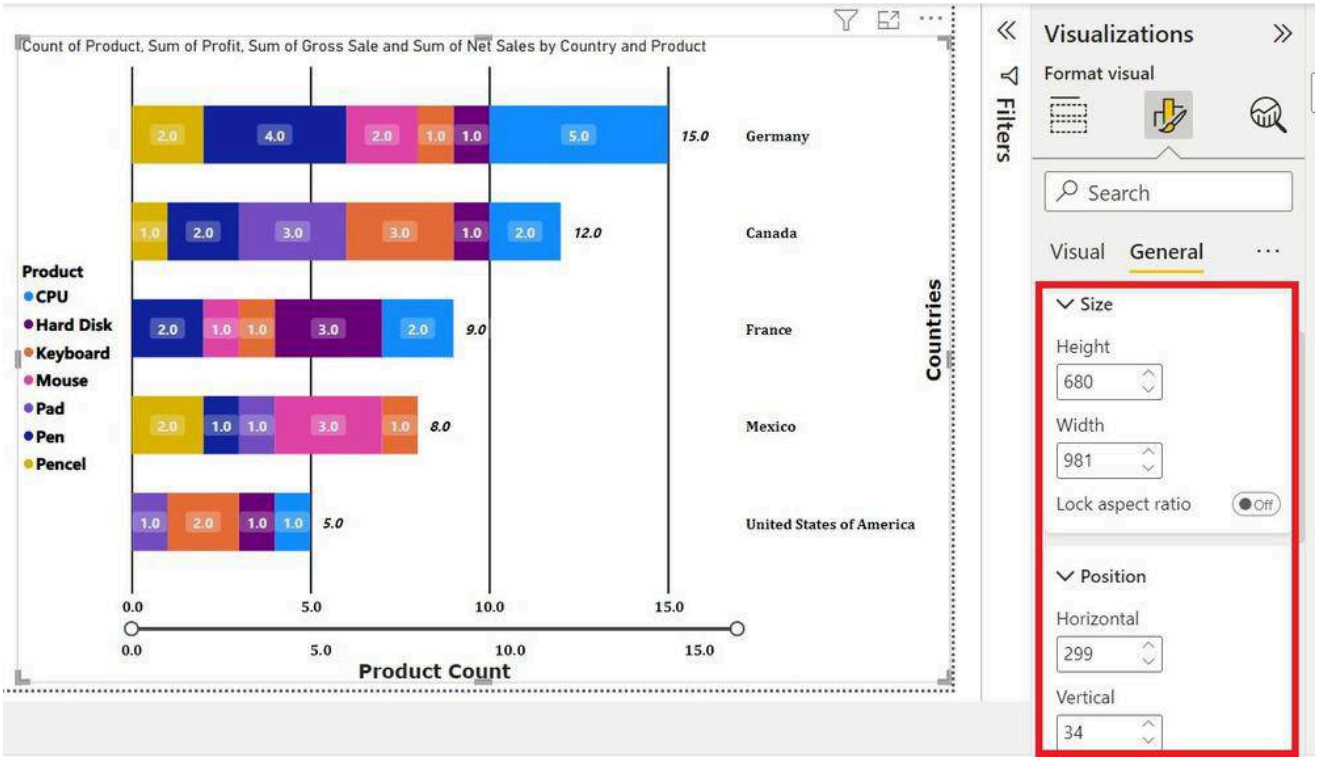


1. Font Changed to 'Seogoe UI Bold'
2. Font Size to '11'
3. Font Style 'Italic'
4. Color to 'Black'
5. Value decimal Places '1'

- To Format Table Position, Table Table Title, and Table Effect Click on 'General' under visualization.

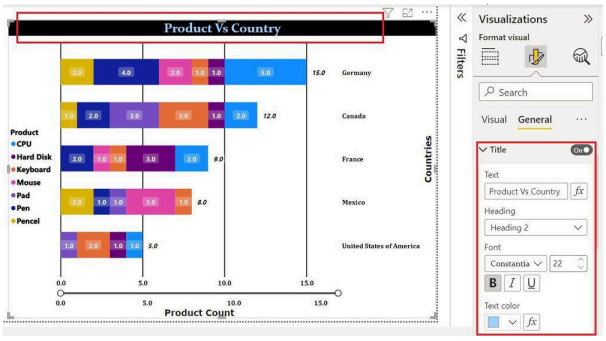


- To manage the Size and Position of the table Click on the drop-down of Properties.



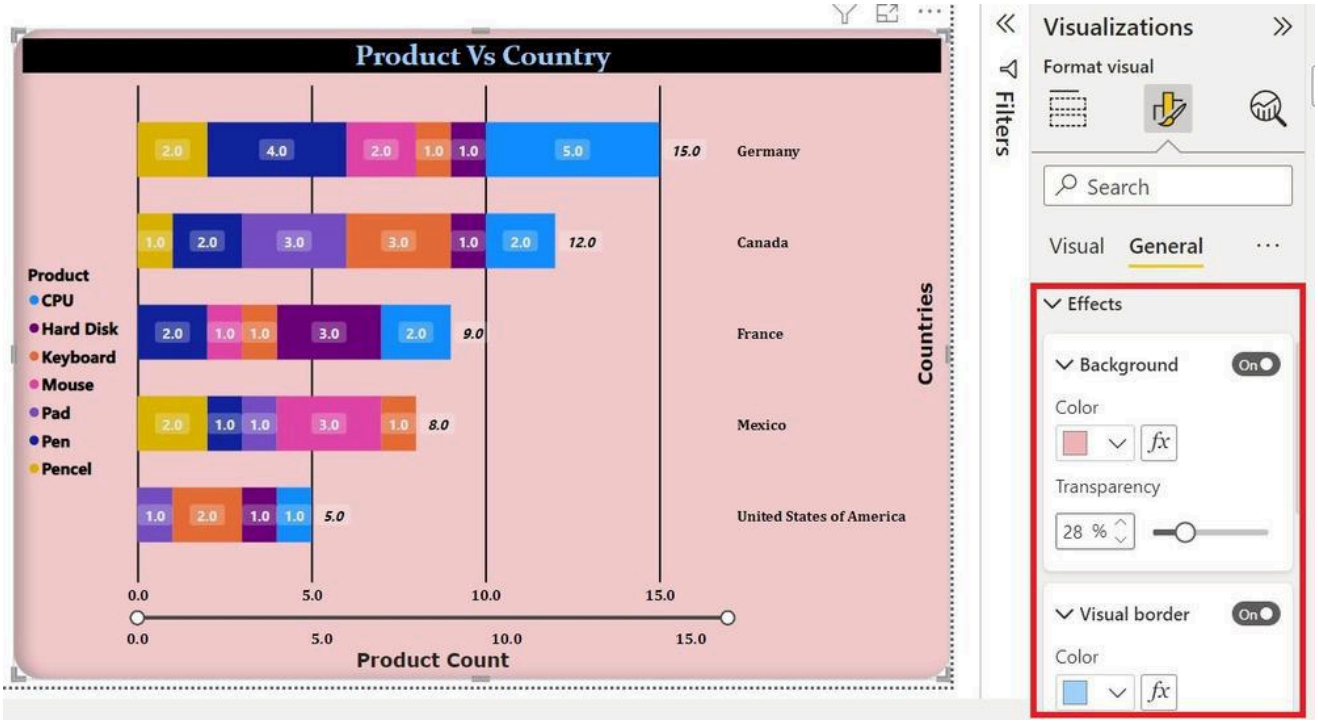
1. Height set to '680'
2. Width set to '981'
3. Horizontal position to '299'
4. Vertical Position to '34'

- To change the Title of the Table click on the drop-down of the Title.



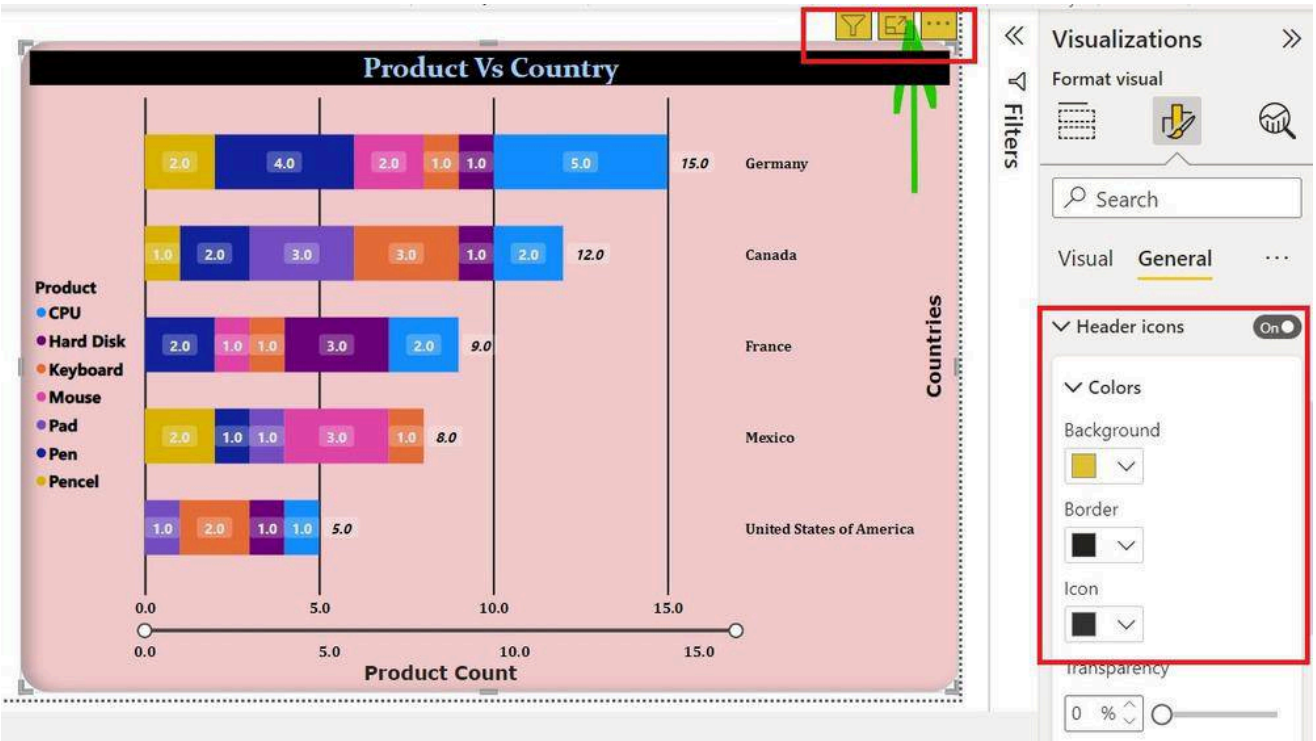
1. Title Changed to 'Product vs Country'
2. Heading to 'Heading2'
3. Font to 'Constantia'
4. Font Size to '22'
5. Font Style to 'Bold'
6. Text Color to 'Light Blue
7. Text Background to 'Black'
8. Text Alignment to 'Center'

- To give Color Effect To chart click on effects under General.



1. Background color changed
2. Transparency changed to '28%'
3. Visual border of color 'Blue'
4. Rounded corners '30px'
5. Shadows Color changed to 'Black'
6. Offset changed to 'Inside'
7. Position Changed to 'Left'

- To change the color of the Icon on the Top click on Header Icon.



1. Background Color to 'Yellow'
2. Border to 'Black'
3. Icon to 'Black'
4. Transparency to '0%'

These are a number of the most frequent formatting done on Stacked Column Charts. Power BI provides us with dynamic options to format a chart and it is often explored with some self-research easily.

Comment | More info

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Power BI - How to Create a Stacked Area Chart

Last Updated : 16 Jan, 2023

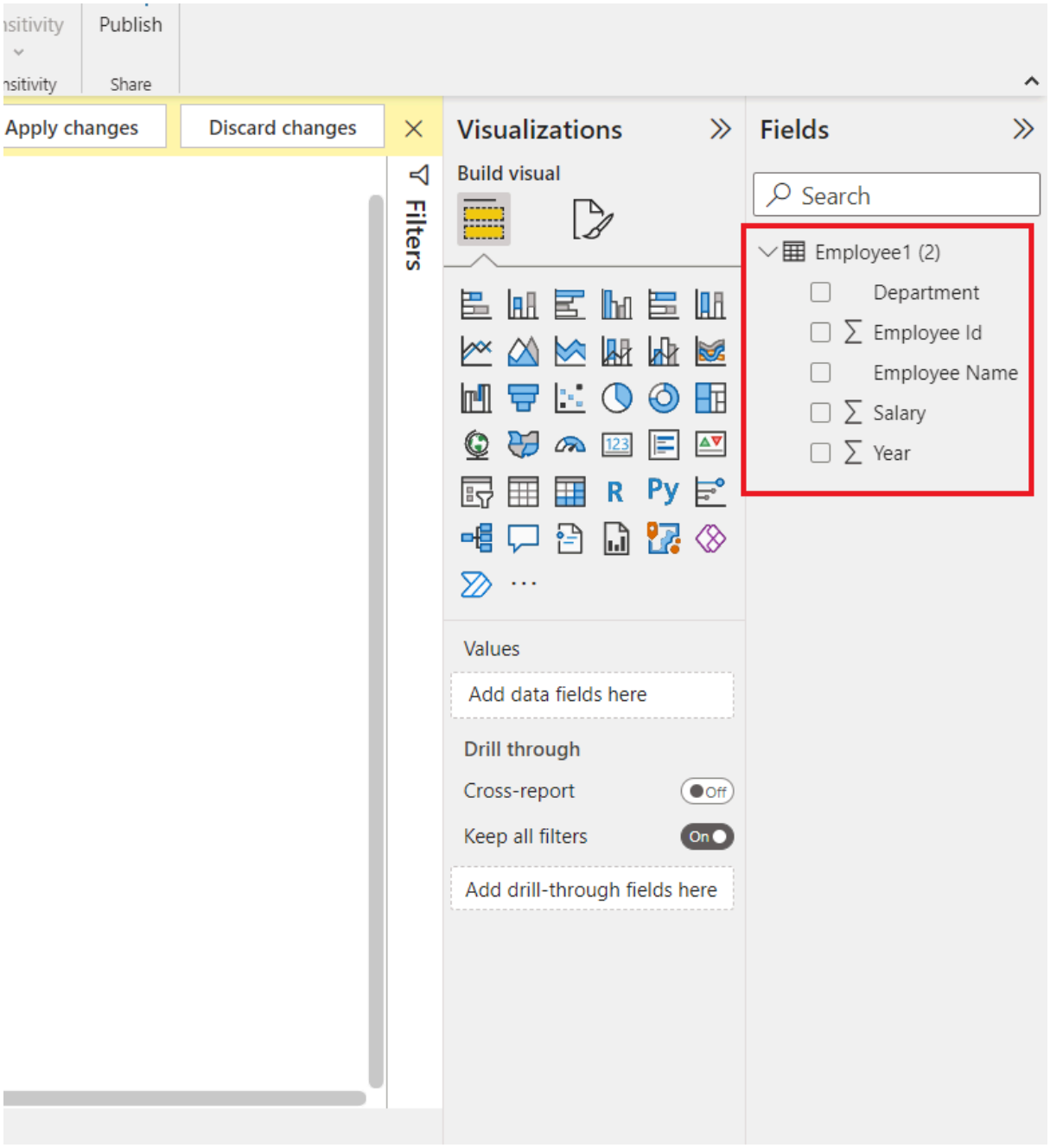
A **stacked area chart** is formed by combining the **line chart**, with the **shaded area** under that line. This chart is generally, used when we want to see the **trends**, that which field is performing better, in a particular time frame. For example, considering the **stock** prices of different **companies**, in the past **5 months**, then a stacked area chart can be very useful, to see this trend. In this article, we will learn how to create a stacked area chart in Power BI.

Creating a Stacked Area Chart in Power BI

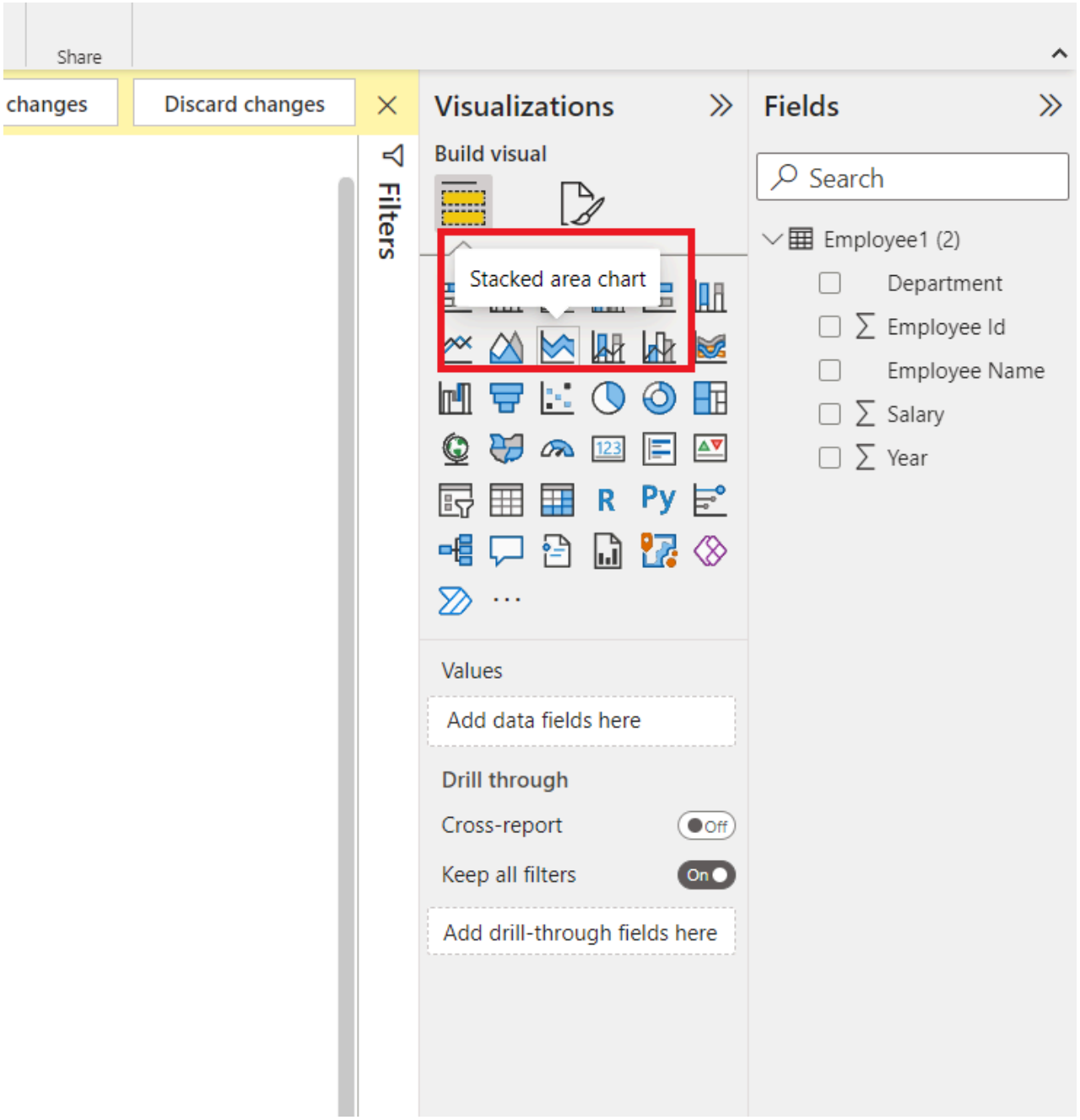
A **Stacked Area chart** has multiple options while creating, and customizing it. We will take a look at each of the options. For example, we are given a data set of **Employees**, and we want to make a Stack Area chart, consisting of legends, and small multiples, segregated by **year**. We will explore each option while creating this stacked area chart.

The following are the steps:

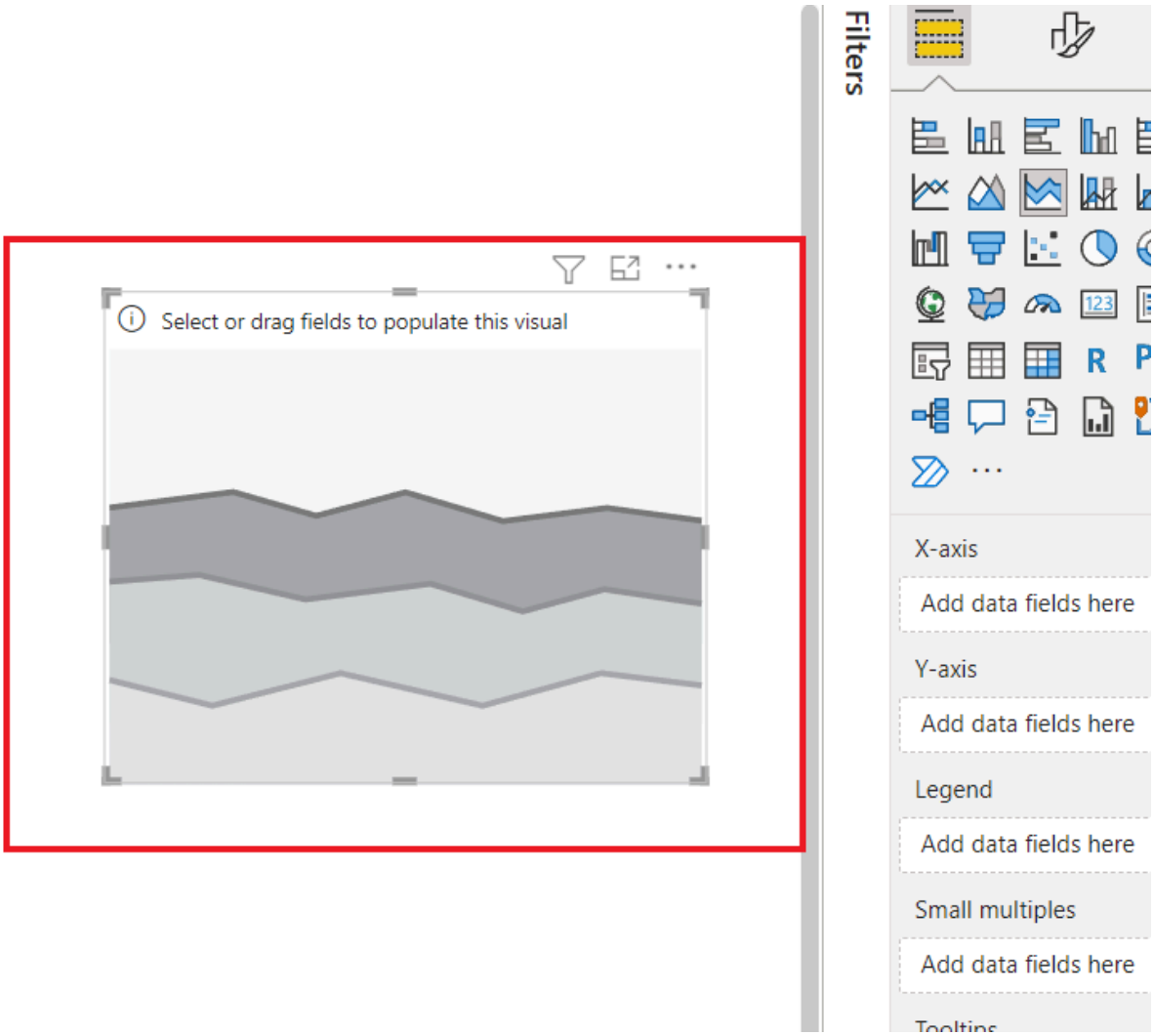
Step 1: Given the dataset, **Employee**. The dataset comprises **5** columns i.e. Department, Employee Id, Employee Name, Salary, and Year.



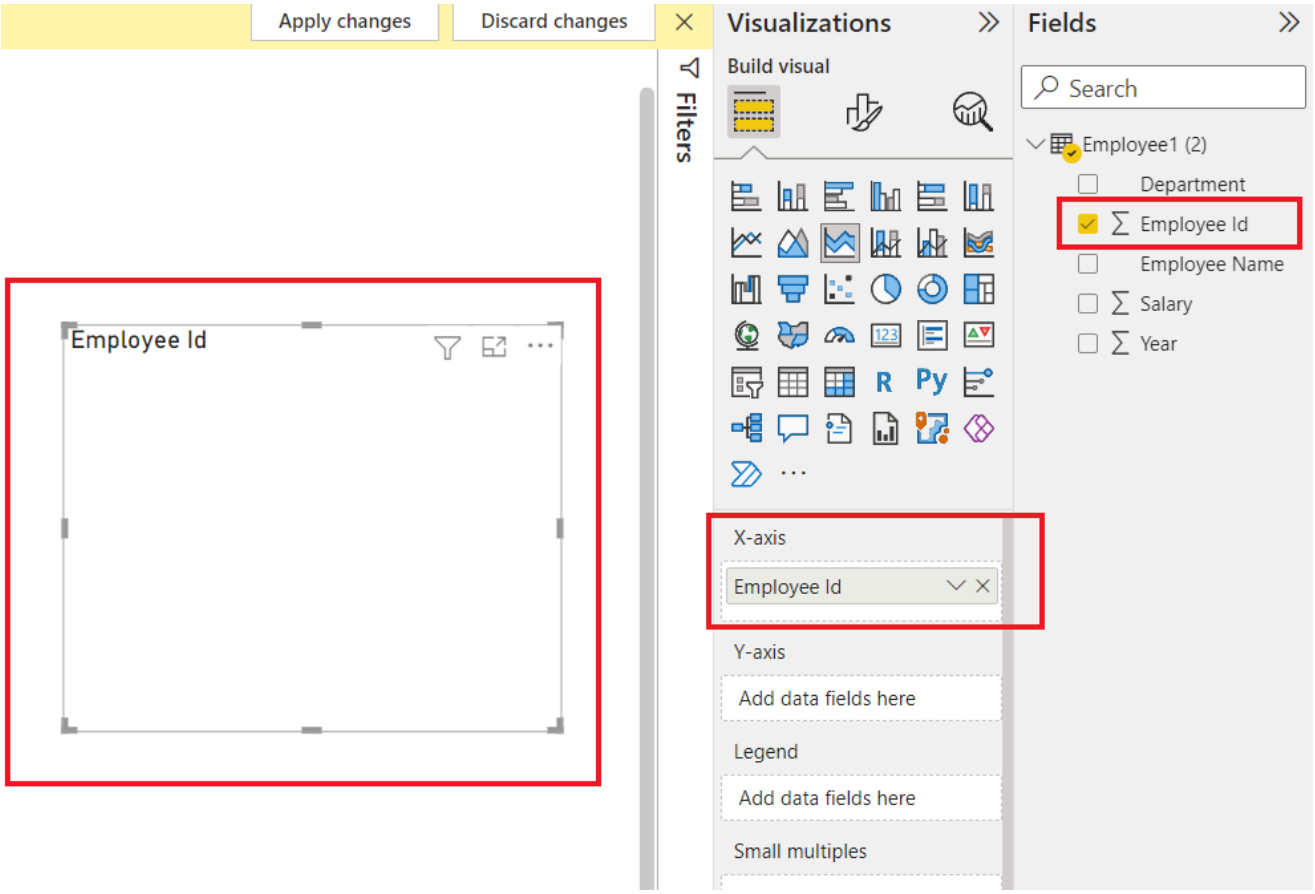
Step 2: Under the **Visualizations** section, click on the **Stacked area chart.**



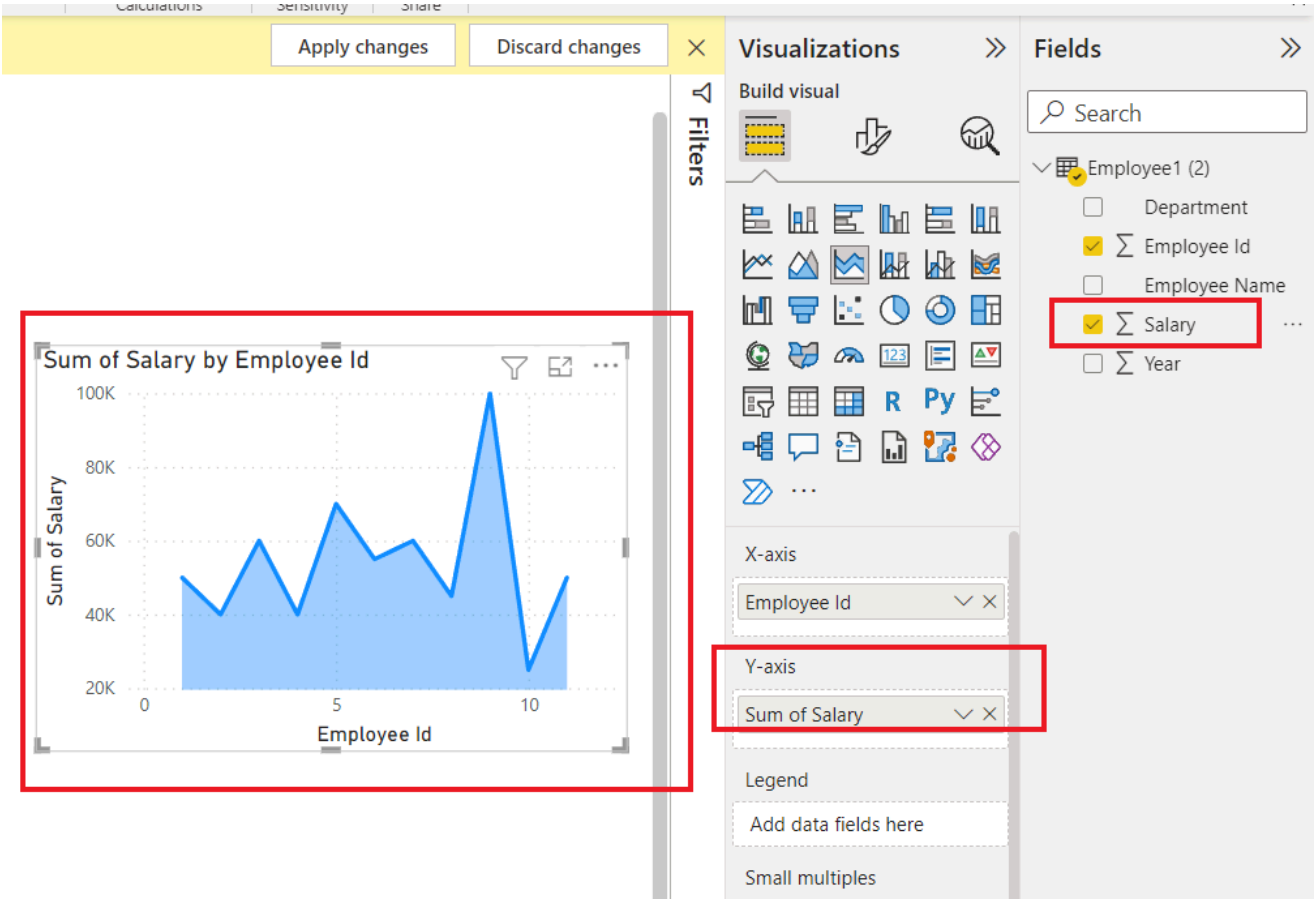
Step 3: An empty **Stacked area chart** is created. This stacked area chart does not contain any fields. Our next task is to add columns to it.



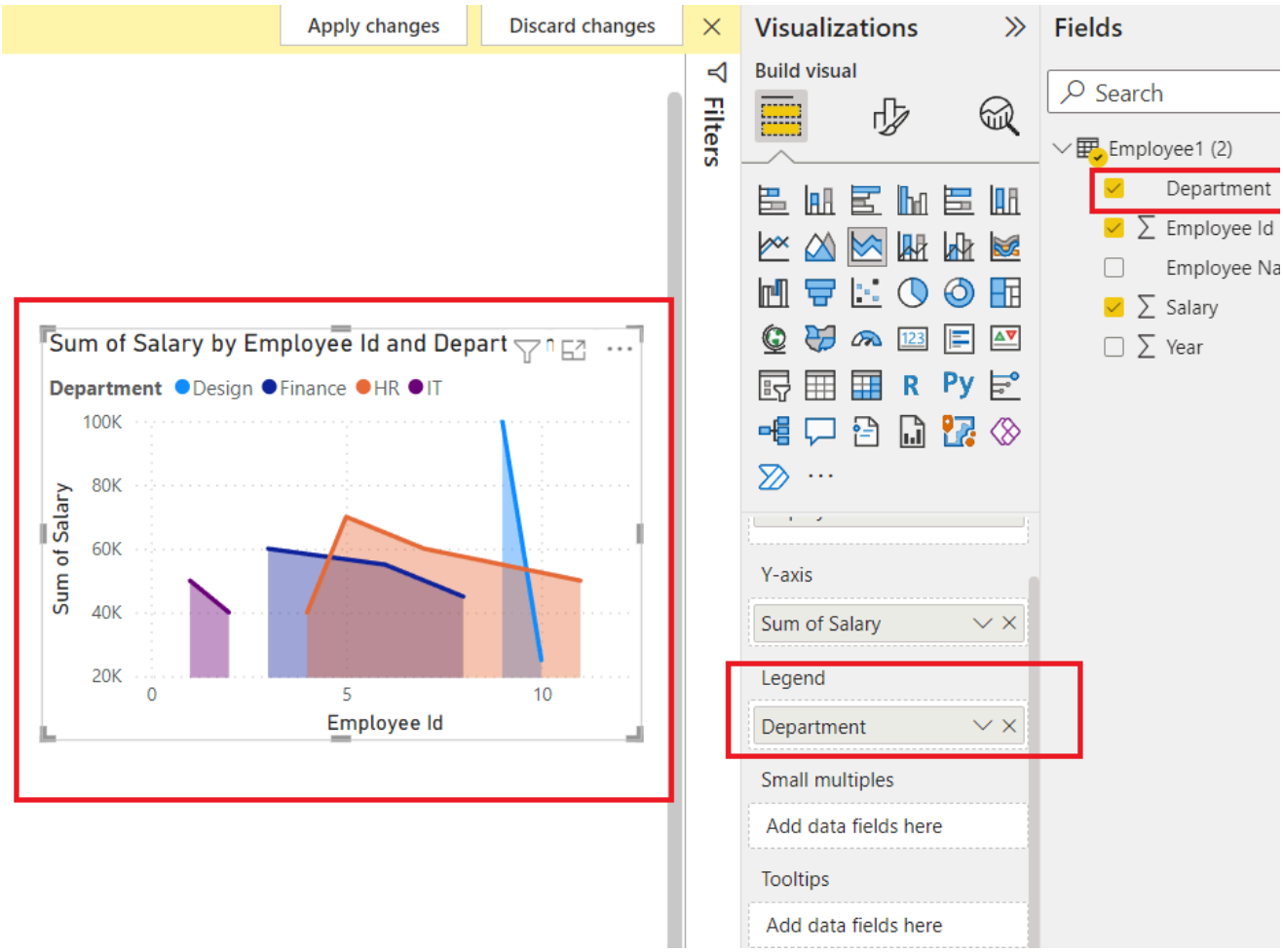
Step 4: Adding **X-Axis** in the Stacked area chart. **Drag** and **drop Employee Id** into the **X-Axis.** Currently, we cannot see any changes, in the chart, but the changes will be visible when we will add **Y-Axis** to it.



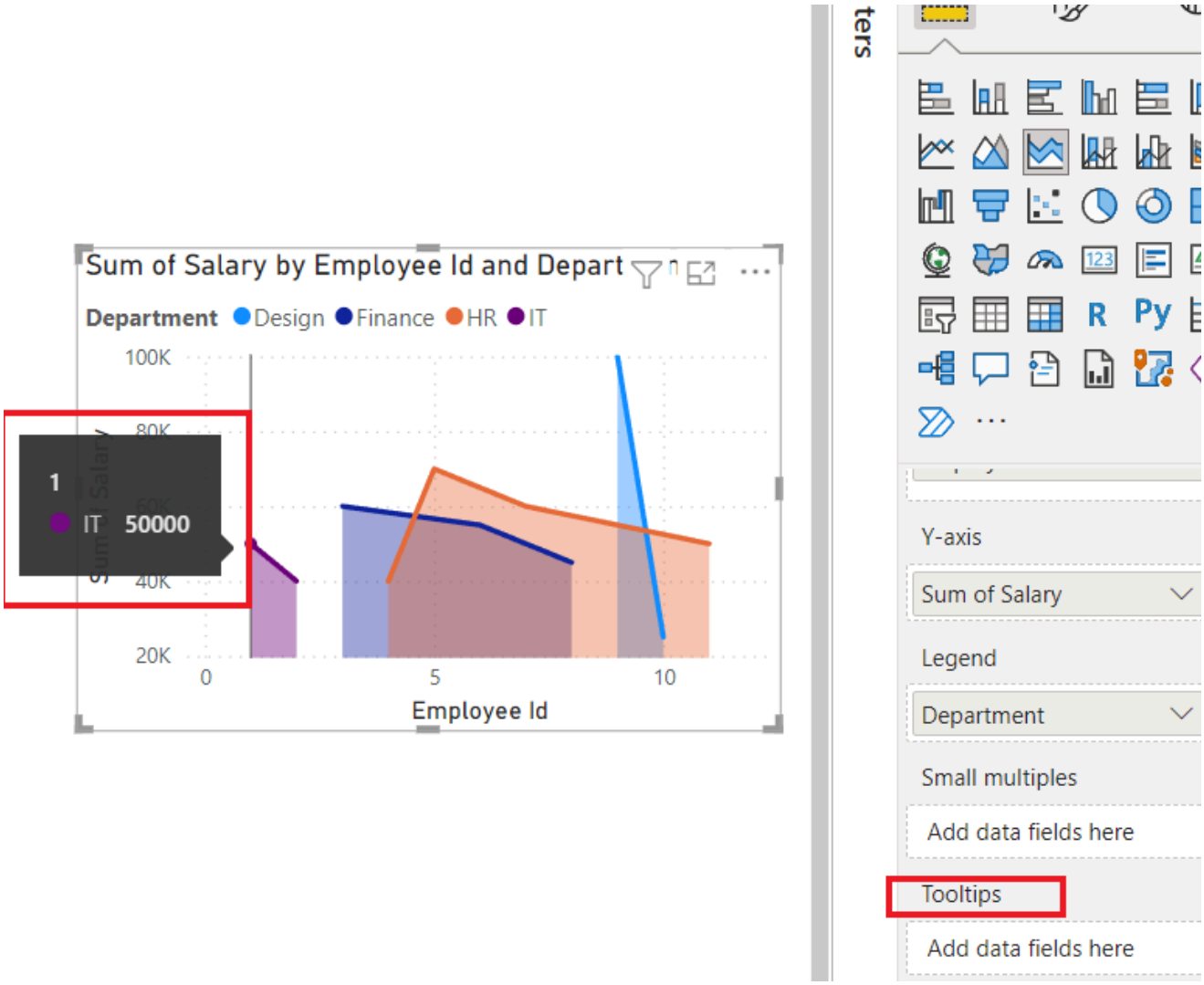
Step 5: Adding **Y-Axis** in the Stacked area chart. **Drag** and drop the **Sum of Salary** into the **Y-Axis**. We can see that the stacked area chart has been allotted the sum of Salary on its y-axis. For example, **Arushi**, with **employee id 1** has a salary of **50K**, and **Gautam** with **employee id 2** has a salary of **40K**, etc.



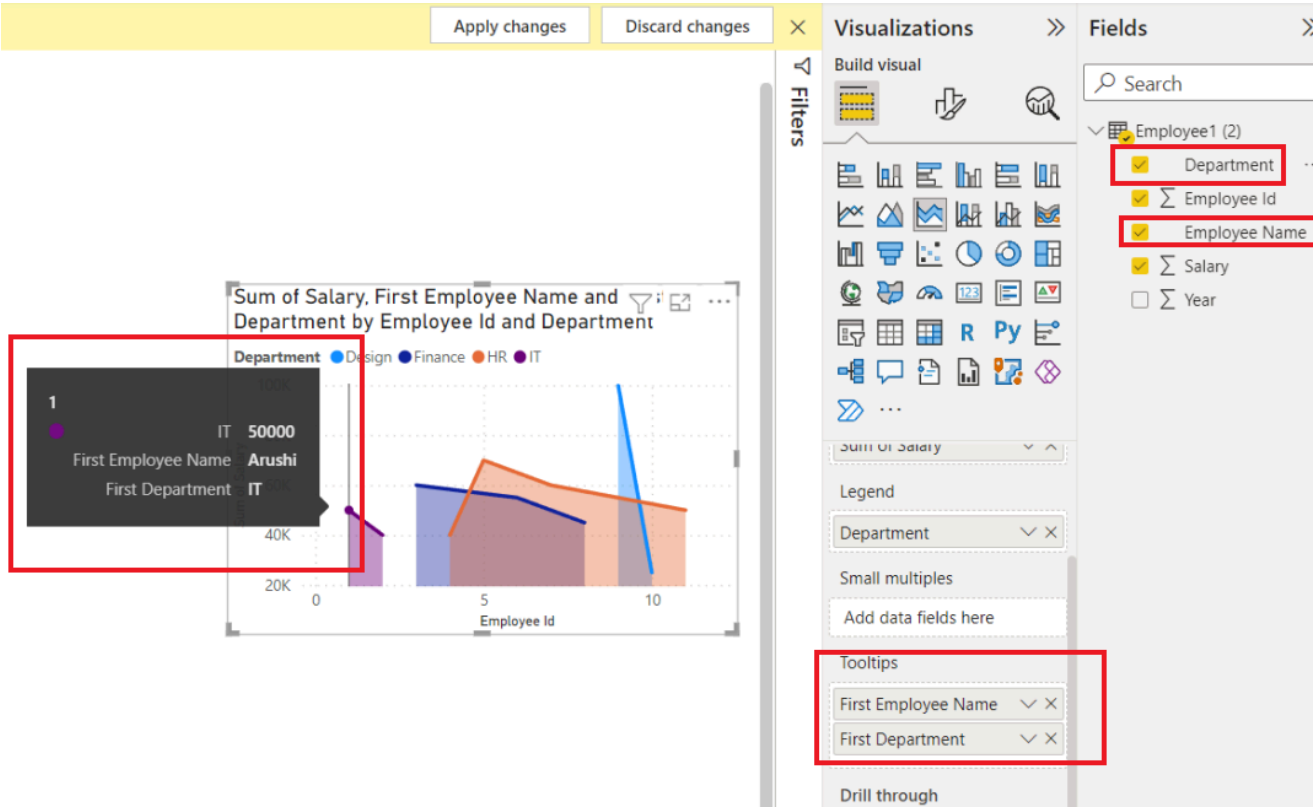
Step 6: **Legends**, help **sub-categorize** the data. It is preferred to use legends, on **categorical data**. **Drag** and **drop Department**, under the Legend section. We can see in the image, that, each department, gets its own color. For example, the **IT department** got a **purple** color, and hence the **Salary** of **Arushi** and **Gautam** is shown in purple.



Step 7: Our next task, is to add **Tooltips** in the Stacked area chart. 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 **employee id 1**, and then we can view only the **Salary gained** by her. The **Salary** data appeared, as we have added, these measures previously. Now, think what if we want to add **Employee Name**, and **Department** to this list?

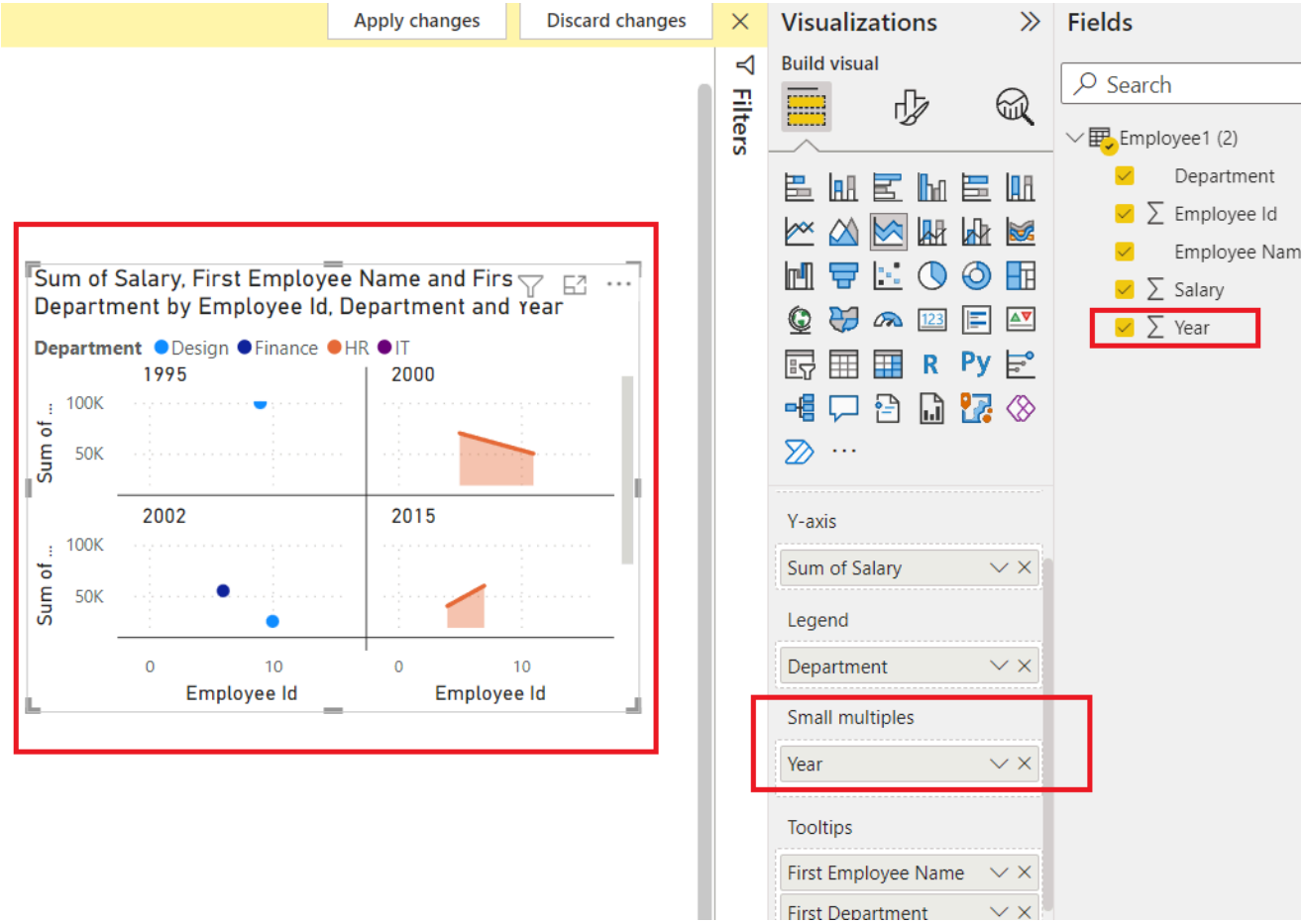


Step 8: Drag and **drop Employee Name** and **Department** under Tooltips. Now, again hover over **employee id 1** salary. We can see that Employee Name, **Arushi,** and Department **IT** have been added to the list.

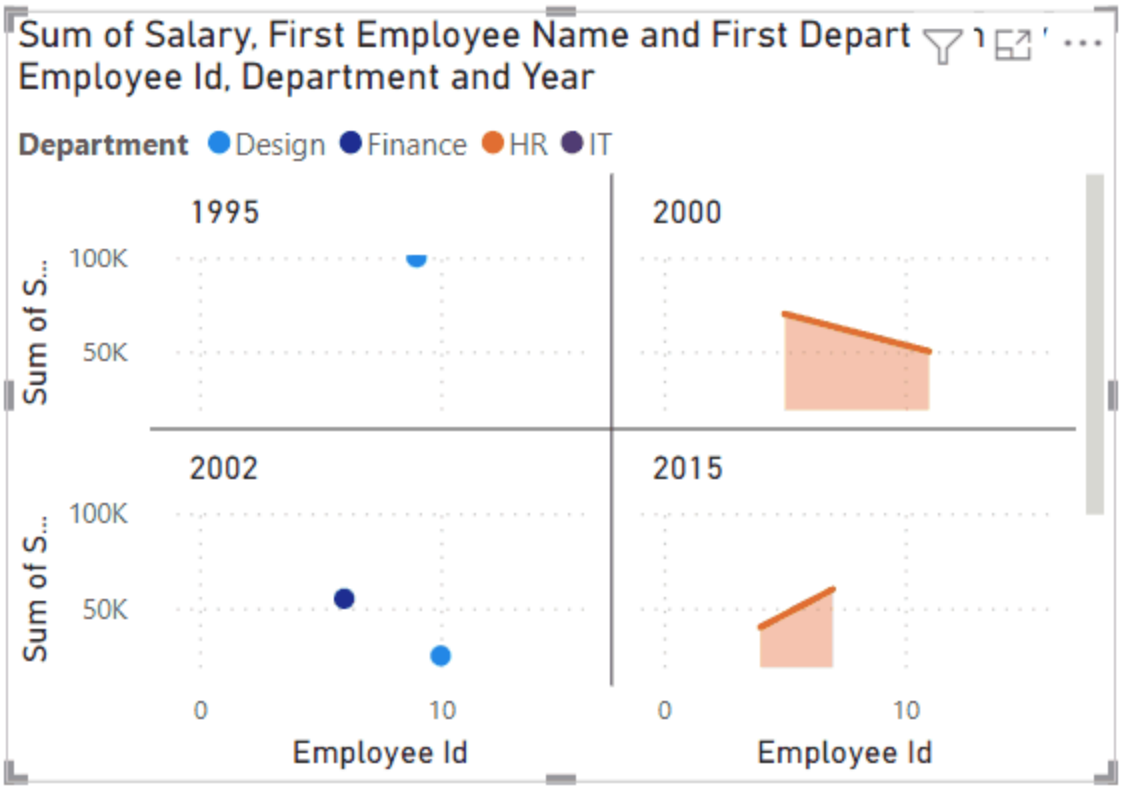


Step 9: Small multiple is a feature, introduced in **December 2020**. It helps segregate the graphs, on the basis of a measure. Small multiples create **smaller versions** of each graph. For example, if we are adding **Year** in the small multiples, then each year present in the dataset, will display a separate graph, as shown in the image.

> *Note: Line charts, bar charts, stacked area chart, and different combined combinations chart also have small multiples feature.*



Step 10: Below **gif** shows, all the graphs, for each year. We have successfully created a stacked area chart in power bi.



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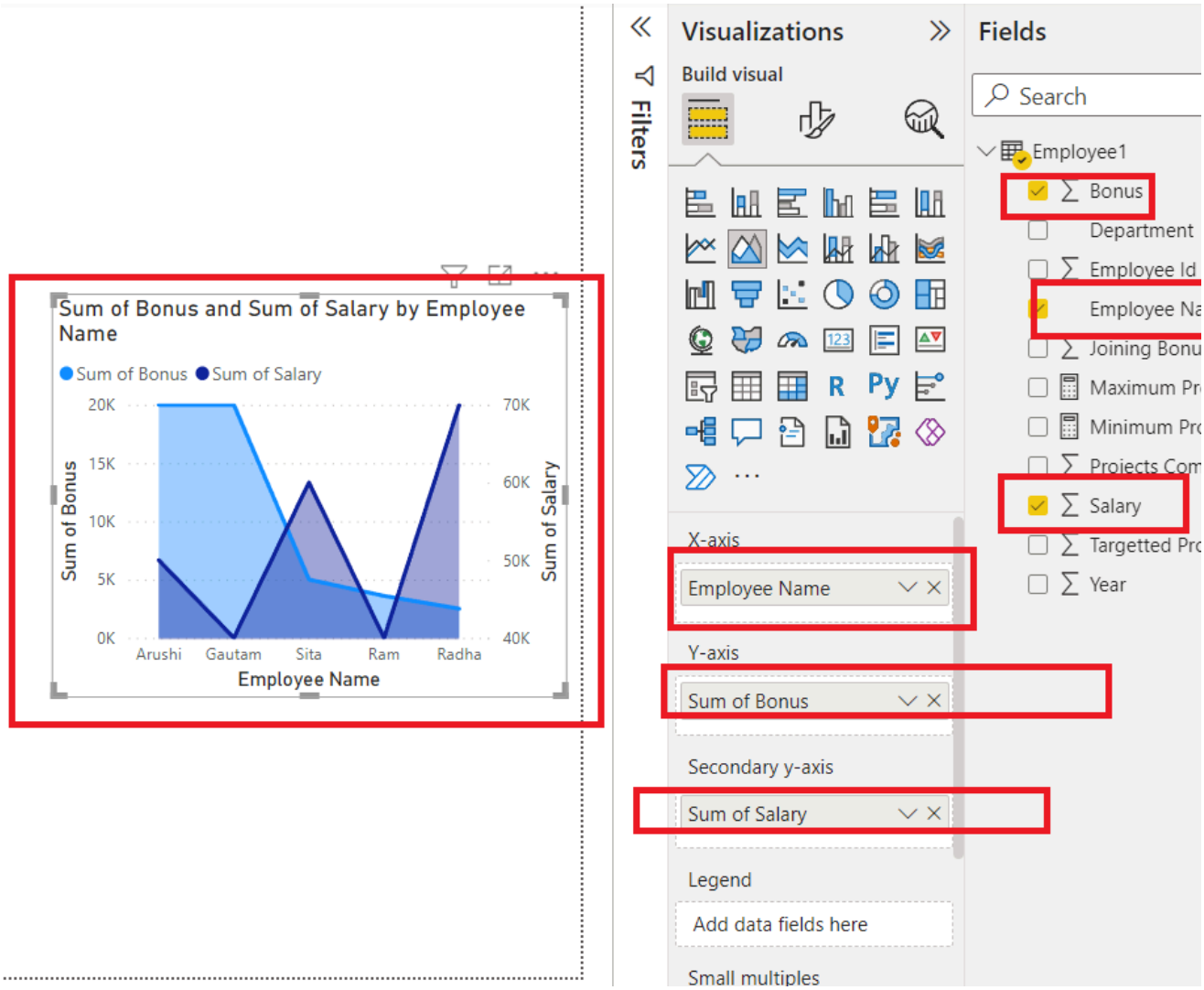
Power BI - Format Area Chart

Last Updated : 05 Feb, 2023

An **area chart** is a combination of a **line chart** with an **area covered below the line**. We could add a **secondary y-axis**, with just **2 mouse clicks** Power BI. We have various options to format **area charts,** we can change the value of the x-axis, y-axis, its title, etc. We can also add various options like series labels, markers, and data labels in an area chart. In this article, we will learn how to format an area chart in Power BI and explore its various options.

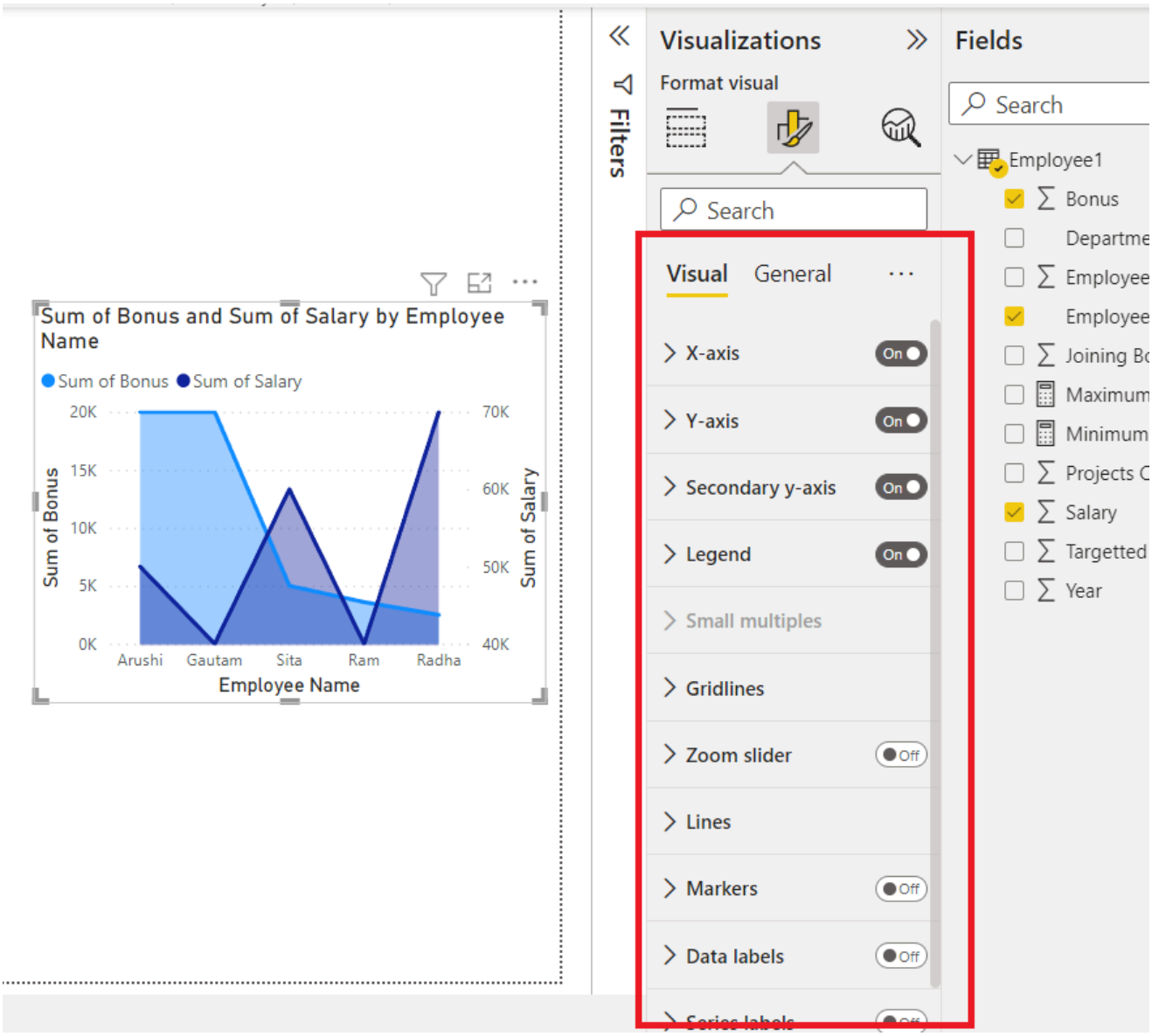
Formatting a Bar Chart In Power BI

After the successful, creation of an **area chart** in Power BI. We have multiple options to format it. For example, adding the **title** to the chart, changing the **color**, and **position** of the chart, and adding **tooltips**, **area colors**, and **data labels** to the chart. We have been given a dataset, name, and **Employee**, and we have created the area chart, by adding the **Employee name** in the **x-axis, bonus** in the **y-axis**, and **salary** in the **secondary y-axis.** Using this chart, we will explore every option of the **area chart** in Power BI. There are **two** types of Formatting in visualizations i.e. **visual formatting** and **general formatting**.



Visual Formatting

Visual formatting comprises **10** options i.e. **Y-axis**, **X-axis**, **Secondary Y-axis**, **Legend**, **grid line**, **zoom slider**, **Lines**, **markers**, **data labels**, and **Series labels**.

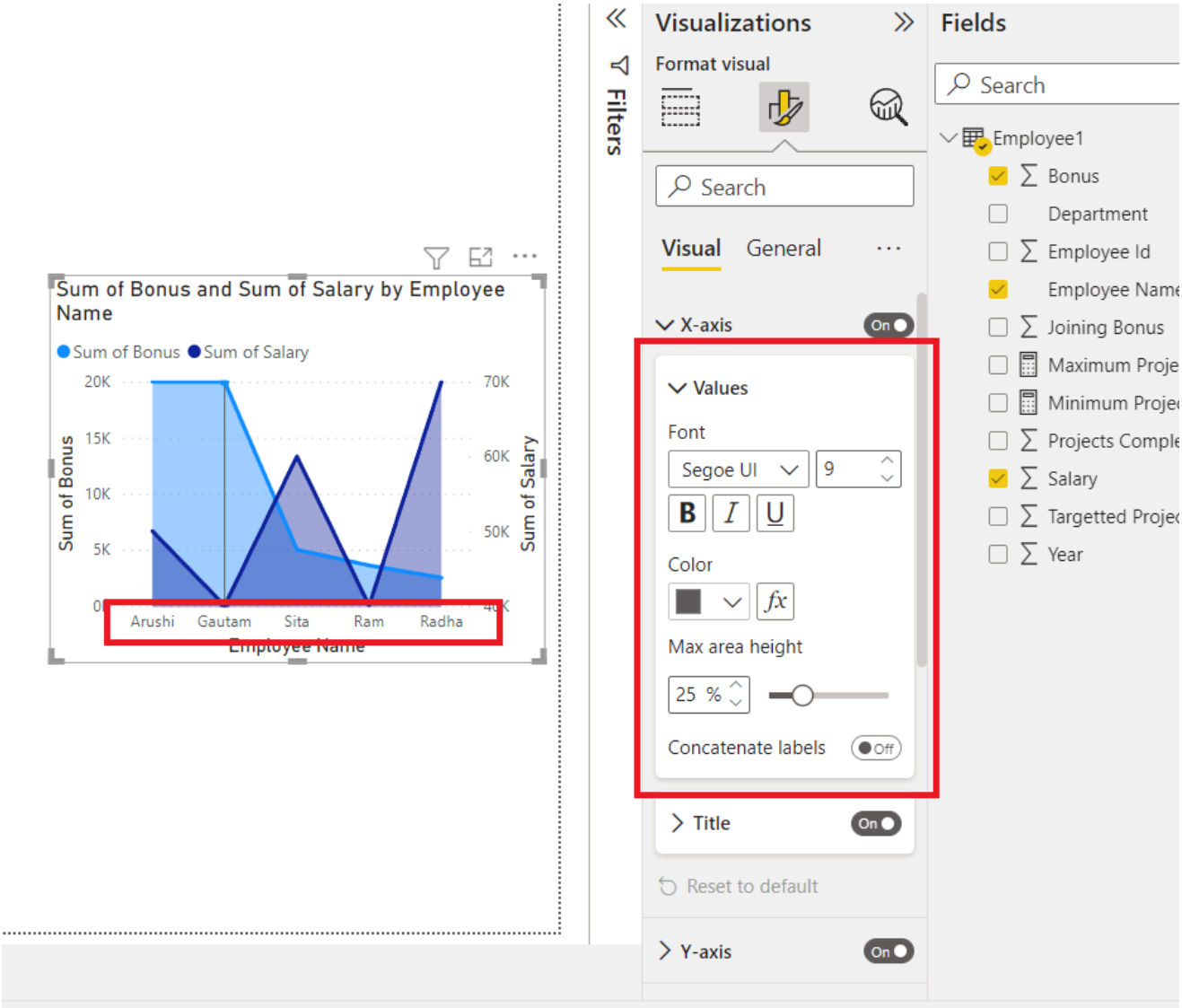


X-Axis

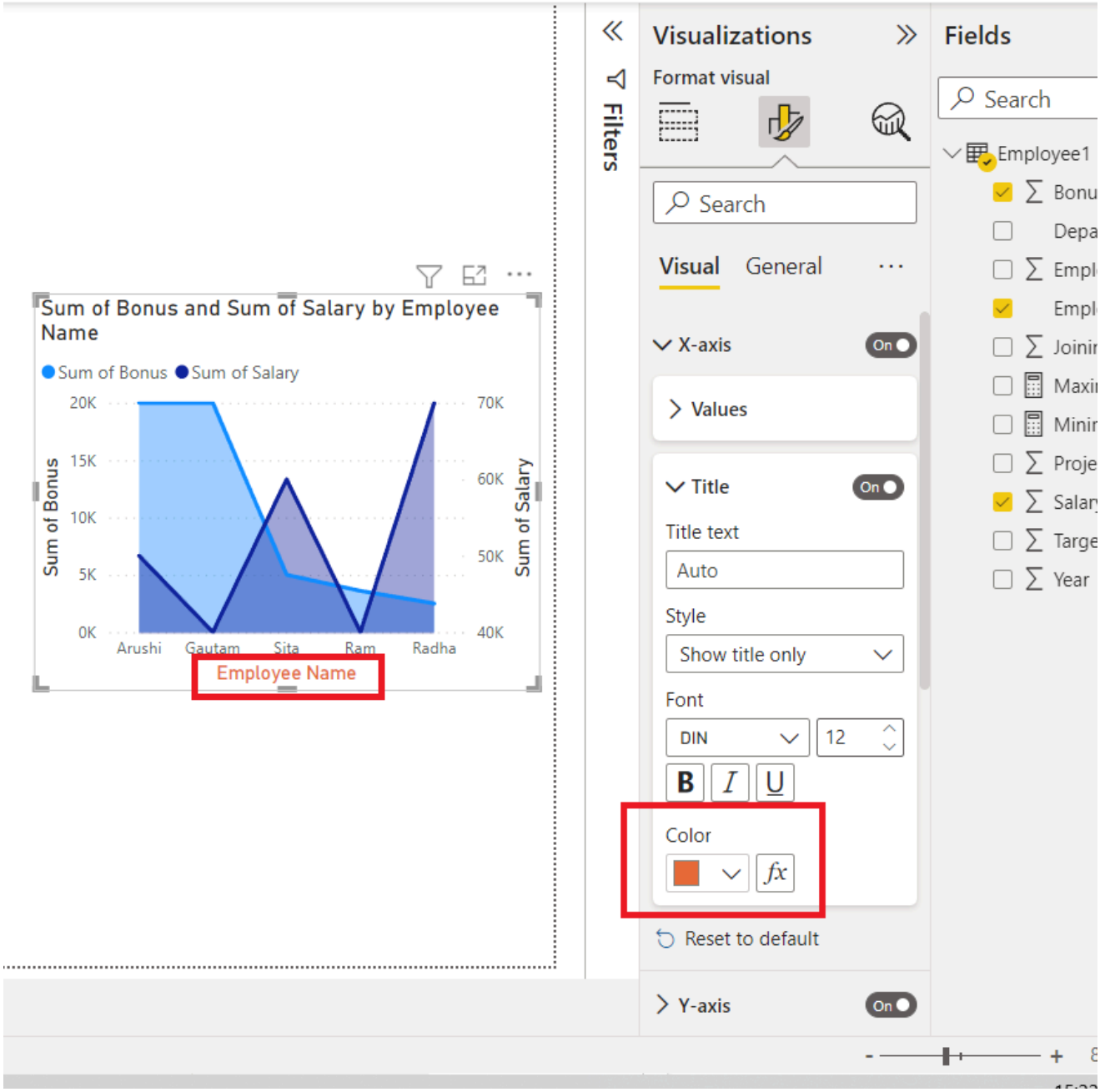
The **X-axis** is the **horizontal** text of the chart.

The following are the steps:

Step 1: Click on the **X-axis** option. A drop-down appears. We have multiple options available here i.e. **Values** and **Title**. Click on the **Values** option, and a drop-down appears. For example, the values are **Arushi**, **Gautam**, etc. A **font** is an option used to select the **type** of text we want to show on the x-axis in the chart, we can also set the **size** of the text, etc.

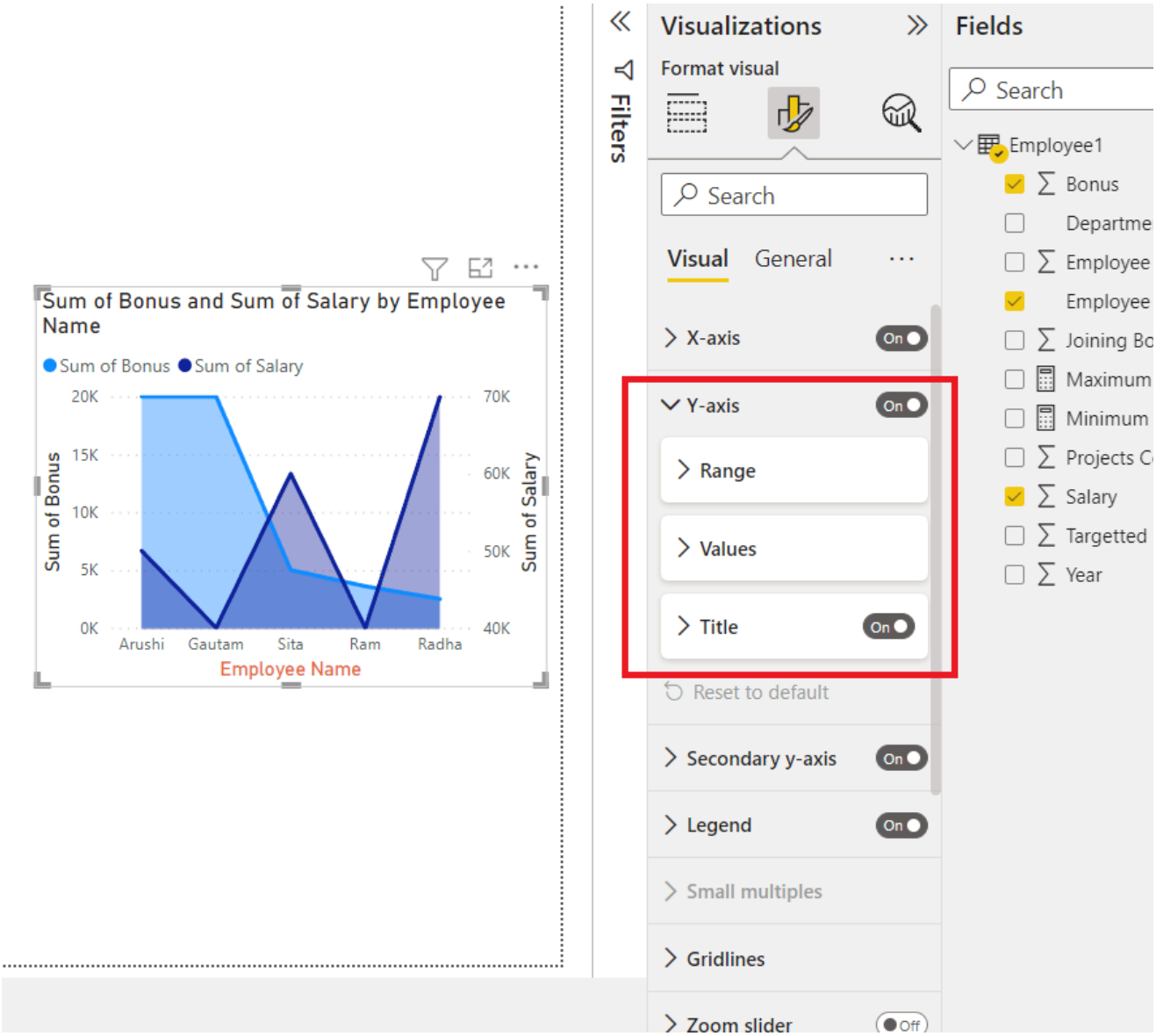


Step 2: Similarly, click on the **title** option. For example, the **title** is **Employee Name**. To change the **color** of the **title** of the x-axis, click on the **color** option. Select the required color. For example, we have selected **orange** color, and the **Employee Name** is changed to **orange** color.



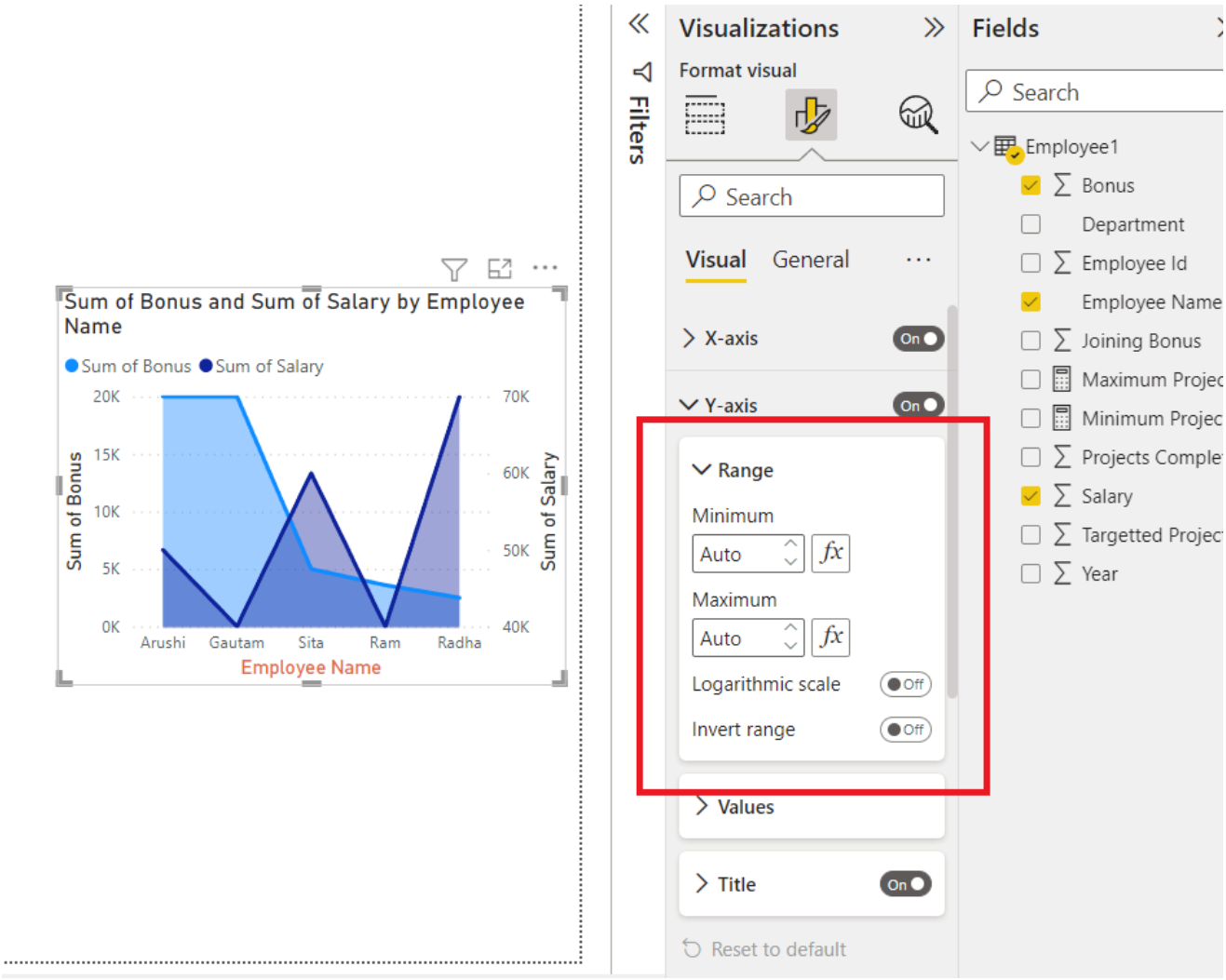
Y-Axis

The **Y-axis** is the **vertical text** of the chart. It is present on the **left side** of the area chart.

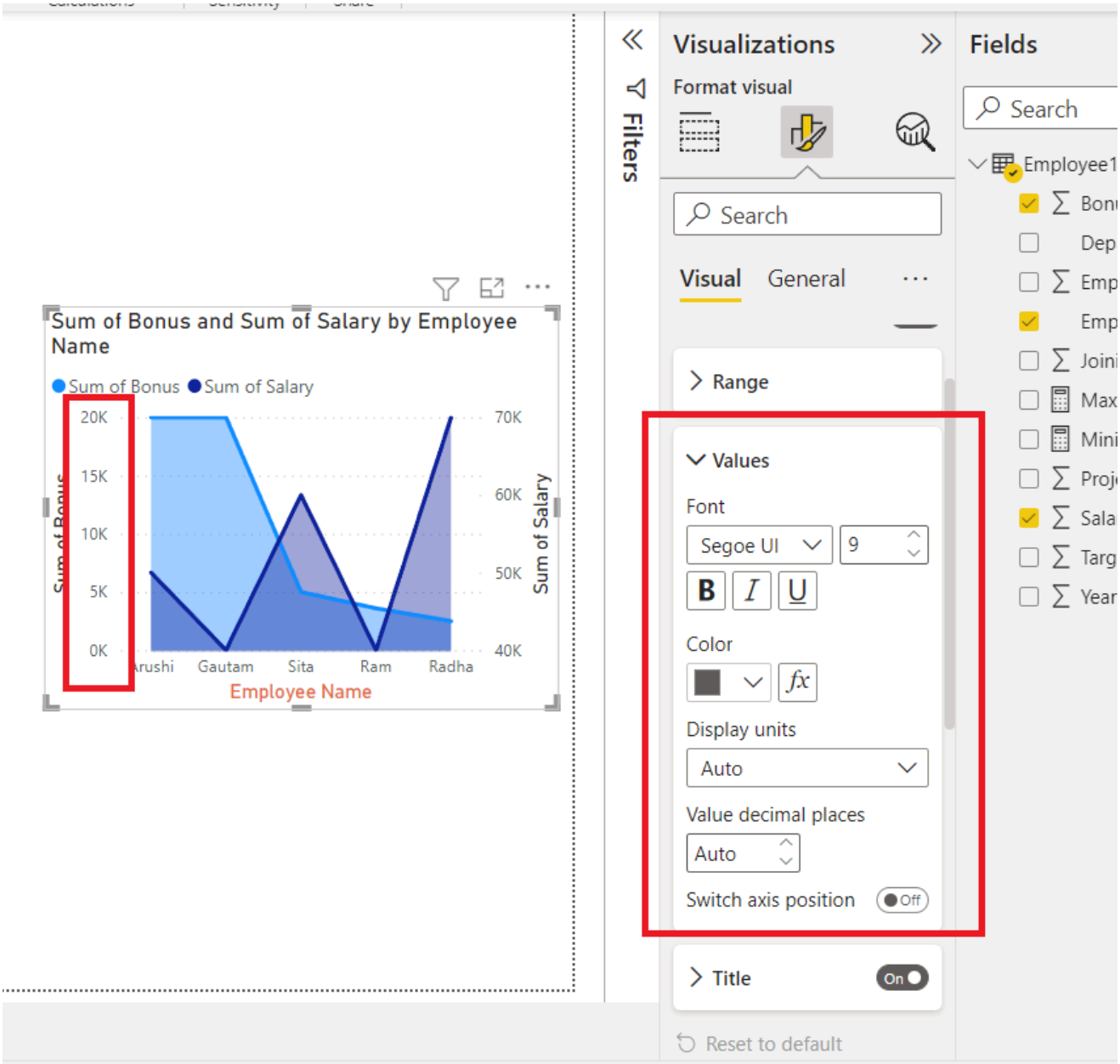


The following are the steps:

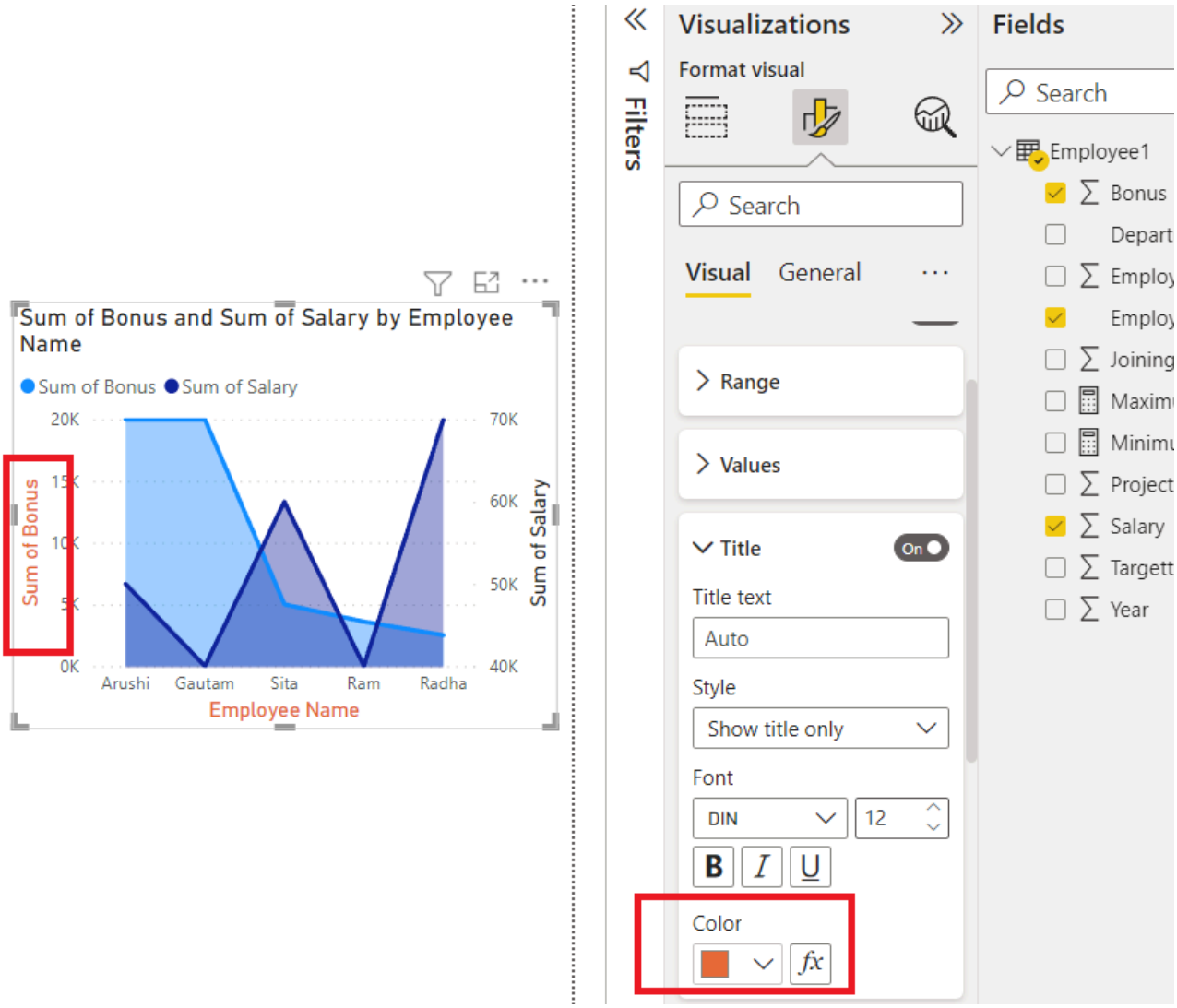
Step 1: Click on the **Y-axis** option. A drop-down appears. We have multiple options available here i.e. **Range**, **Values**, and **Title**. Click on the **range** option, and a drop-down appears. **Minimum** and **Maximum values** can be set by the **range** option. By default, the **minimum value** is **0** and the **maximum value** is the **maximum value of the dataset.** We can also make the same chart, in a **log scale**, and can also **invert the range** of the y-axis.



Step 2: Click on the **Values** option, and a drop-down appears. For example, the values are **0K**, **5K**, **20K**, etc. A **font** is an option used to select the type of **text** we want to show on the y-axis in the chart, we can also set the **size** of the text, etc. The **units** can also be customized, to million, thousand, etc.

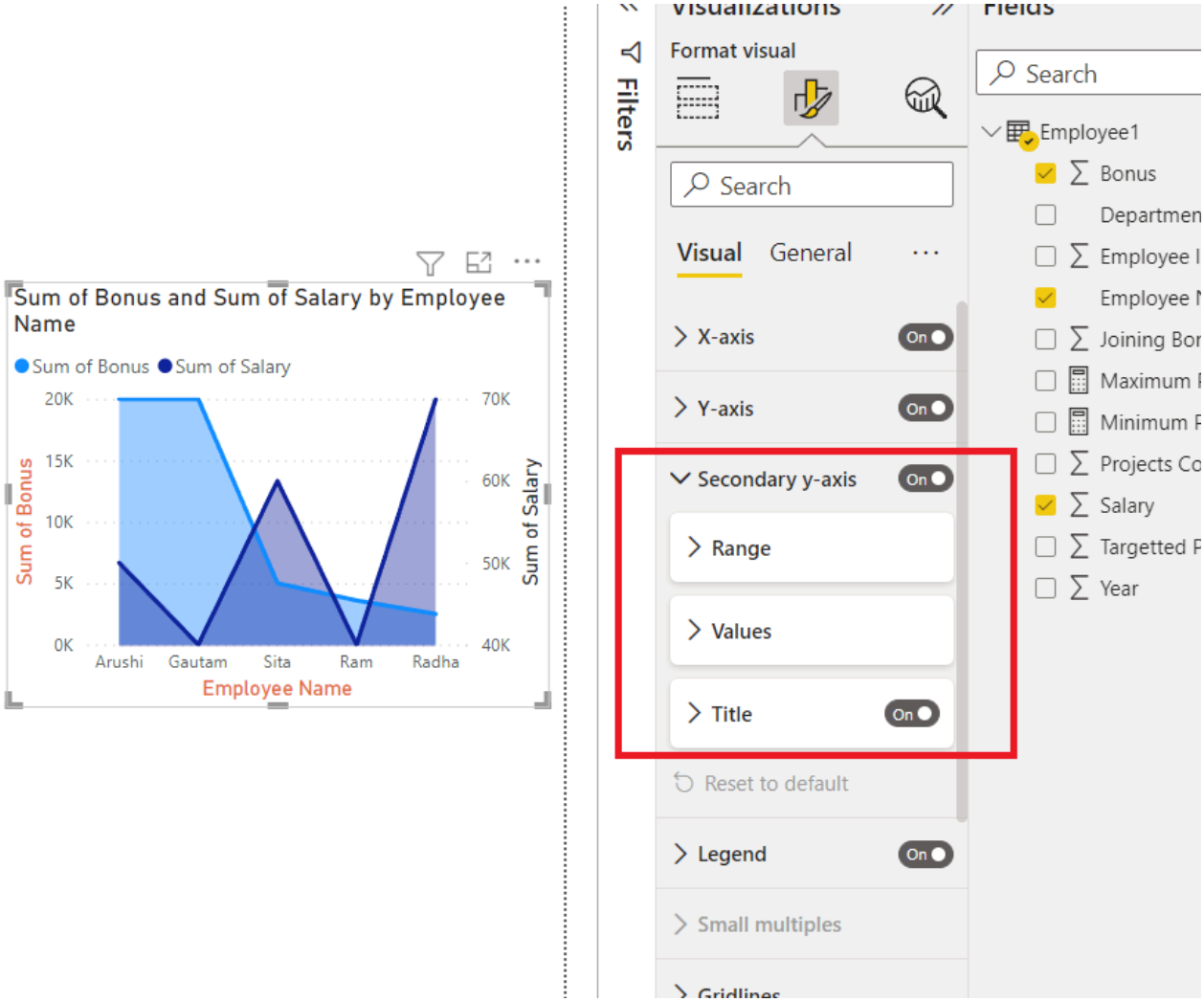


Step 3: Similarly, click on the **title** option. For example, the **title** is **Sum of Bonus**. To change the **color** of the title of the y-axis, click on the color option. Select the required color. For example, we have selected **orange** color, and the **Sum of Bonus** is changed to **orange** color.



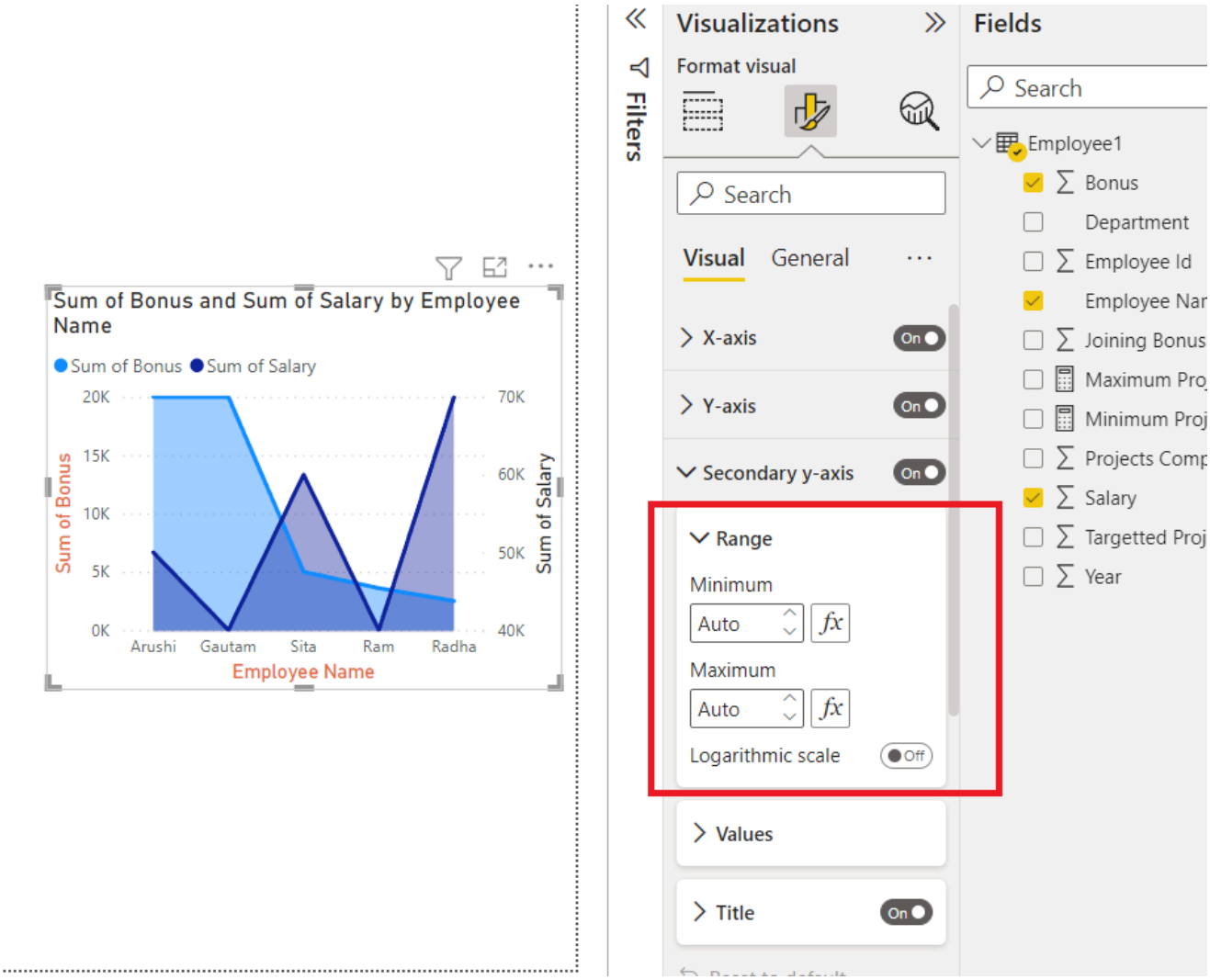
Secondary Y-Axis

The secondary Y-axis is also the vertical text of the chart. It is present on the **right side** of the area chart.

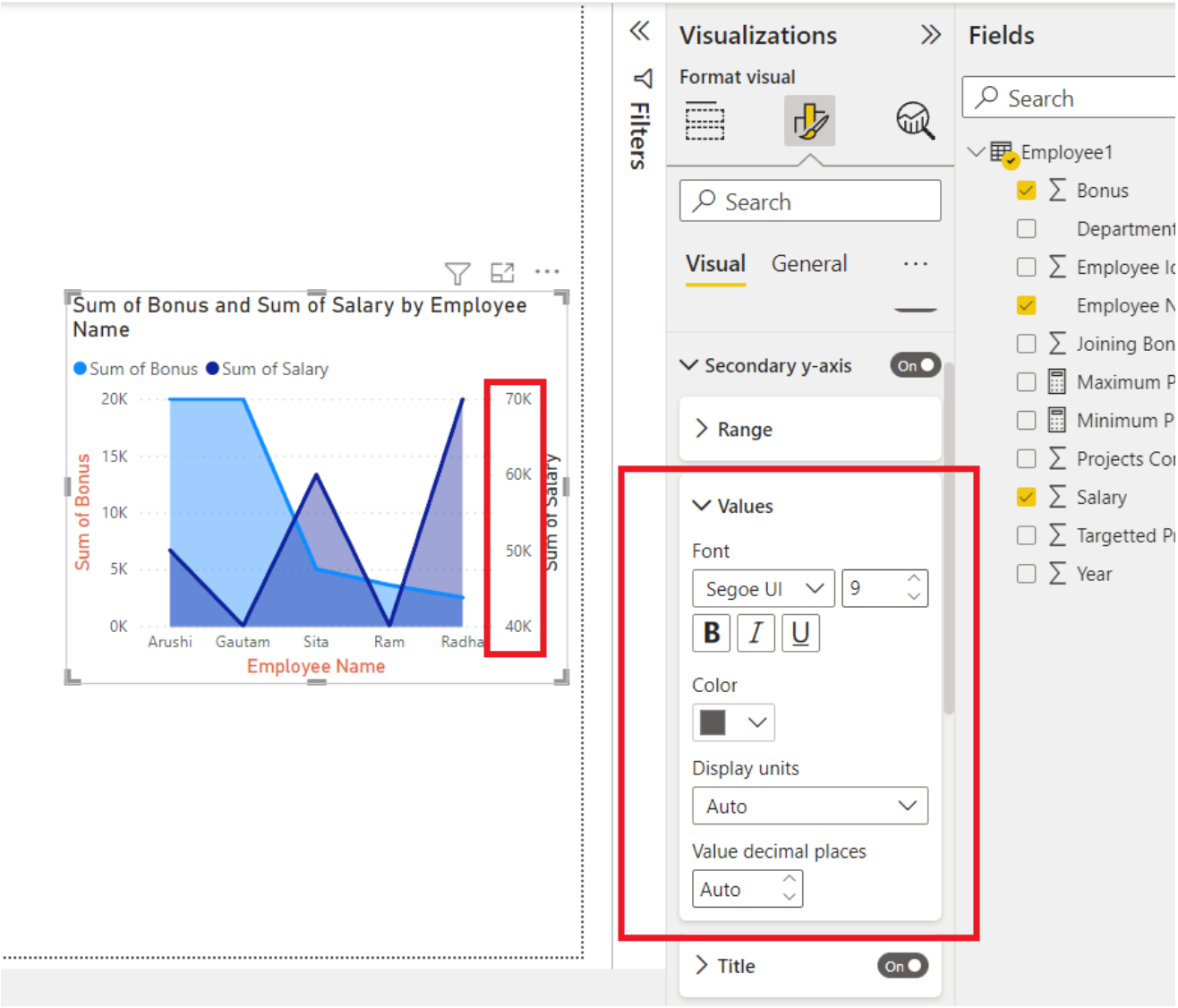


The following are the steps:

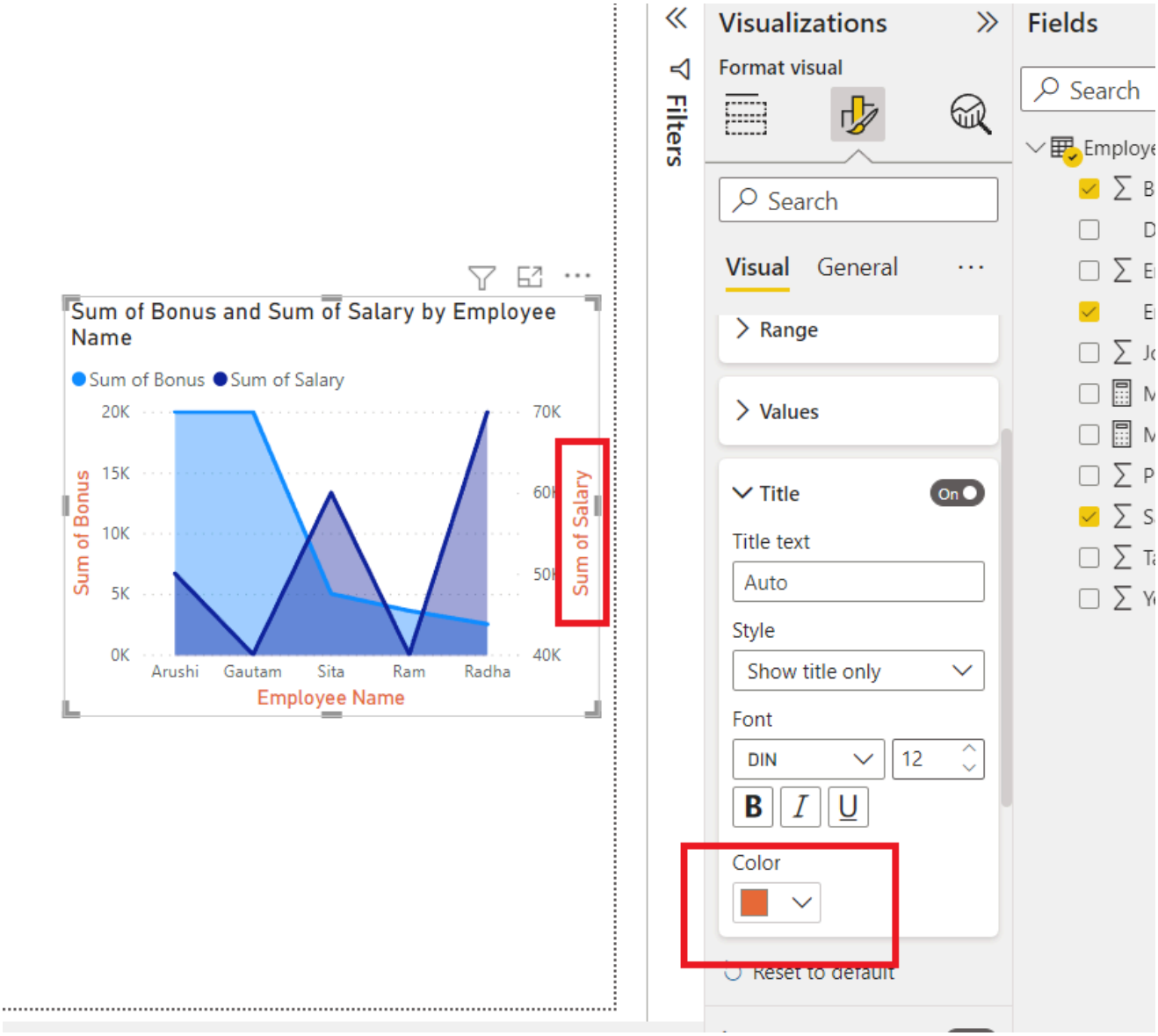
Step 1: Click on the **secondary Y-axis** option. A drop-down appears. We have multiple options available here i.e. **Range**, **Values**, and **Titles**. Click on the **range** option, and a drop-down appears. **Minimum** and **Maximum** values can be set by the **range** option. By default, the **minimum value** is **0** and the **maximum value** is the **maximum value of the dataset**. We can also make the same chart, in a **log scale,** and can also **invert the range** of the secondary y-axis.



Step 2: Click on the **Values** option, and a drop-down appears. For example, the values are **40K**, **50K**, **70K**, etc. A **font** is an option used to select the type of **text** we want to show on the secondary y-axis in the chart, we can also set the **size** of the text, etc. The units can also be customized, to million, thousand, etc.



Step 3: Similarly, click on the **title** option. For example, the **title** is **Sum of Salary.** To change the **color** of the **title** of the secondary y-axis, click on the **color** option. Select the required color. For example, we have selected **orange** color, and the **Sum of Salary** is changed to **orange** color.



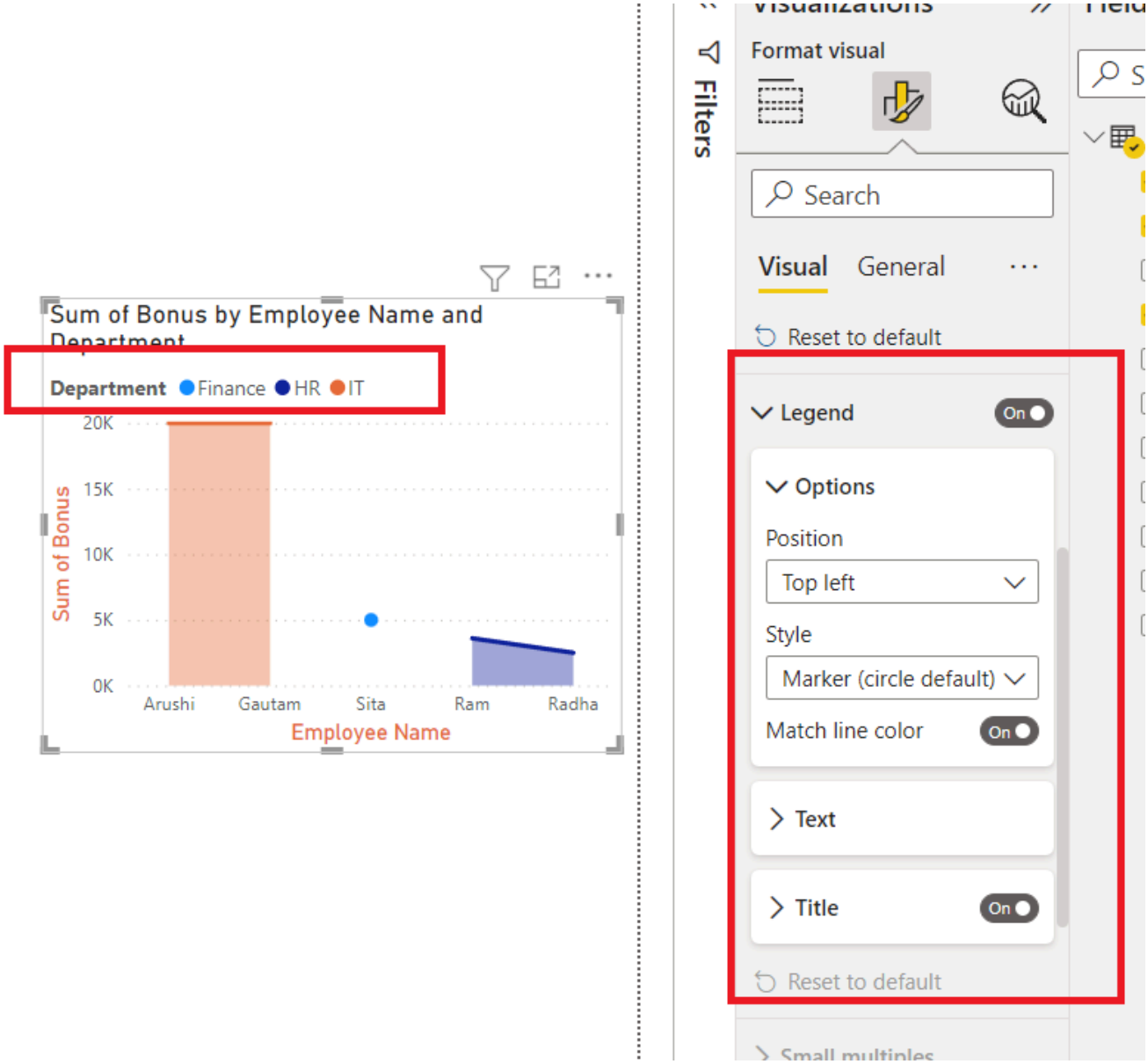
*Note: We have removed, **salary** from the chart shown, and added, the **department** column for the legends. It is done because we cannot add **legends** property if a **secondary y-axis** exit in the chart.*

Legends

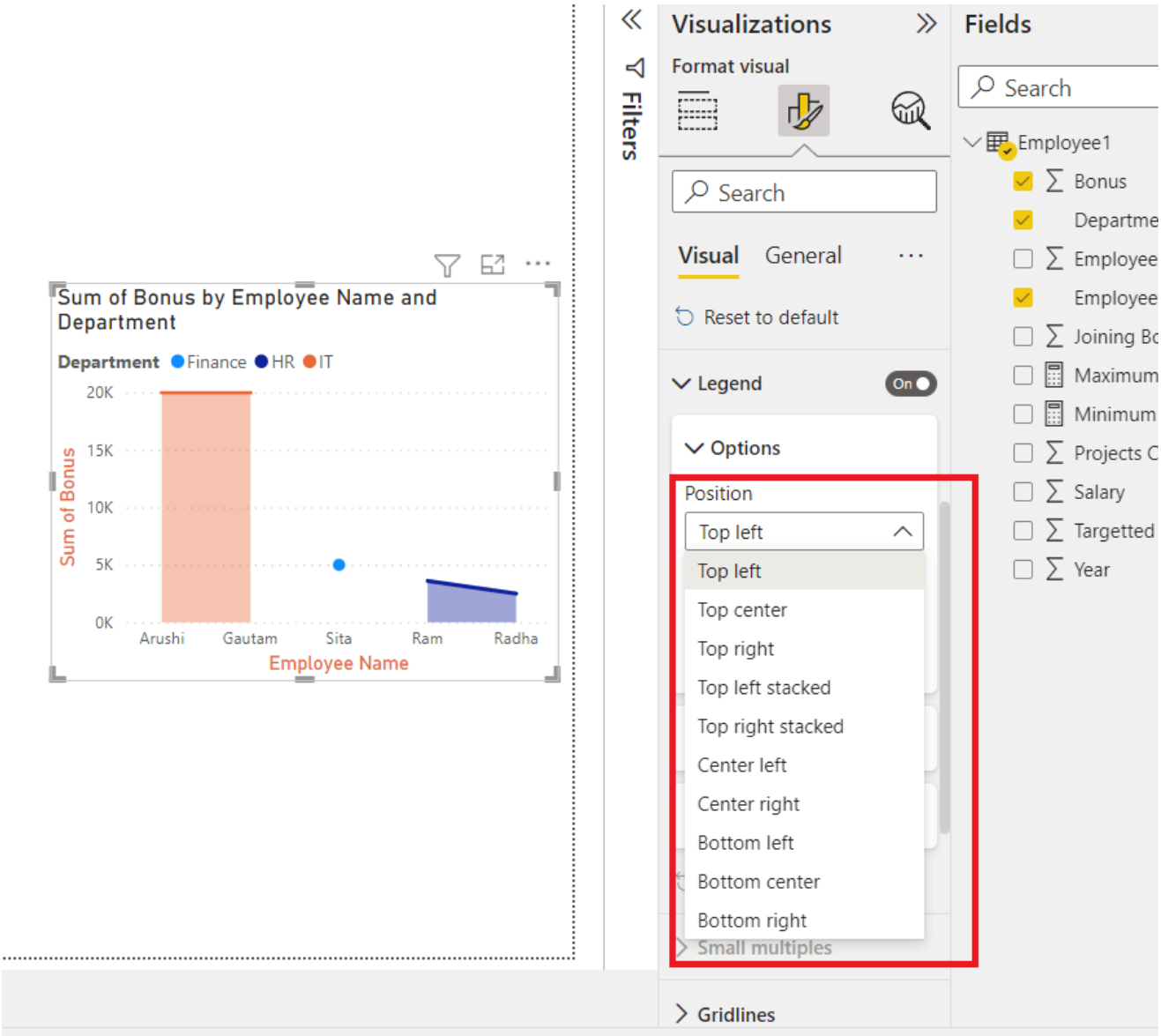
Legends are the property that is used to **sub-categorize** the data for better analytics. It divides the data into different sub-groups.

The following are the steps:

Step 1: Click on the **Legend** option. A drop-down appears. We have multiple options available here i.e. **Options**, **Text**, and **Title**. We can set the position of the legends. 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 2: Click on the **Options** property, and a drop-down appears. We can set the **position** of the legends accordingly. For example, to **Top Center**, **Bottom left**, etc. By default, the **Top left** is the position.

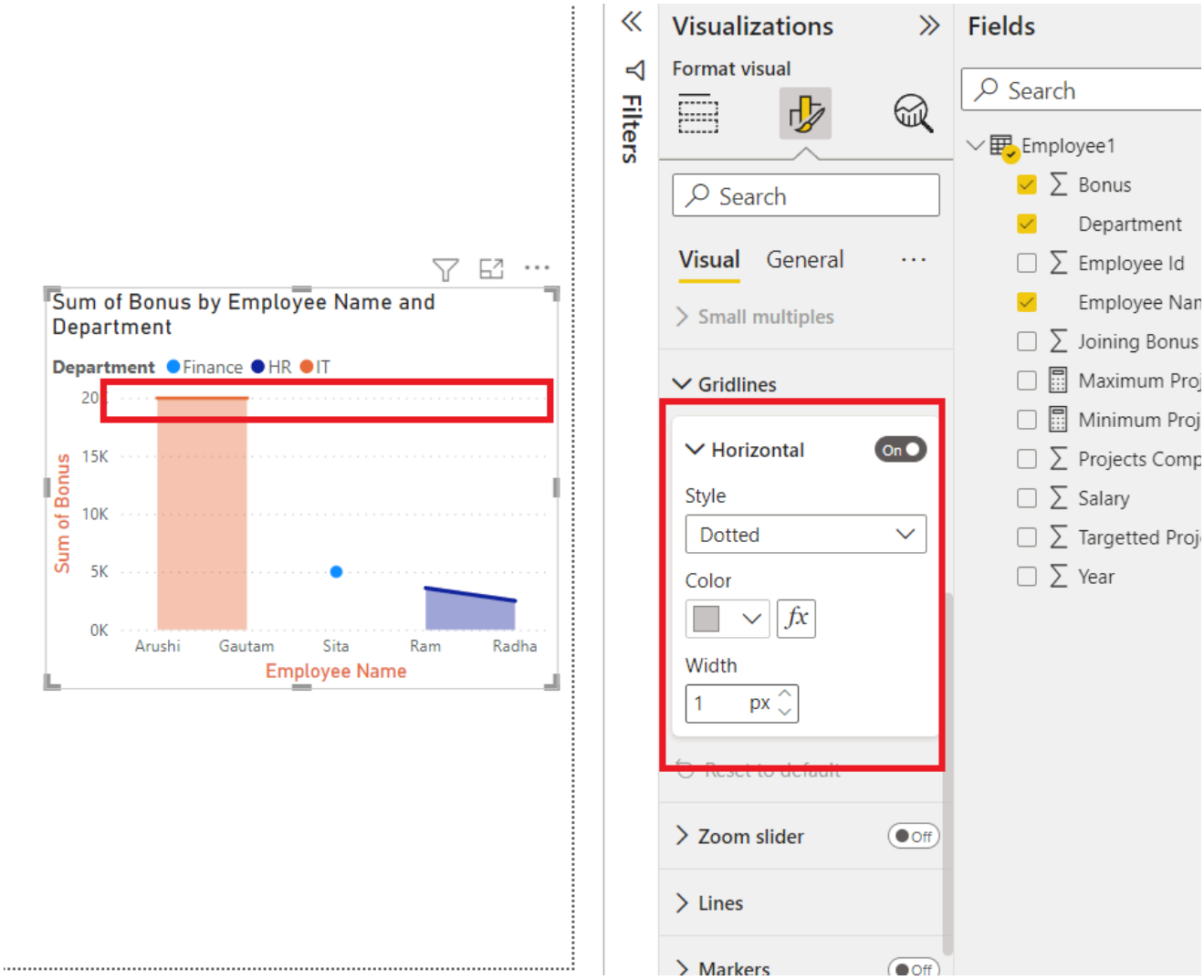


Gridlines

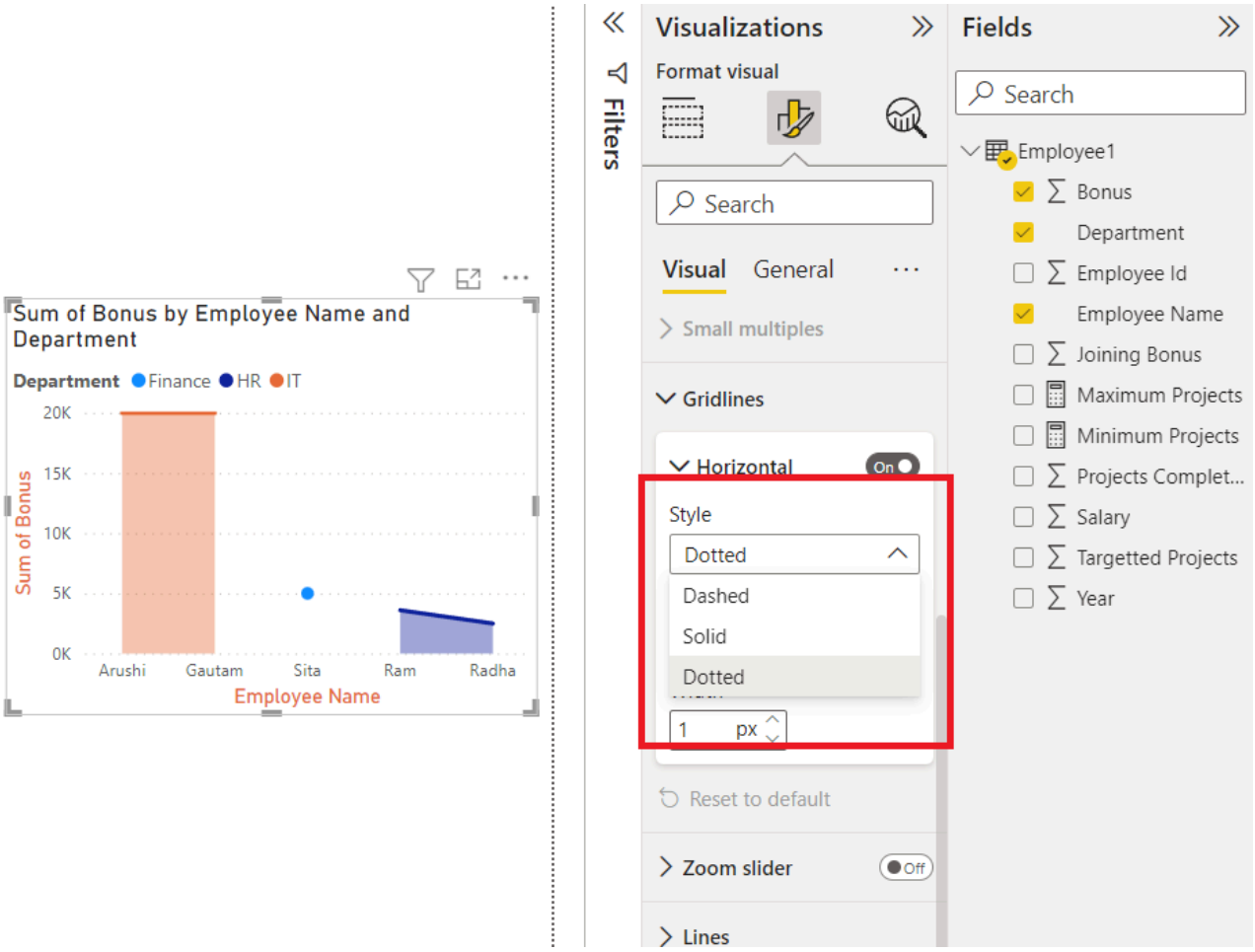
Gridlines are the background lines, which are by default **dotted** in nature, and are very light and thin.

The following are the steps:

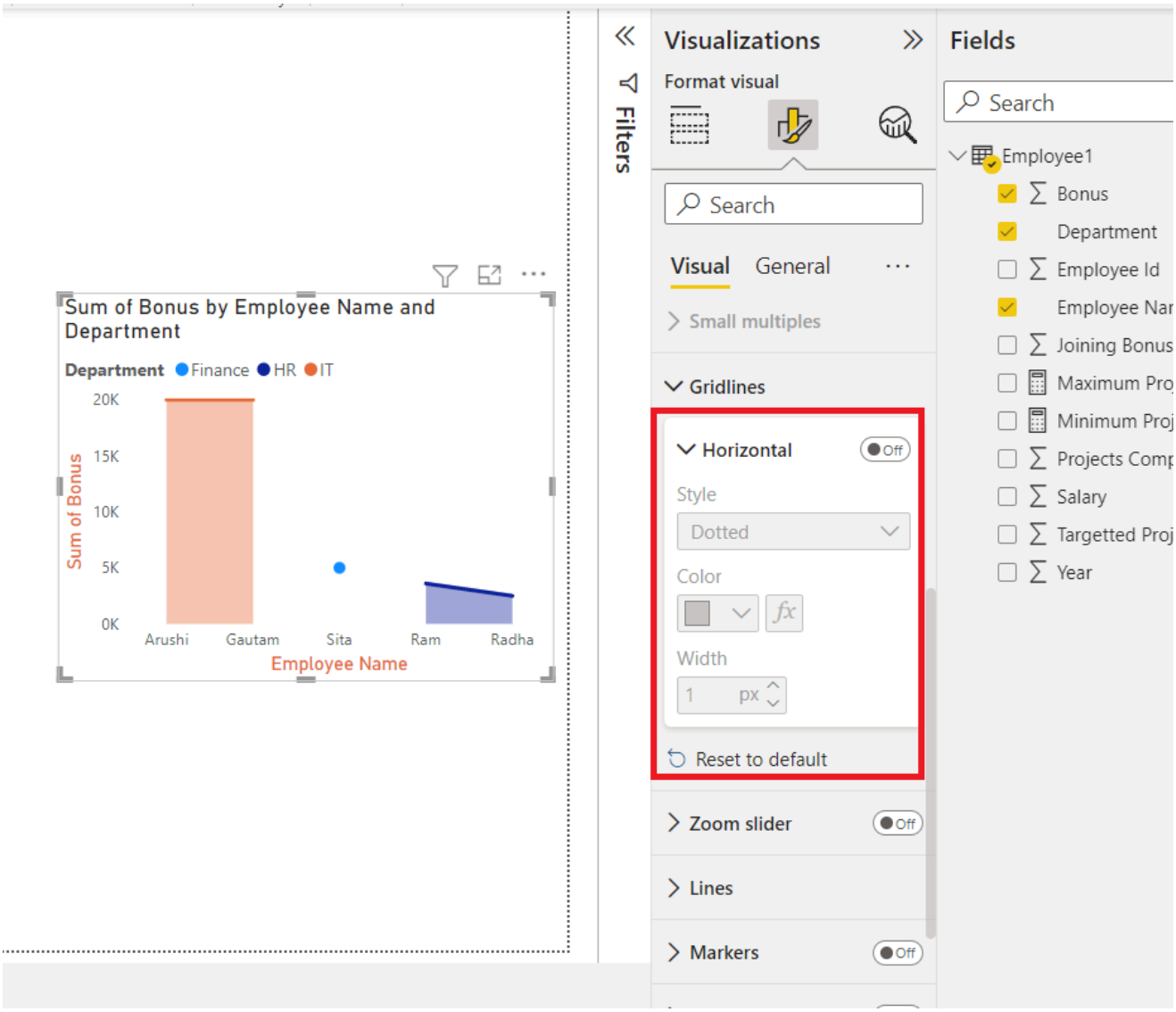
Step 1: Click on the **Gridlines** option. A drop-down appears. We have an option available i.e. **Horizontal**. Click on the **Horizontal** option, and a drop-down appears. By default, in the area chart, only horizontal gridlines are available. We can edit the **style** of the line. Also, one can set the **color** and **change the thickness** of the gridlines.



Step 2: Under the **Style** option, click on the drop-down option. A list appears. We can change the style of the **horizontal** gridlines to **solid**, **dashed**, etc.



Step 3: If we close the slider of the horizontal gridlines, then the horizontal lines would disappear, as seen in the image below.

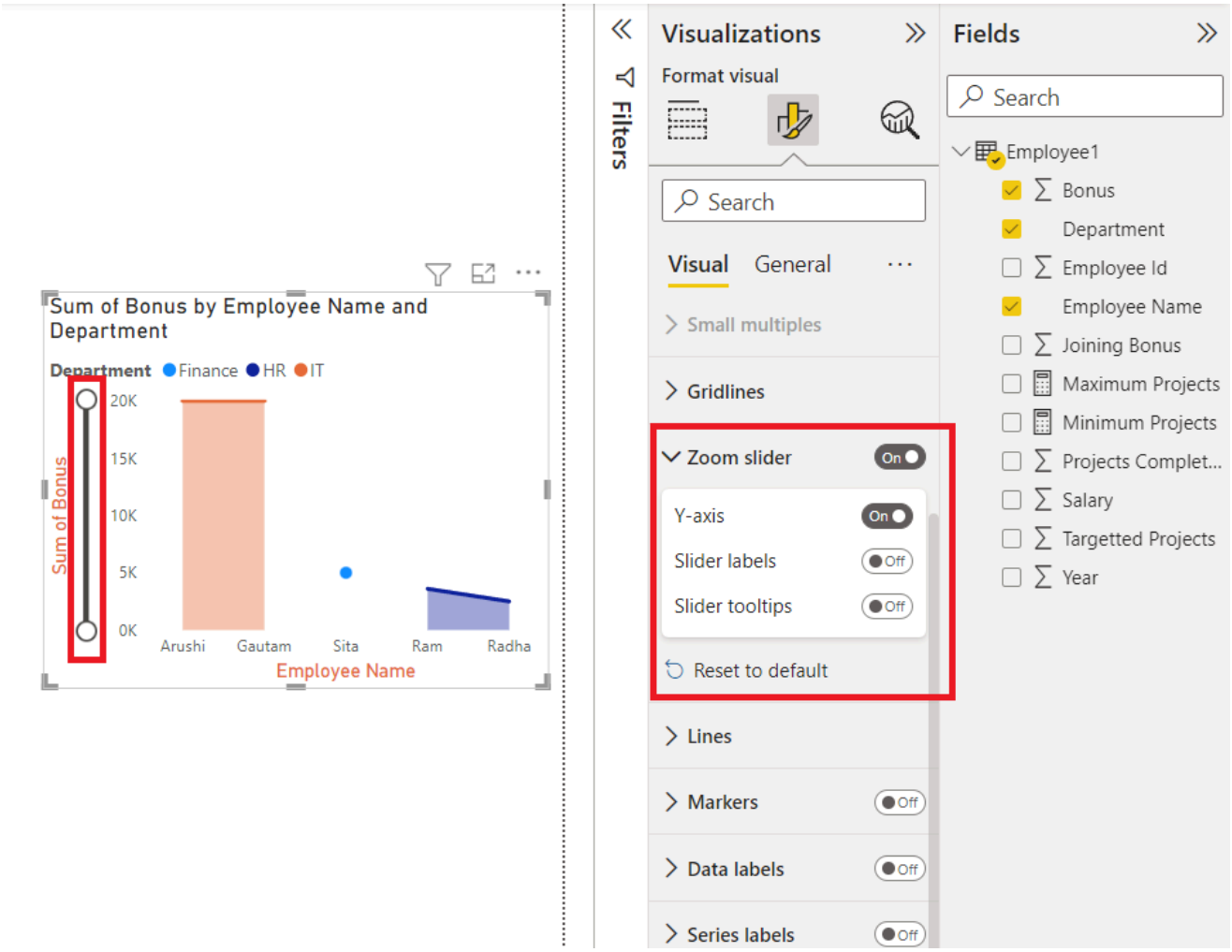


Zoom Slider

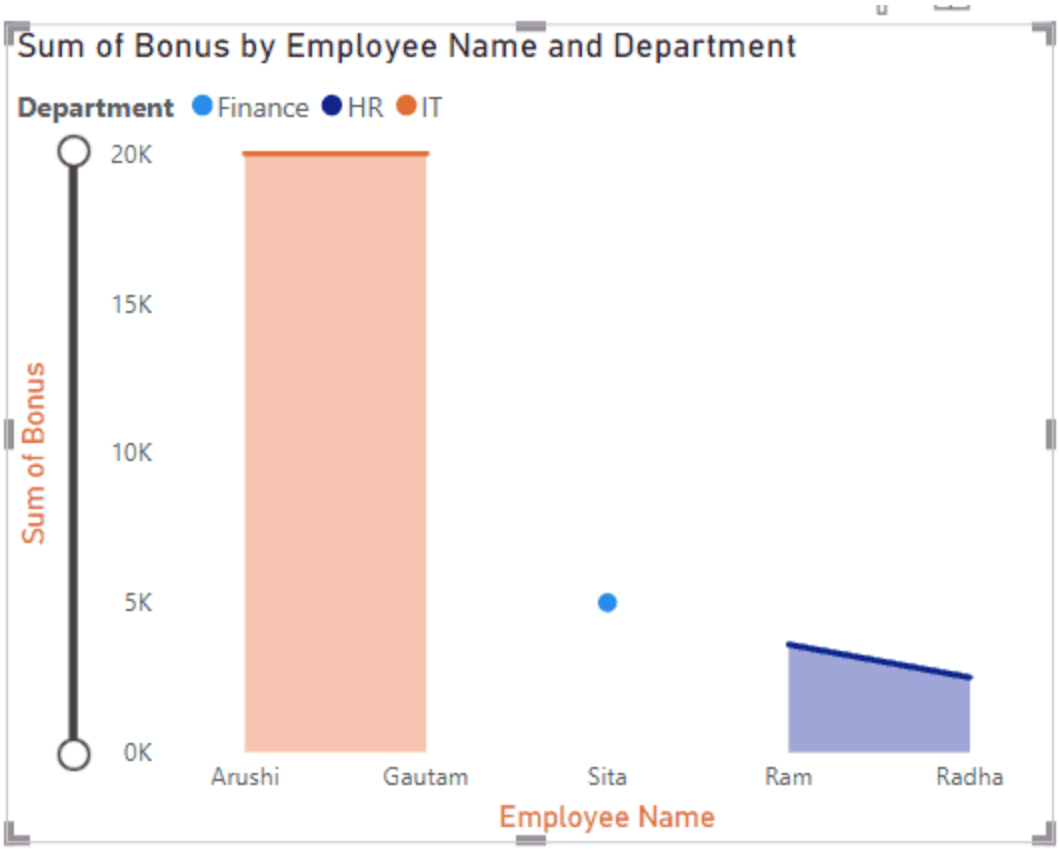
The **zoom slider** is used to increase or decrease the range of the numeric values on the y-axis.

The following are the steps:

Step 1: Click on the **Zoom slider** option. A drop-down appears. We have multiple options available here i.e. **Y-axis**, **Slider labels**, and s**lider tooltips.** A **slider** will appear on the y-axis of the area chart. **Slider labels**, enable the values on the slider as a **mark strip**. **Slider tooltips** are used whenever we are sliding the **zoom slider**, the numeric value will appear on it.

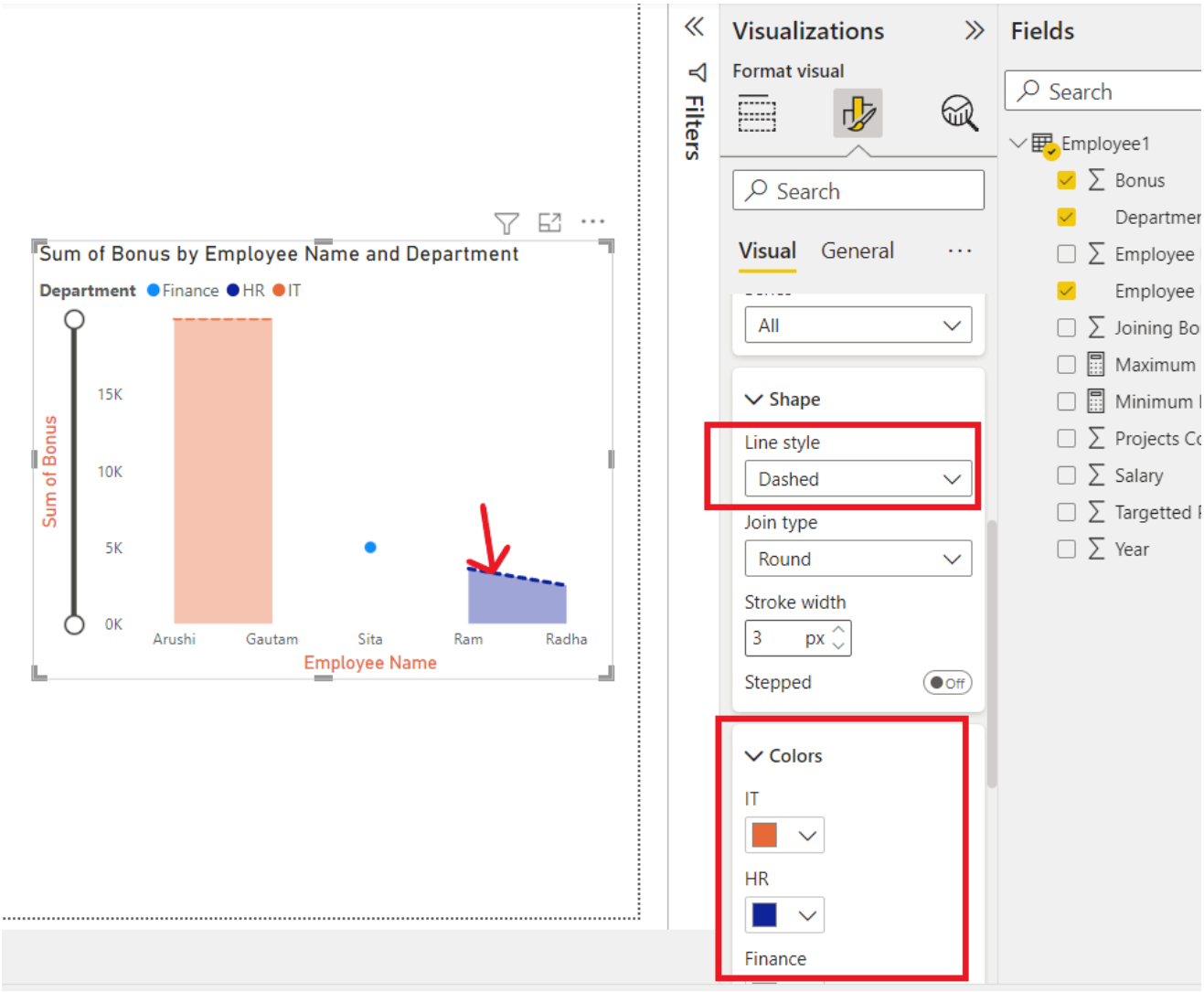


Step 2: The below gif shows how the bars change with the slider.



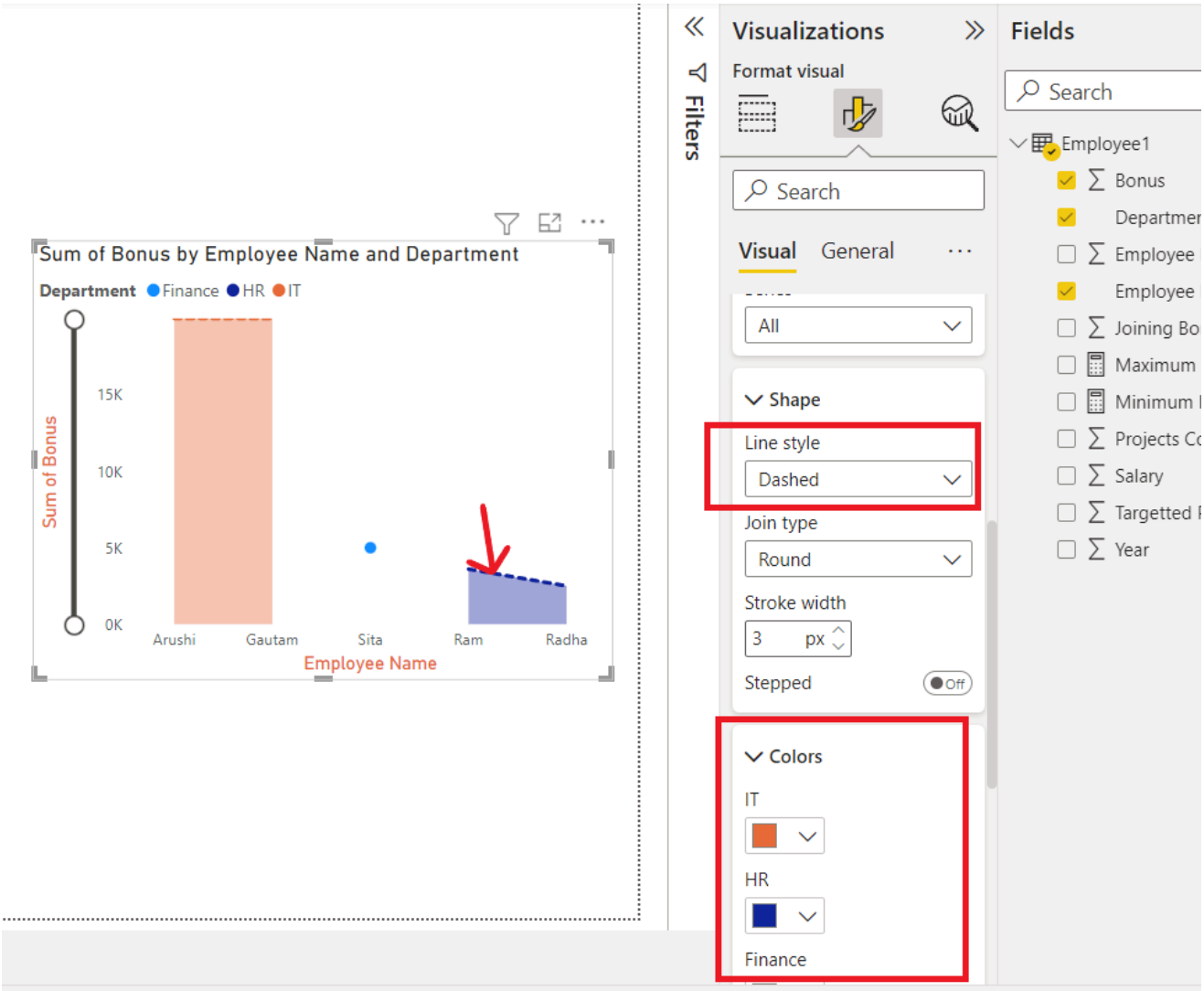
Lines

Lines refer to the lines representing each legend's value, which show the dataset value corresponding to each x-axis value in an **area chart.** Click on the Lines option. A drop-down appears. We have **5** options i.e. Apply Settings to, shape, colors, shaded area, and spacing. We can customize the color of the lines accordingly. **Apply settings to** is a filter that can be applied to the area charts so that we could view only the specific legends. The **shaded area** option is used to set the **percentage transparency** of the area covered under the lines.



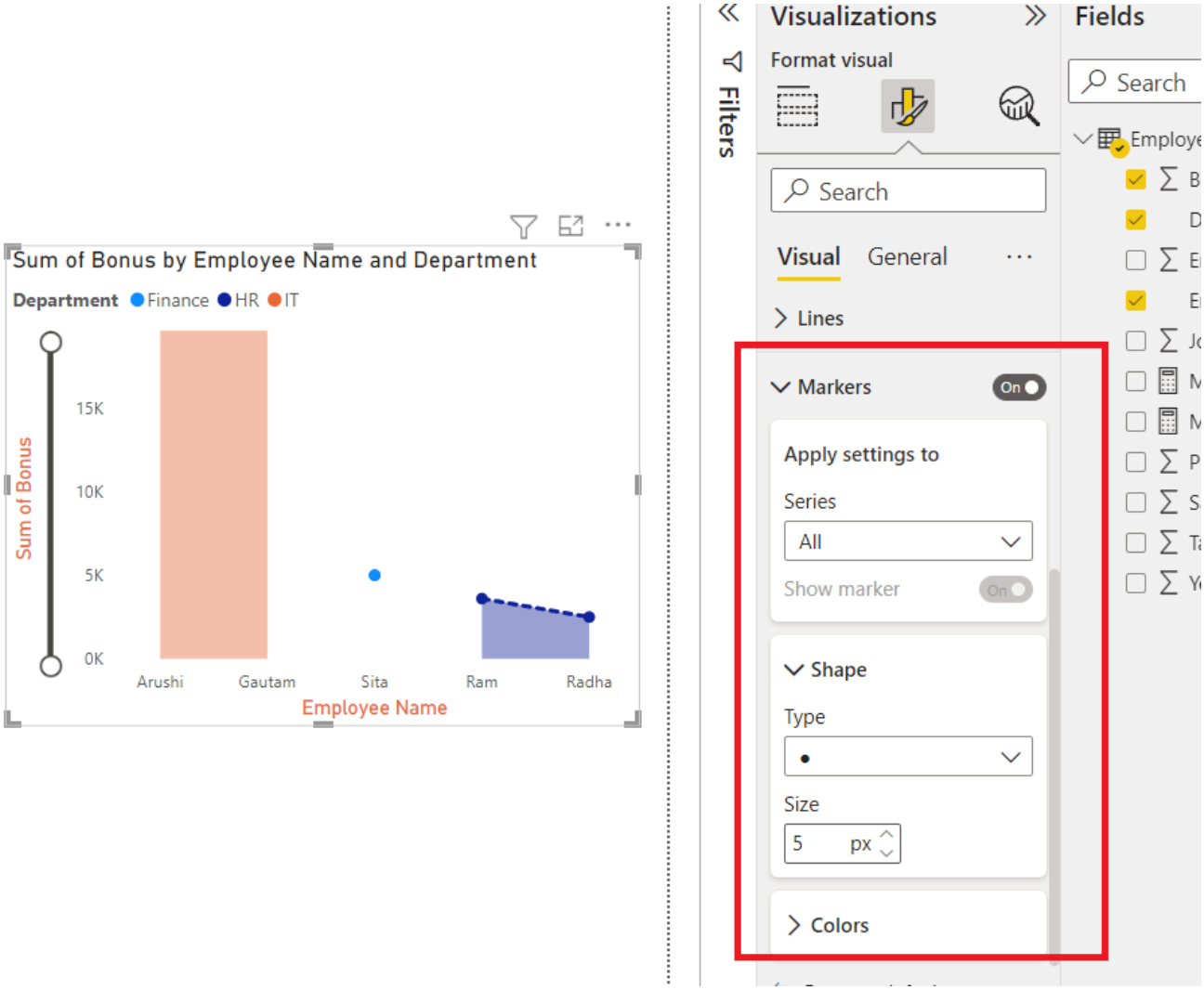
The following are the steps:

Step 1: Click on the **Shape** property. We can change the **style** of the line to **dashed**, **solid**, or **dotted**. Click on the **colors** property to customize the **color** of each of the lines of the legends.



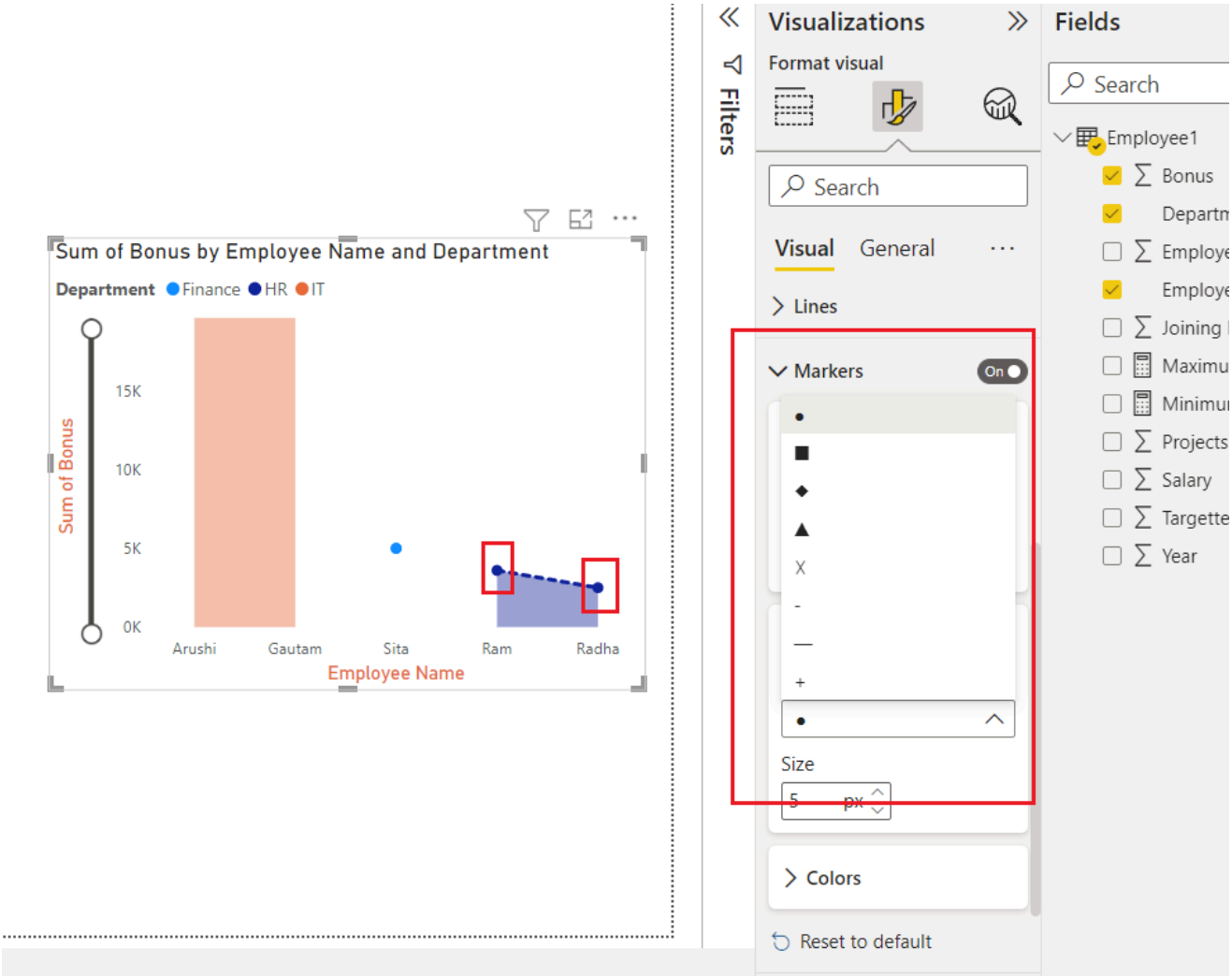
Markers

Markers refer to the endpoints of each line. Click on the **markers** option. A drop-down appears. We have 3 options i.e. Apply settings to, shape and colors. We can customize the color of the lines accordingly. **Apply settings to** is a filter that can be applied to the area charts so that we could view only the specific legends.



The following are the steps:

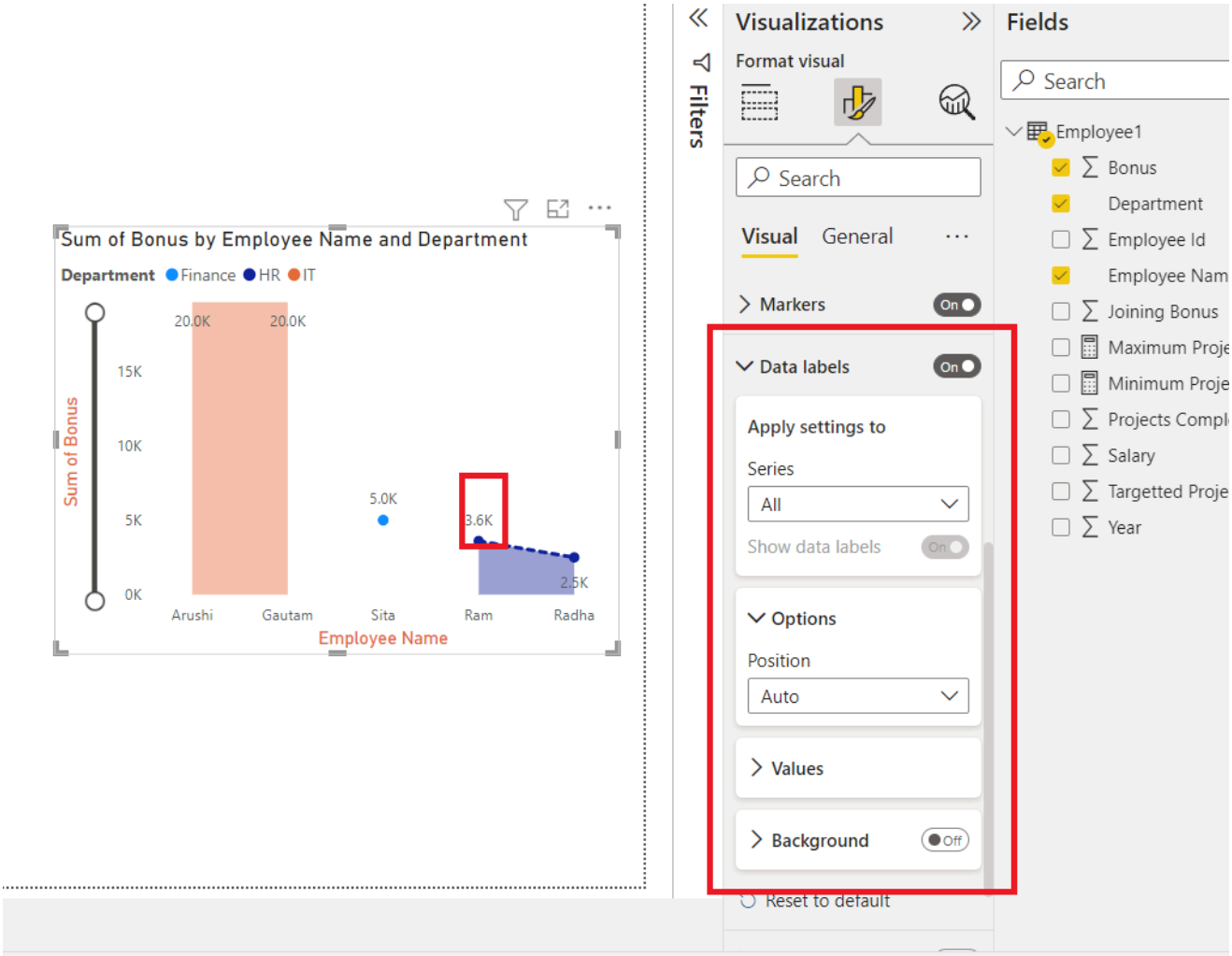
Step 1: Click on the **Shape** button. A list appears for all different types of **markers**. Choose the marker as per your choice.



Data Labels

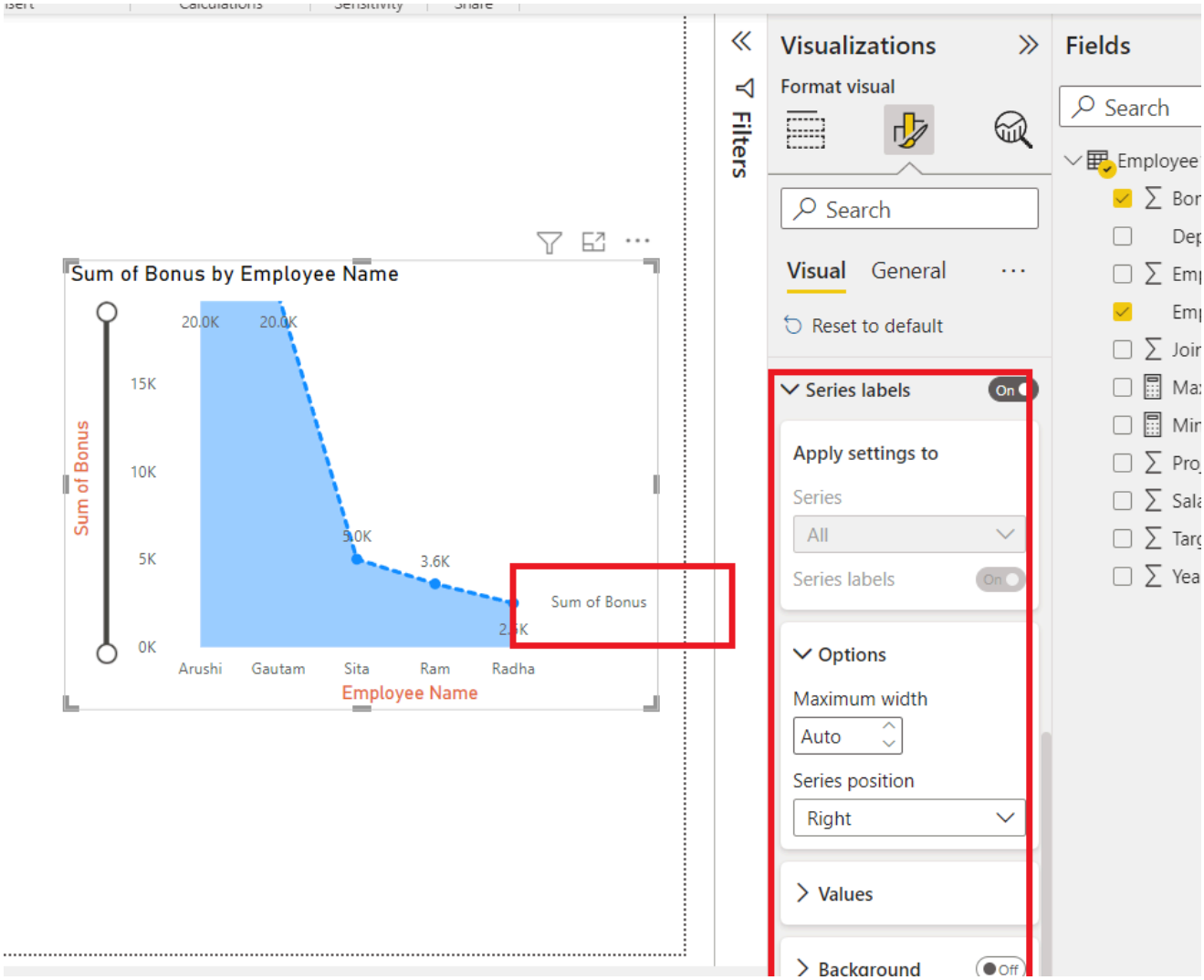
Data labels provide additional information on the lines. For example, **Arushi** and **Gautam** have a salary of **50K** and **40K**, and they want to display that on the bar. Click on the **Data labels** option. The **salary** data label will be added to the entire chart. Also, a drop-down appears. We have **four** options i.e. **apply settings to, options**, **values**, and **background**. **Values** and **background** have the same property as discussed above i.e. **font**, **size**, and **color**. **Apply settings to**, is a filter on the basis of legends, we can apply the property to specific groups only. The **options** property is used to set the position of the data labels.

> *Note: For understanding, the **series labels** better, we are removing **legends** from the chart. This we are doing only for Series labels property.*



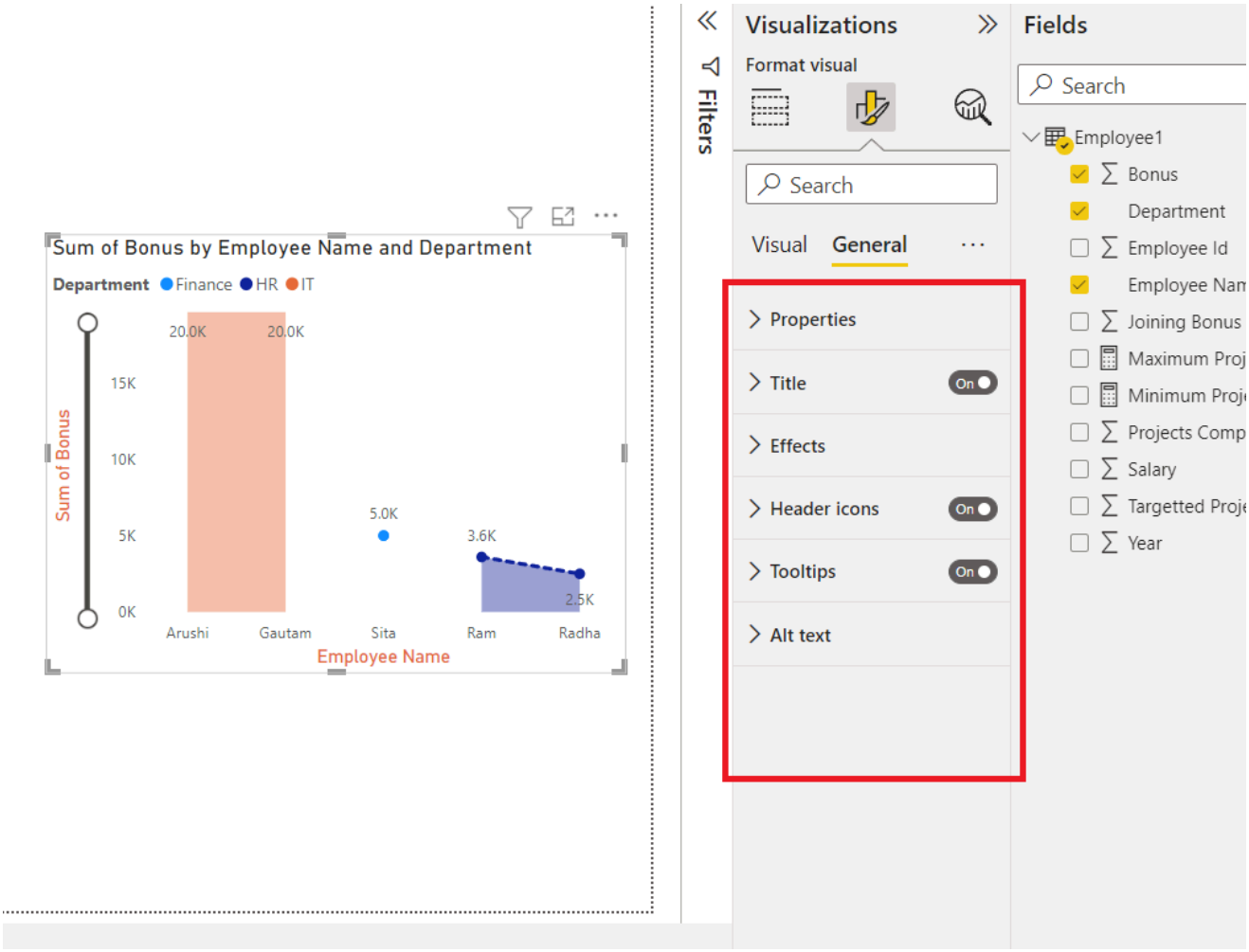
Series Labels

Series labels display the name of the column of the line. For example, the **Sum of the bonus** is the series label in this chart. All the options present in series labels are the same as data labels.



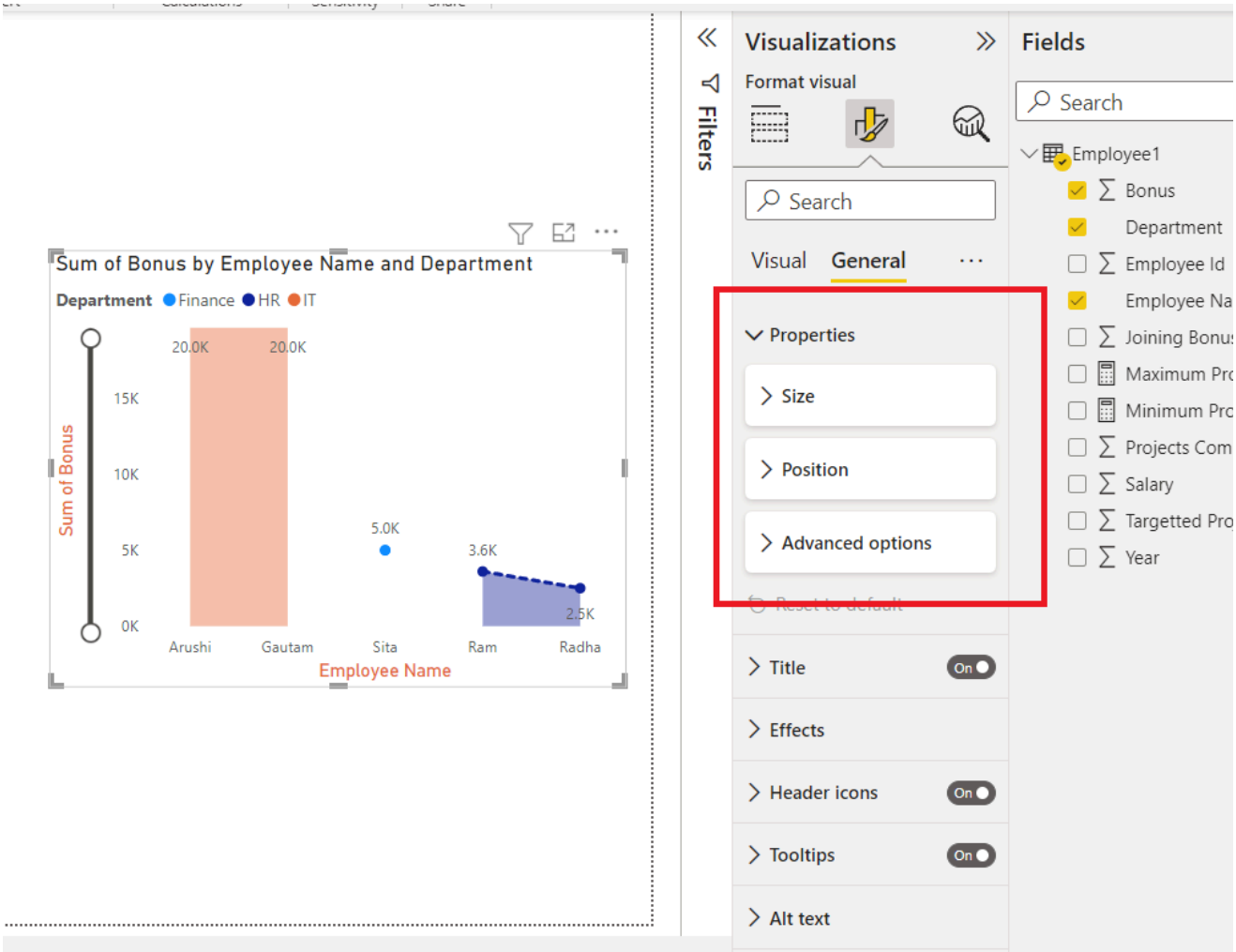
General Formatting

There are multiple options in **general formatting**. For a chart, 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.

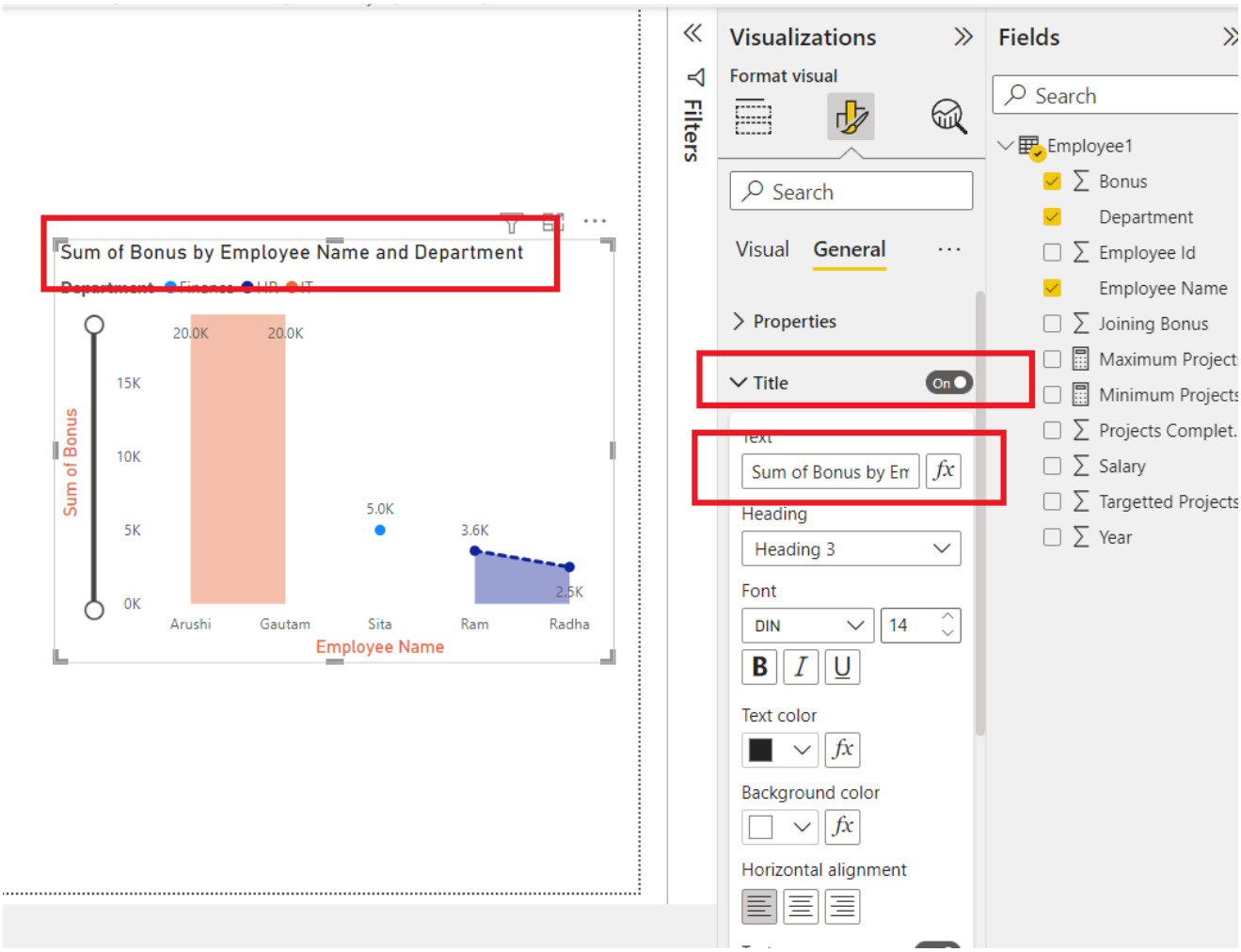


Title

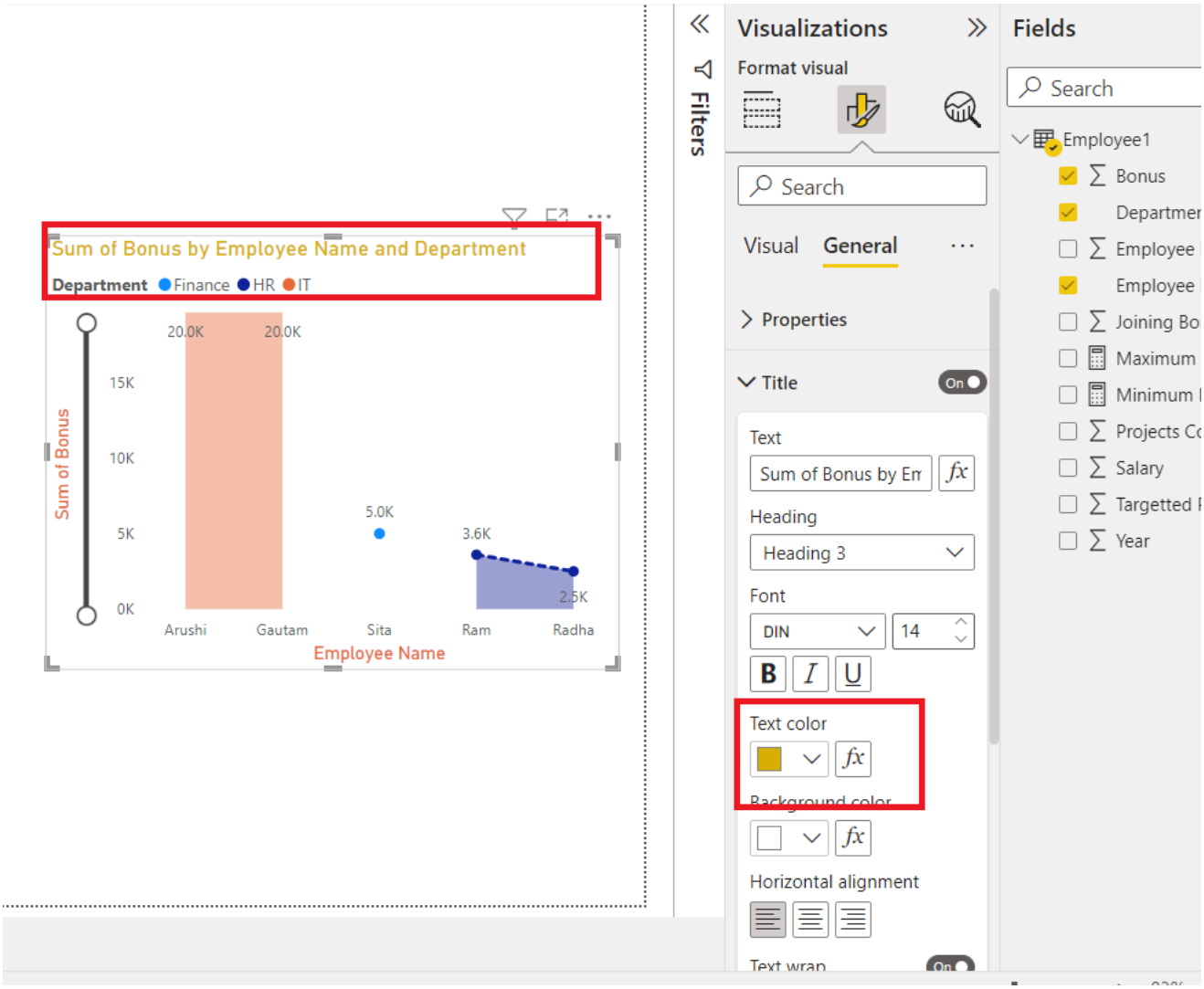
The **title** formatting is present in every visualization. As the name suggests, it adds a **heading** to the visualization. Click on the **slider** to enable the **title**.

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 Bonuses by Employee Name and Department**. We can view in the image a **title** is added to the chart. As done previously we can customize the **size**, **font type** of the chart, etc.

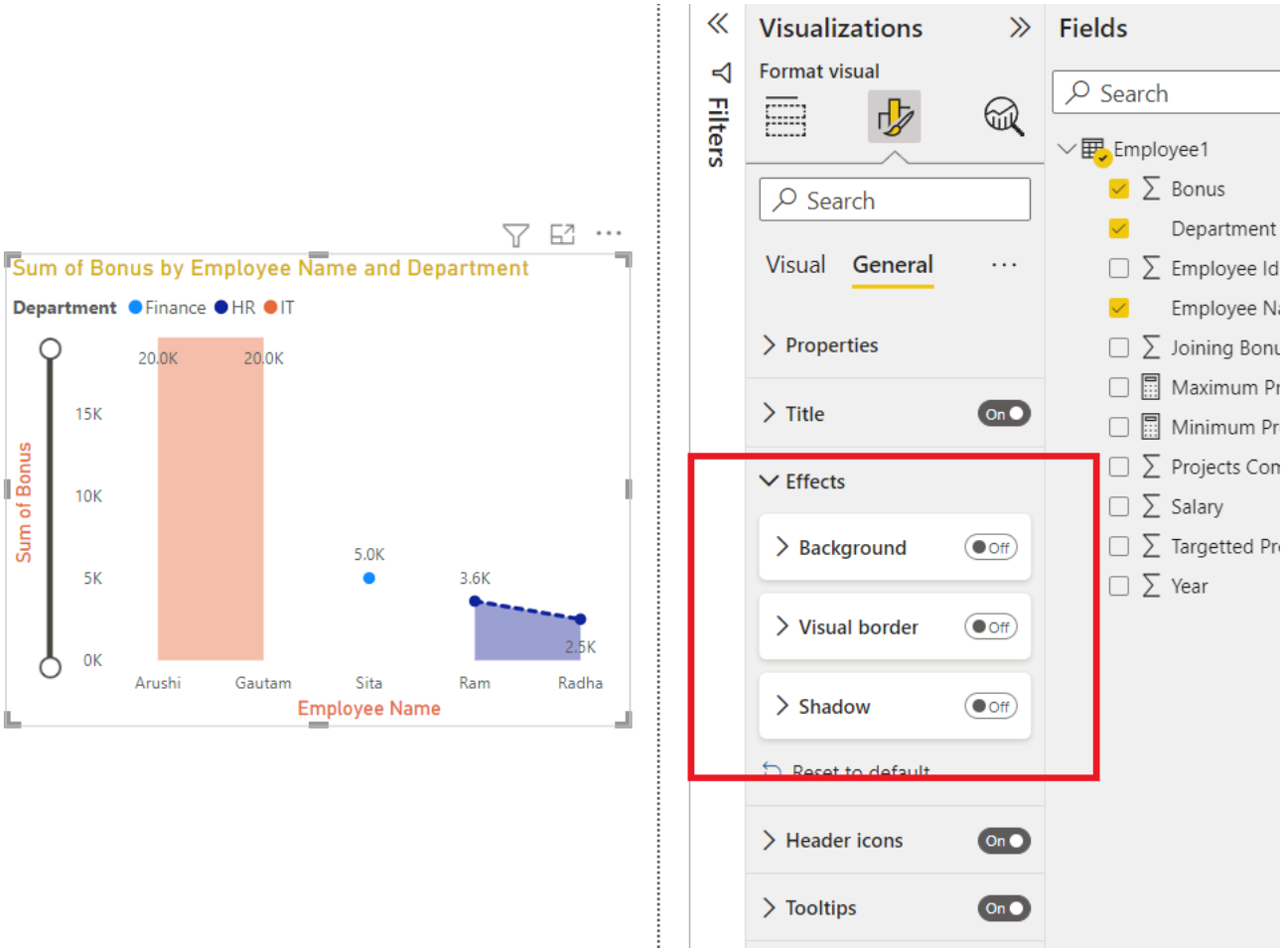


Step 2: We can also change the **color** of the title. Under the **text** color, select the required color. For example, **yellow** in this case. The title color changes to **yellow**.



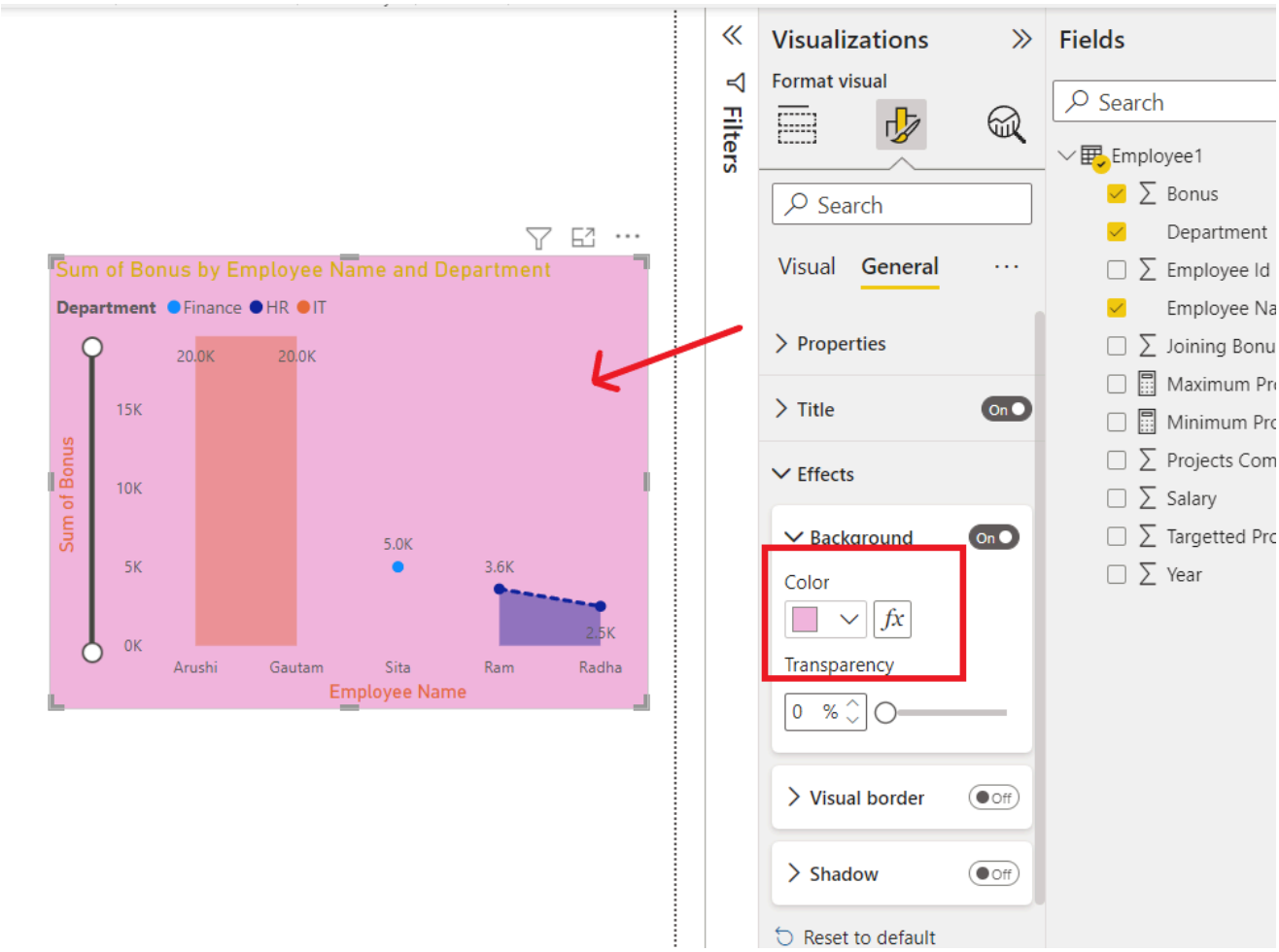
Effects

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.



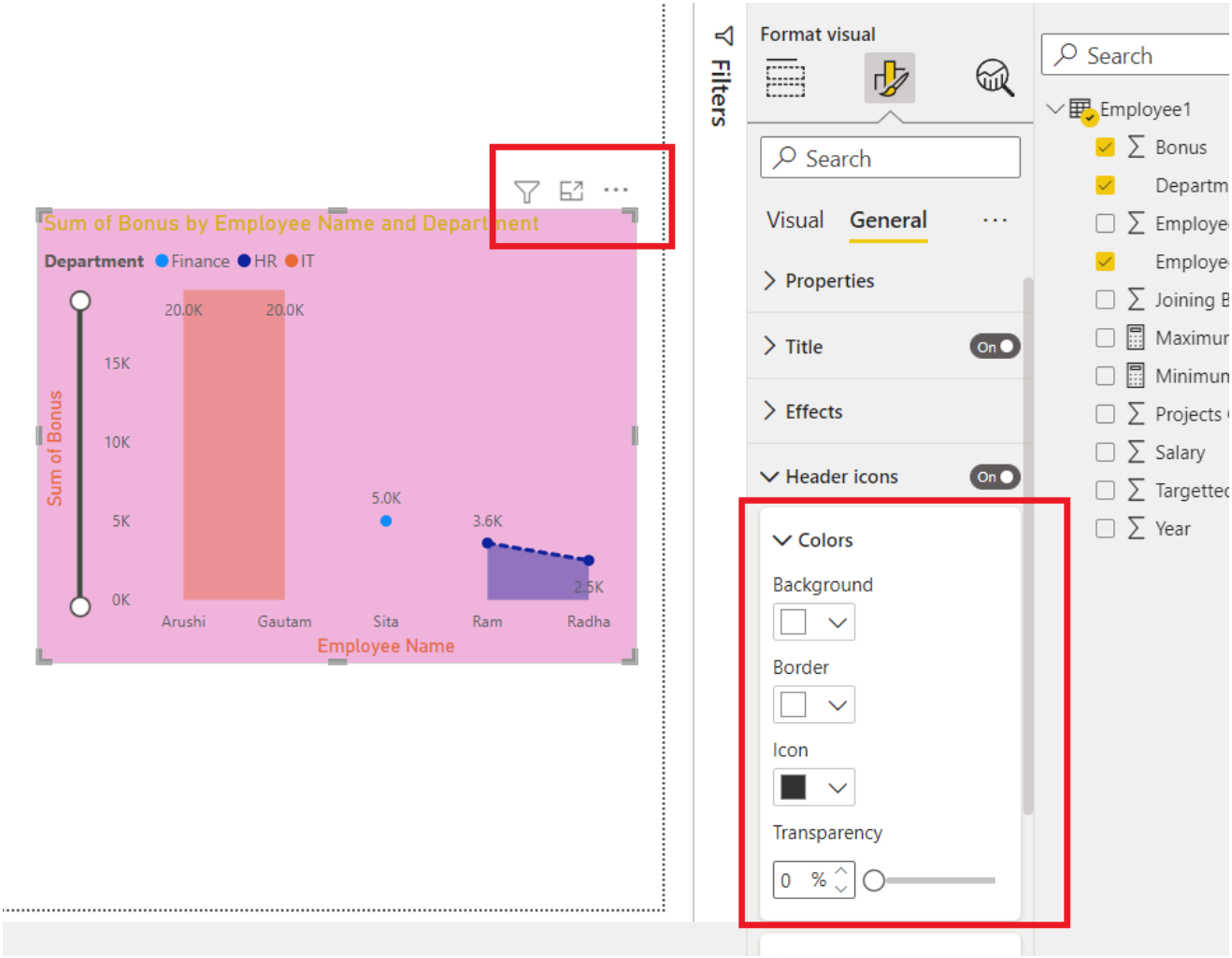
The following are the steps:

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



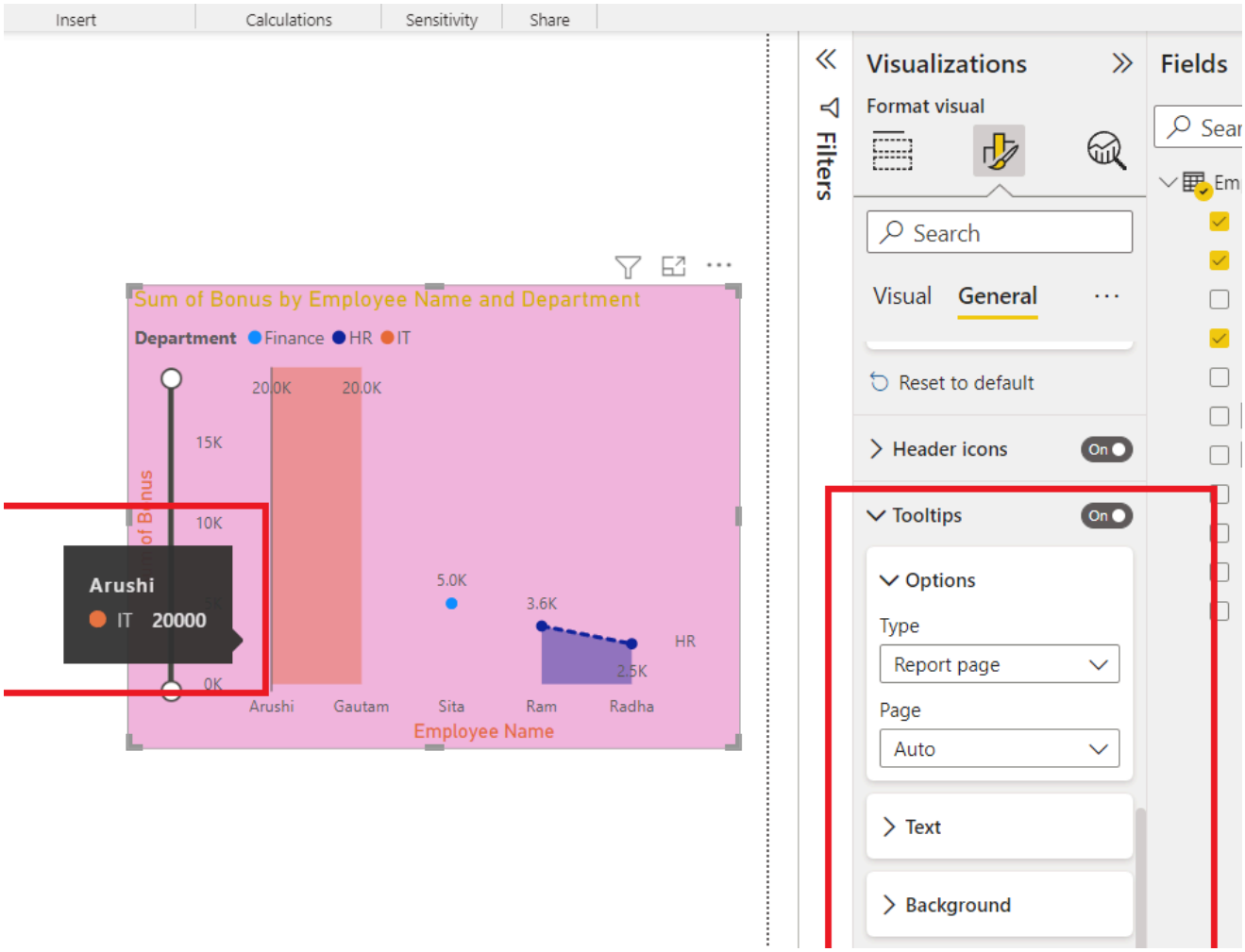
Header Icons

Header icons are the options, present on the **top** of the visualization. For an area chart, 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.



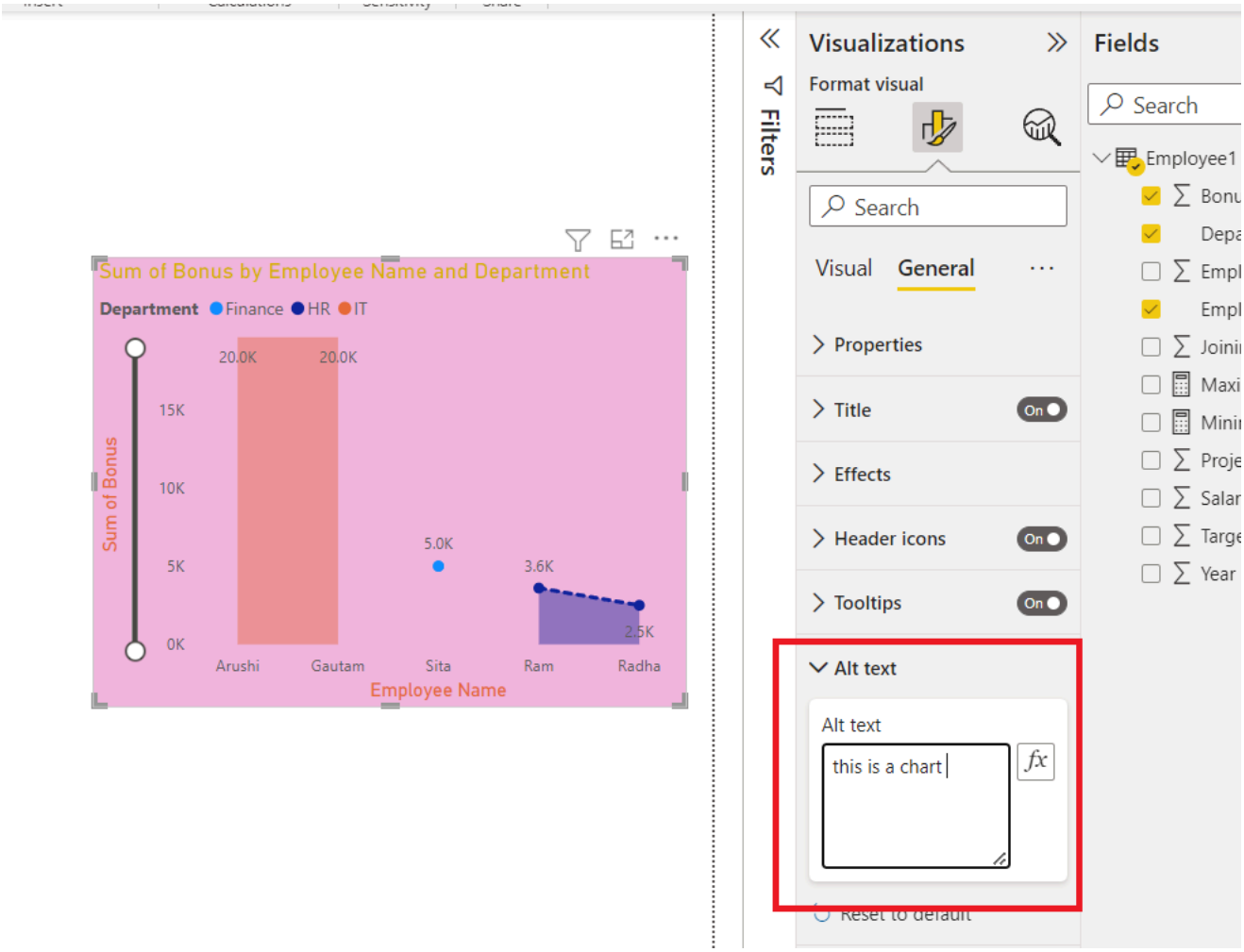
Tooltips

If we hover over a visualization, then we cannot view any information related to the chart. Consider a situation, where we want to display the fields added by hovering over the chart, 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 bar, then we can view that the **employee Name Arushi**, **Department IT**, and **Salary 50K** is displayed. 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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Power BI - Create a Radial Gauge Chart

Last Updated : 16 Jan, 2023

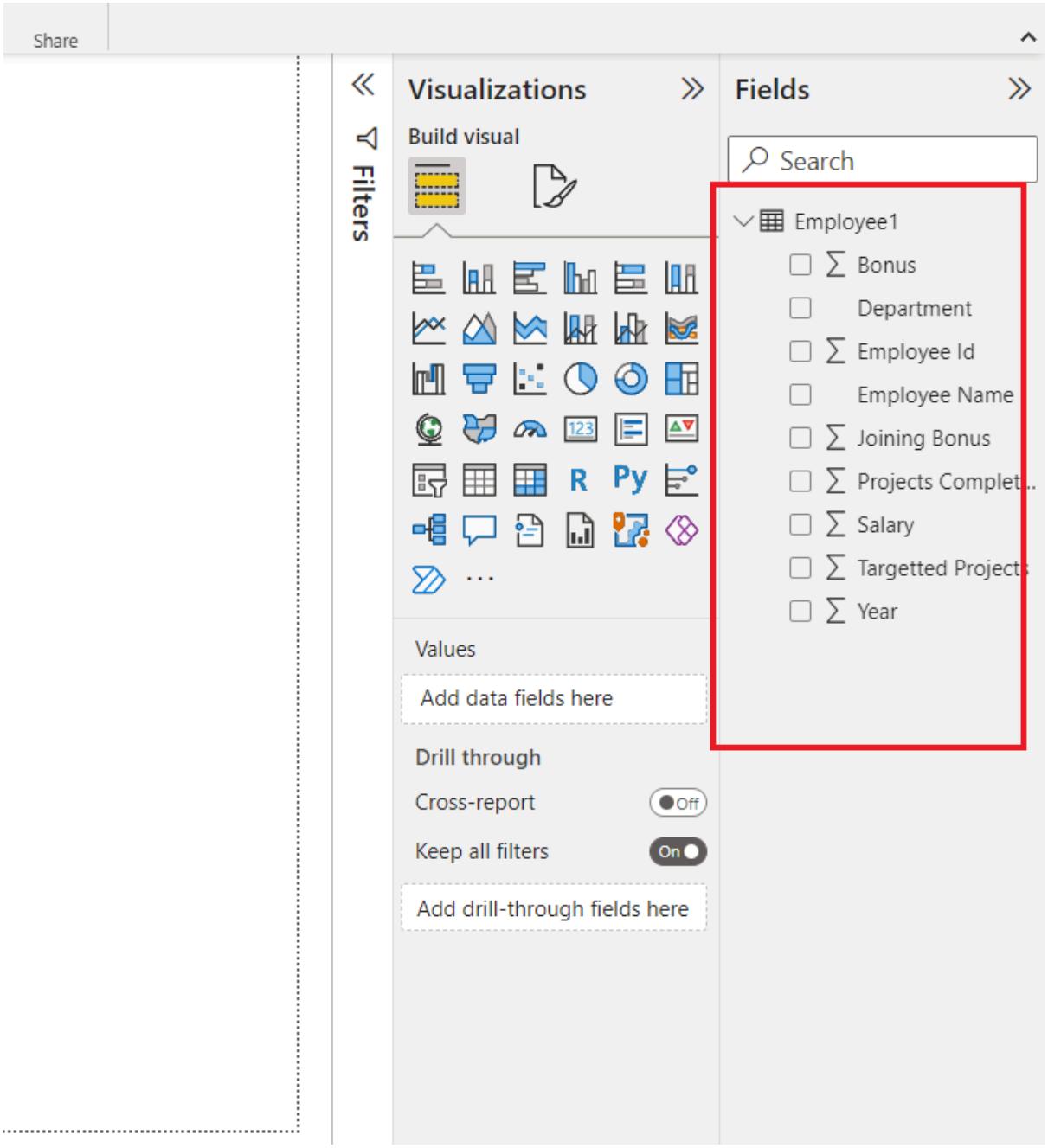
A radial Gauge chart looks similar to a **speedometer** of a **Car**. A gauge chart is a half-circle chart, which tells whether a **target** is achieved or not. Gauge charts are generally used to **measure the progress** toward a goal. In this article, we will learn how to create a radial gauge chart in Power BI.

Creating a Radial Gauge Chart

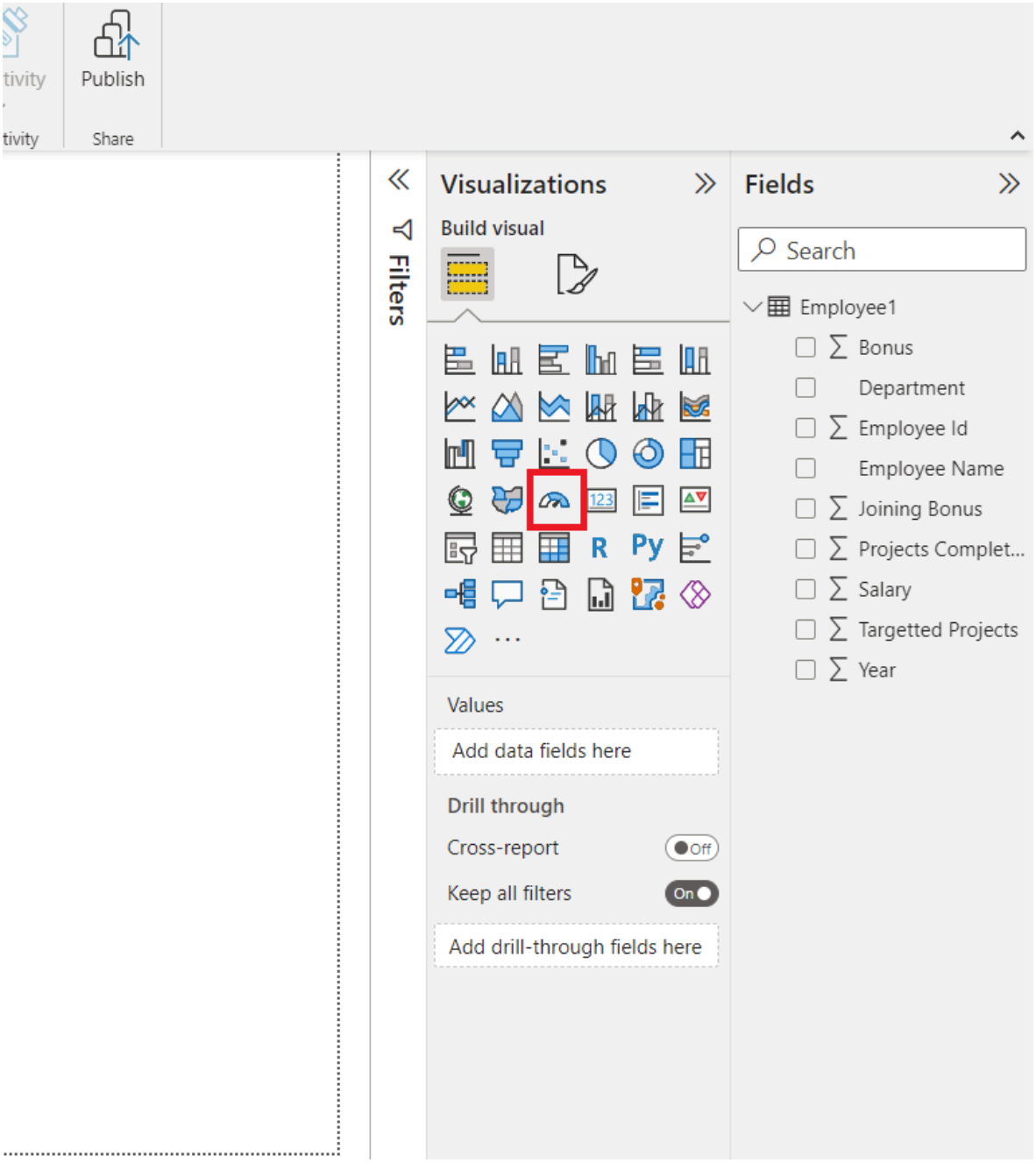
A Radial Gauge chart has a semi-arc to show its data value. We will take a look at each of the options in the radial gauge chart. For example, we are given a data set of **Employees**, and we want to make a **radial gauge chart**, consisting of a set target value, minimum value, and maximum value. We will explore each option while creating this gauge chart.

The following are the steps:

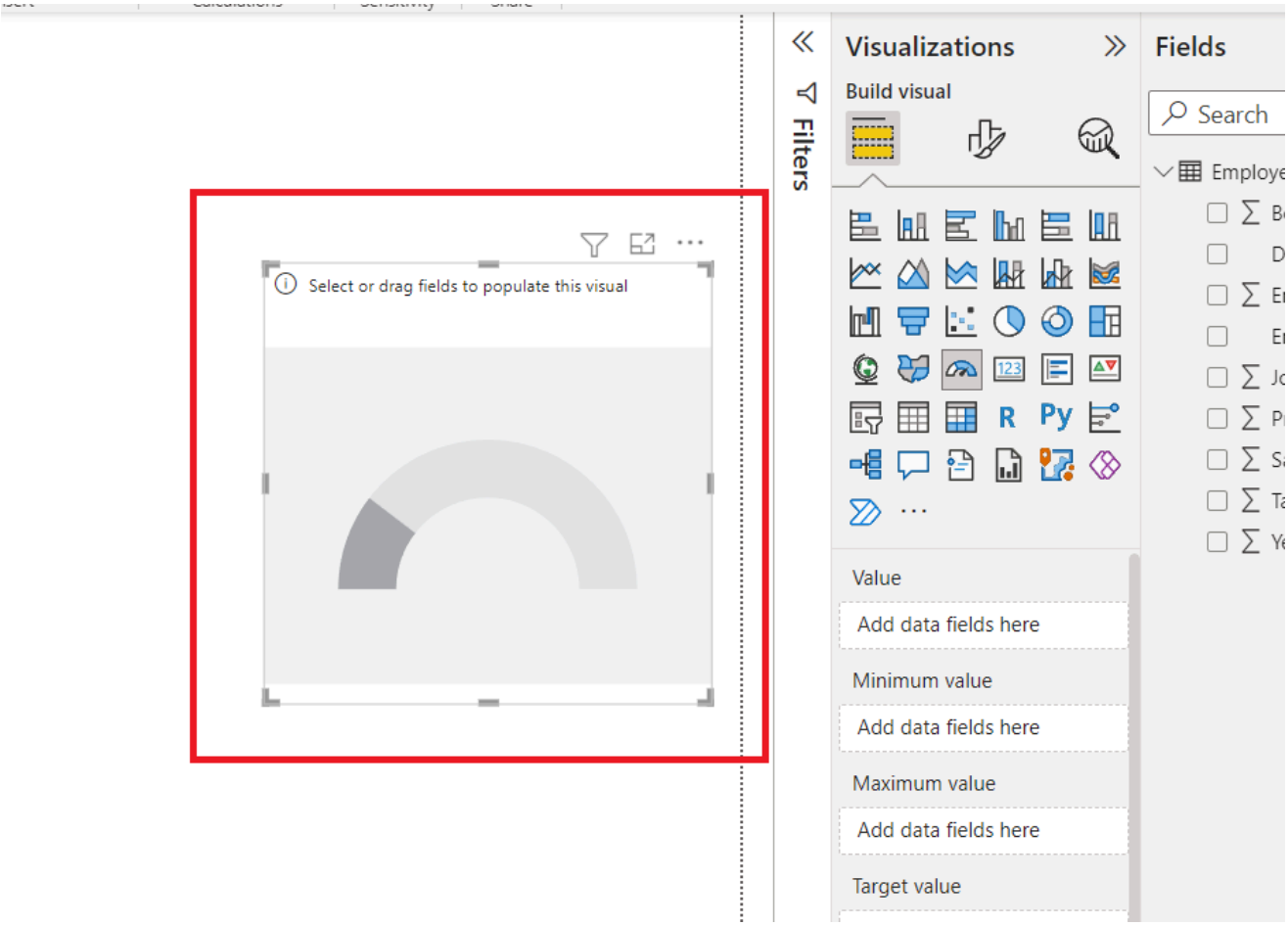
Step 1: Given the dataset, **Employee**. The dataset comprises **9** columns. But for understanding the gauge chart, we will be using only **two** columns i.e. **Projects Completed**, and **Targetted Projects**.



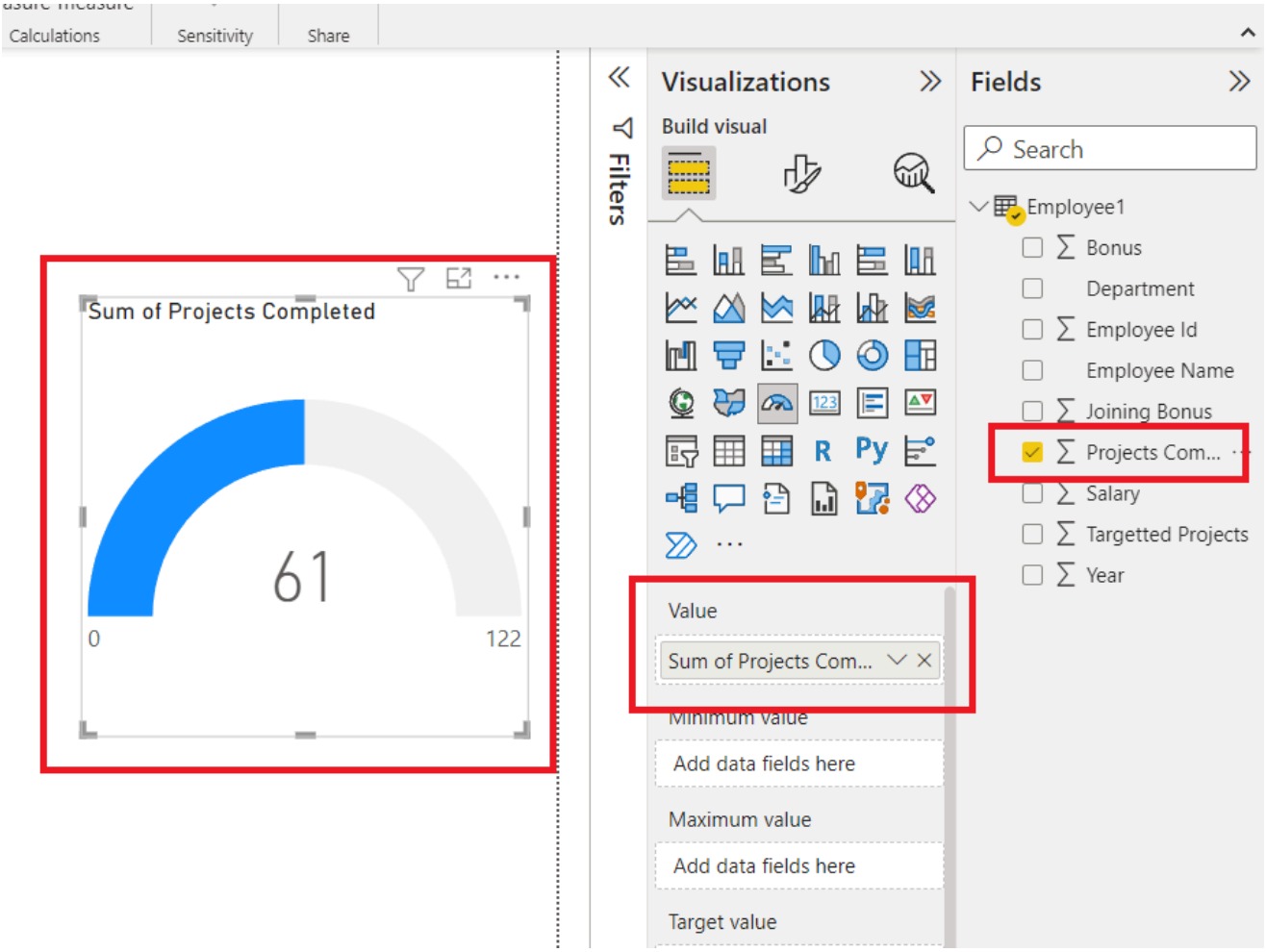
Step 2: Under the **Visualizations** section, click on the **Radial gauge chart**.



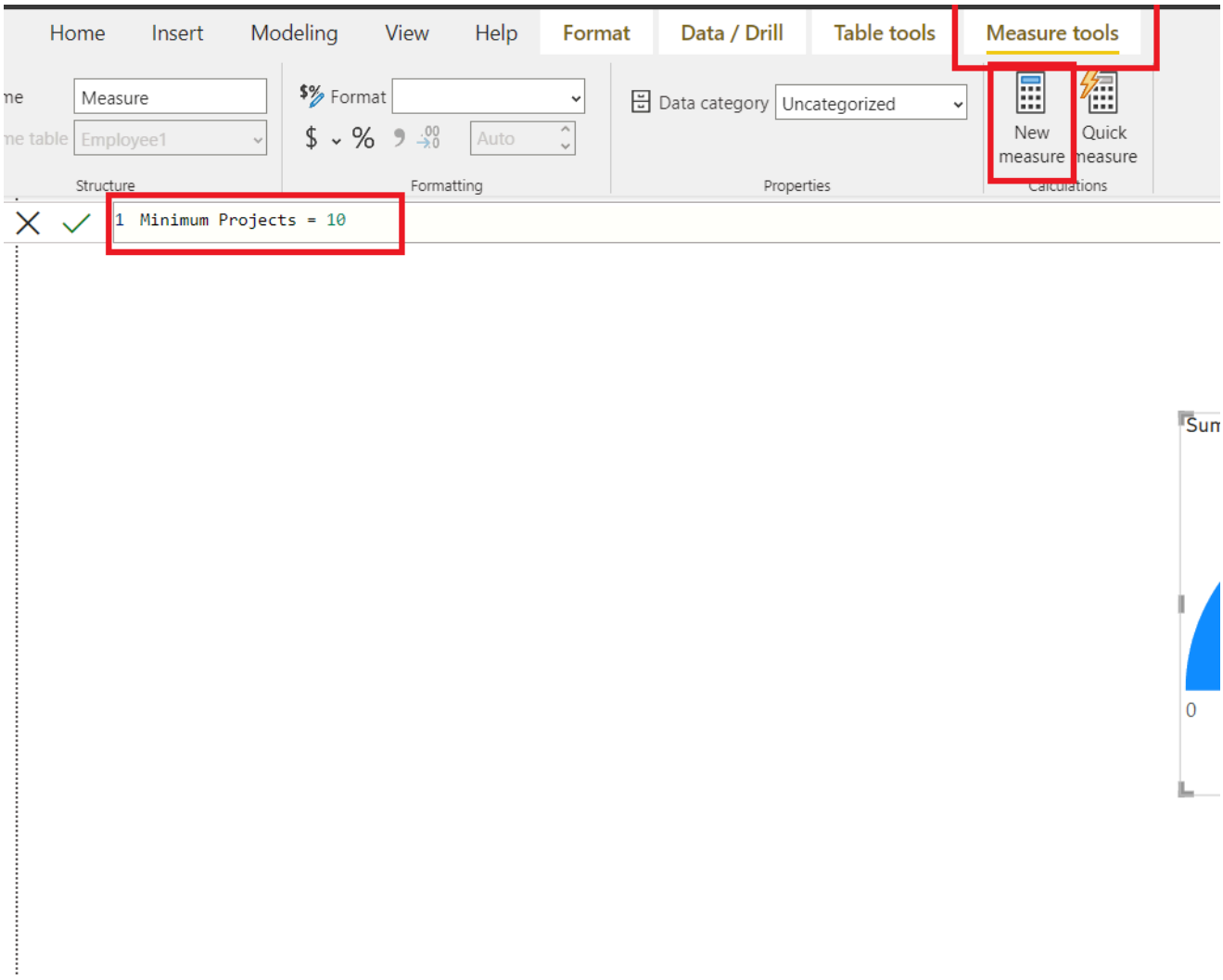
Step 3: An empty **gauge chart** is created. This chart does not contain any fields. Our next task is to add columns to it.



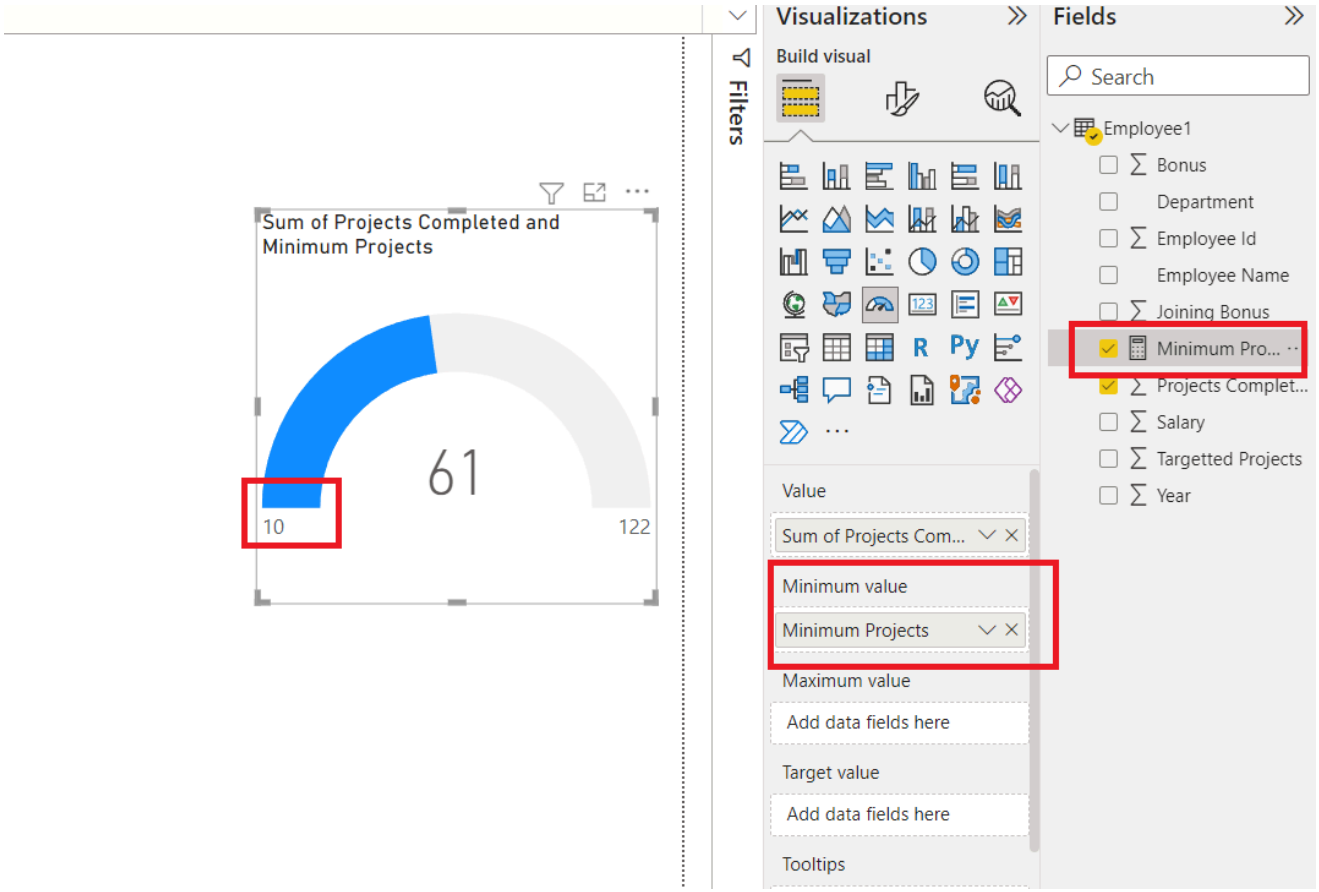
Step 4: Adding **Value** in the gauge chart. **Drag** and **drop Projects Completed** into the **Value**. We can see a gauge chart has been created, with the **blue portion** showing the total sum of the **projects completed**. By default, the **minimum value** of a gauge chart is **0**, and the **maximum value** of a gauge chart is **twice** the **sum of the Values**. In the below example, **0** is the minimum value, **61** is the sum of Projects Completed, and **122** is the maximum value. We can observe **122** is the **double of 61**.



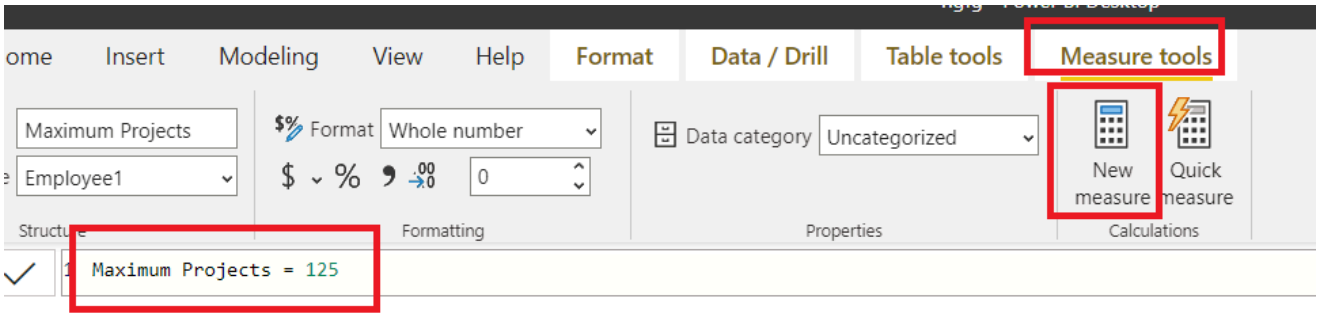
Step 5: What if we want to add a **custom minimum value** in the gauge chart? This task can be achieved by manually entering the data, or by a pre-defined field. If you have a **pre-defined field**, then simply **drag** and **drop** that field into the **Minimum value**, else, we can create our own **custom column**, and can assign it a value. Go to the **Measure tools**, under, the **Calculations** section, click on the **New measure** option. A function bar appears. Now, write the name of the column, with the minimum value you want to assign. For example, **Minimum Projects = 10**, where **Minimum Projects** is the column name, and **10** is the minimum value.



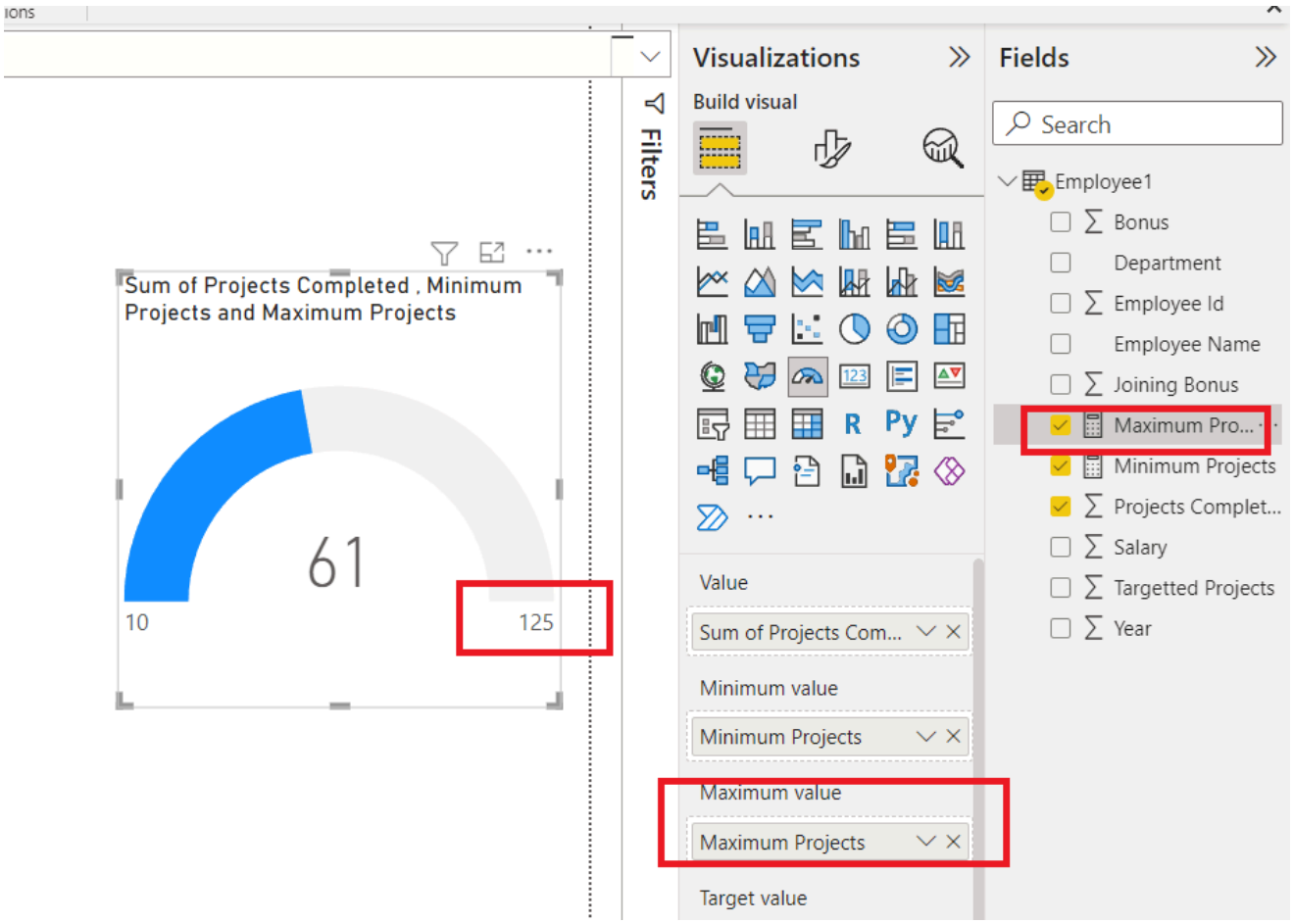
Step 6: We can see that a new measure name, **Minimum Projects** is added in the **Fields** section. **Drag** and **drop Minimum Projects** into the **Minimum value.** We can observe that the minimum value of the gauge chart, is changed to **10**.



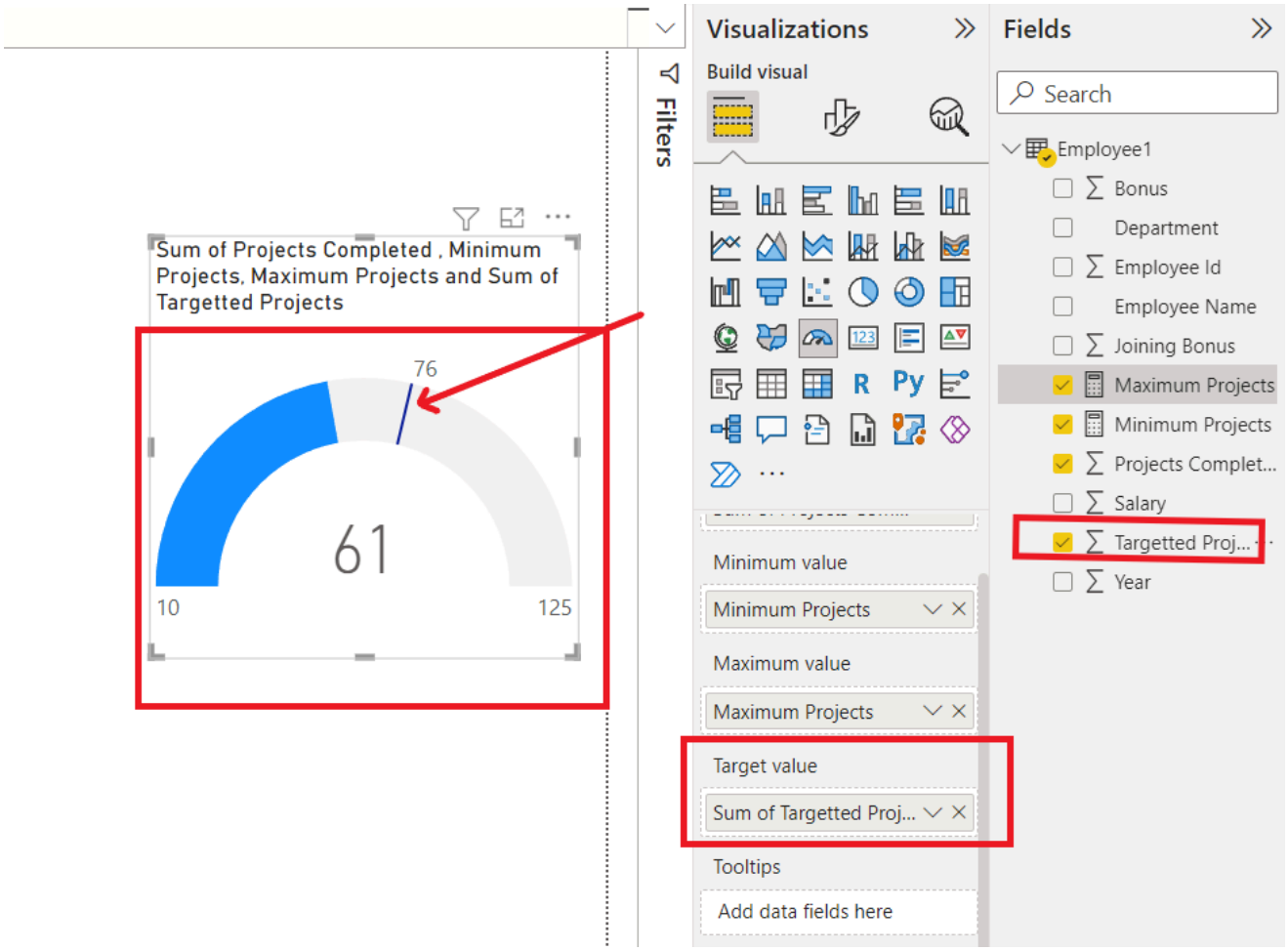
Step 7: Our next step is to add a maximum value for the gauge chart. Repeat **Step5**, to add a new column for setting the **maximum value** into the gauge chart. For example, type **Maximum Projects = 125** into the function bar, where **Maximum Projects** is the column name, and **125** is the maximum value that we want to assign.



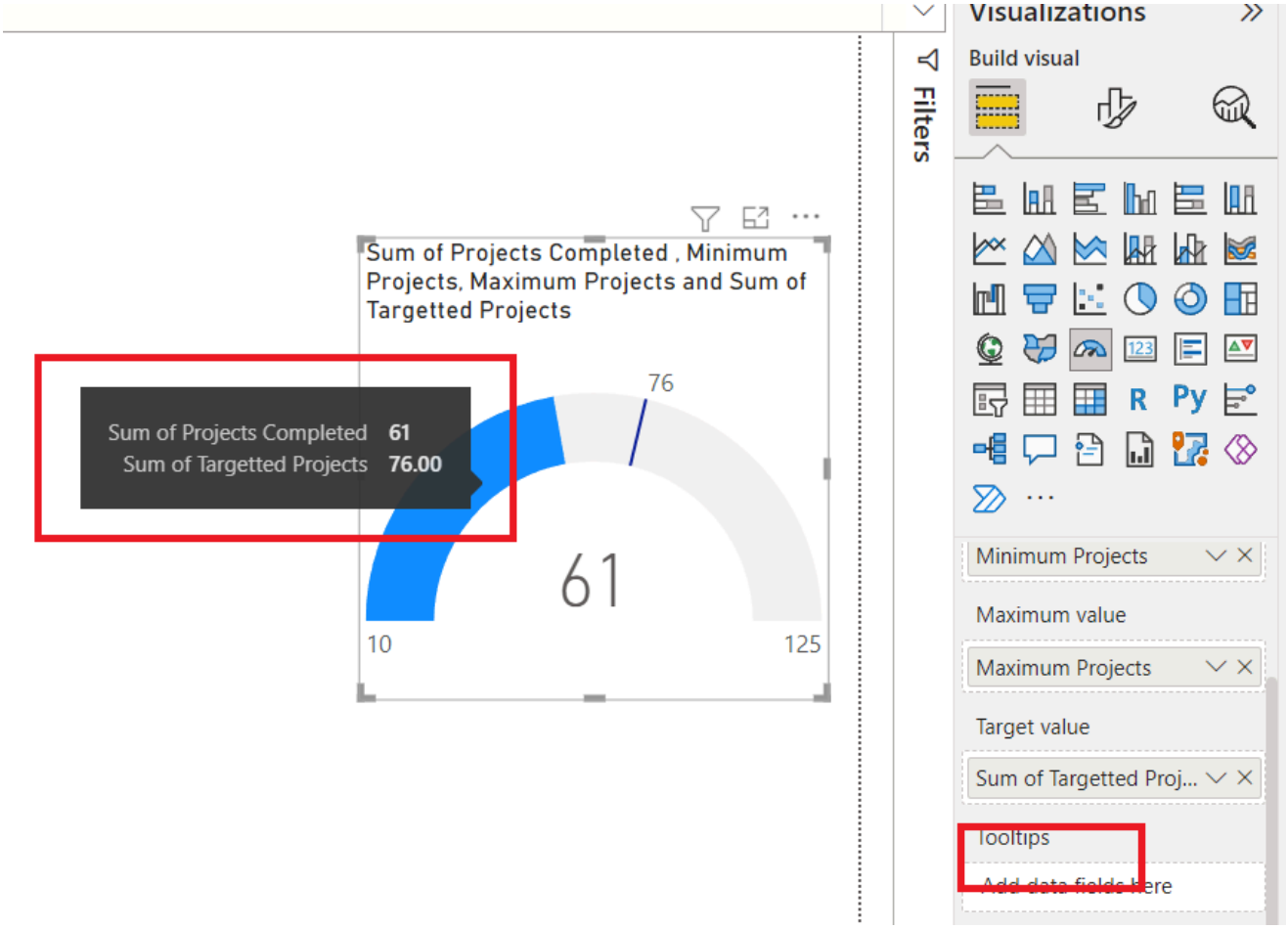
Step 8: We can see that a new measure name, **Maximum Projects** is added in the **Fields** section. **Drag** and **drop Maximum Projects** into the **Maximum value.** We can observe that the maximum value of the gauge chart, is changed to **125**.



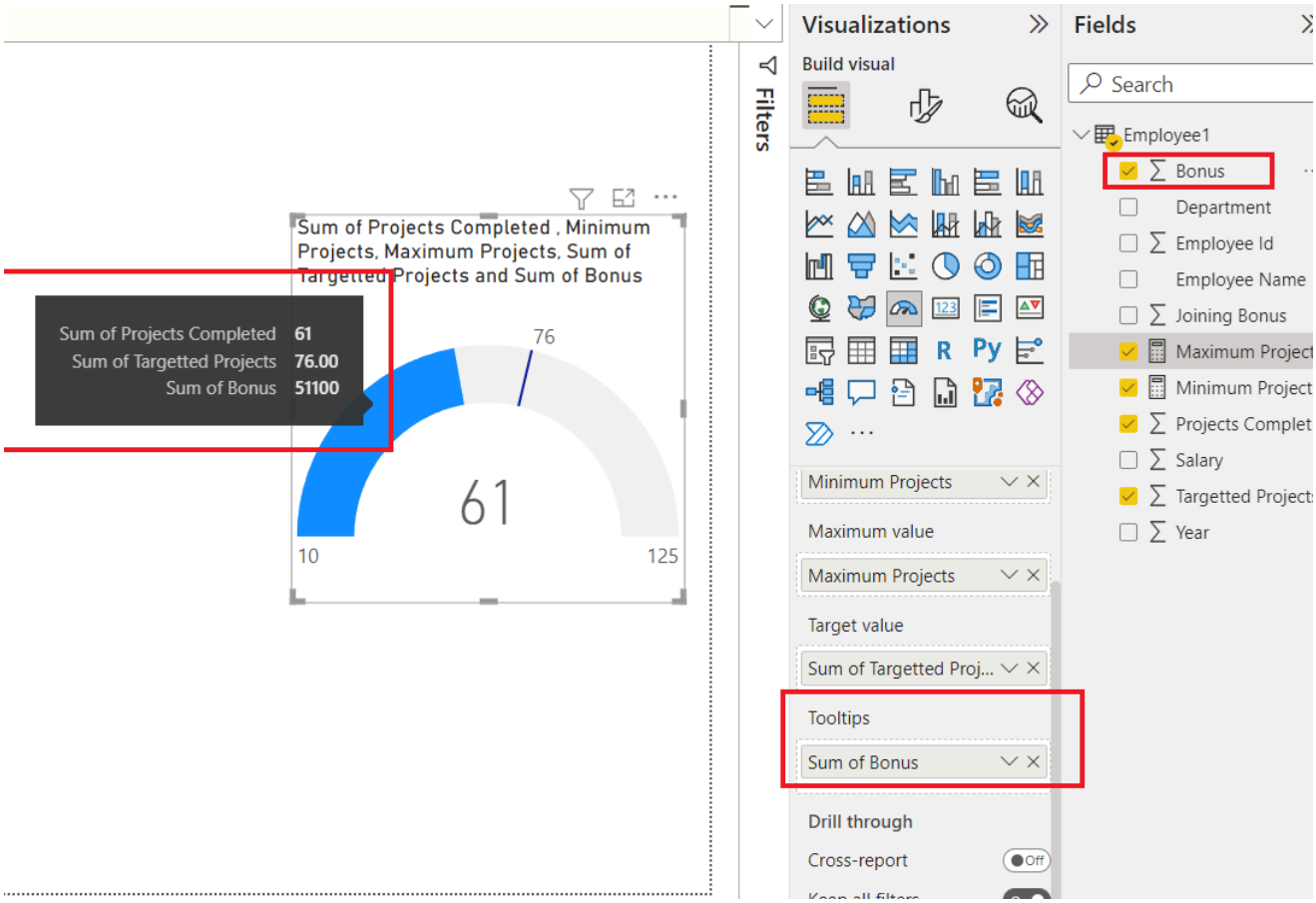
Step 9: We can set a **target** value, which is shown by a **line** on the gauge chart. **Drag** and **drop Targetted Projects** into the **Target value.** A line at **76** is set in the gauge chart.



Step 10: Our next task, is to add **Tooltips** in the gauge chart. **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 the **Projects completed** portion, and then we can view only the number of projects completed, and the number of targetted projects. Now, think what if we want to add **Bonus** to this list?



Step 11: Drag and **drop Bonus** under Tooltips. Now, again hover over the blue portion. We can see that **Bonus** have been added to the list. We have successfully created a gauge chart in Power BI.



Comment More info

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Power BI - Key Performance Indicators (KPIs) Dashboards

Last Updated : 08 Sep, 2025

Key Performance Indicators (KPIs) are important metrics that help businesses to evaluate their performance in achieving strategic objectives. In Power BI, KPIs provide a visual representation of progress toward goals by comparing actual performance with target values. They act as essential tools for decision-making and help the organizations to assess whether they are meeting their targets quickly.

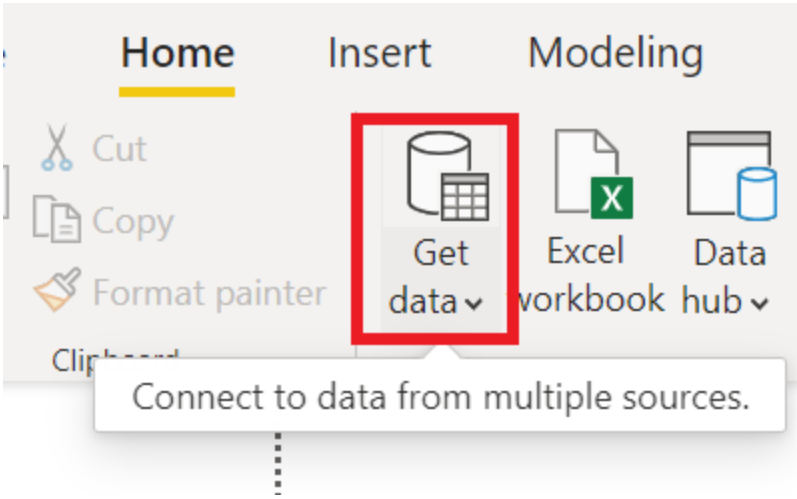
Creating Key Performance Indicators (KPI) Visualization

To demonstrate how to create a KPI visualization, we will import an Excel sheet into Power BI. The following steps will help us through the process. Below is the screenshot of the dataset:

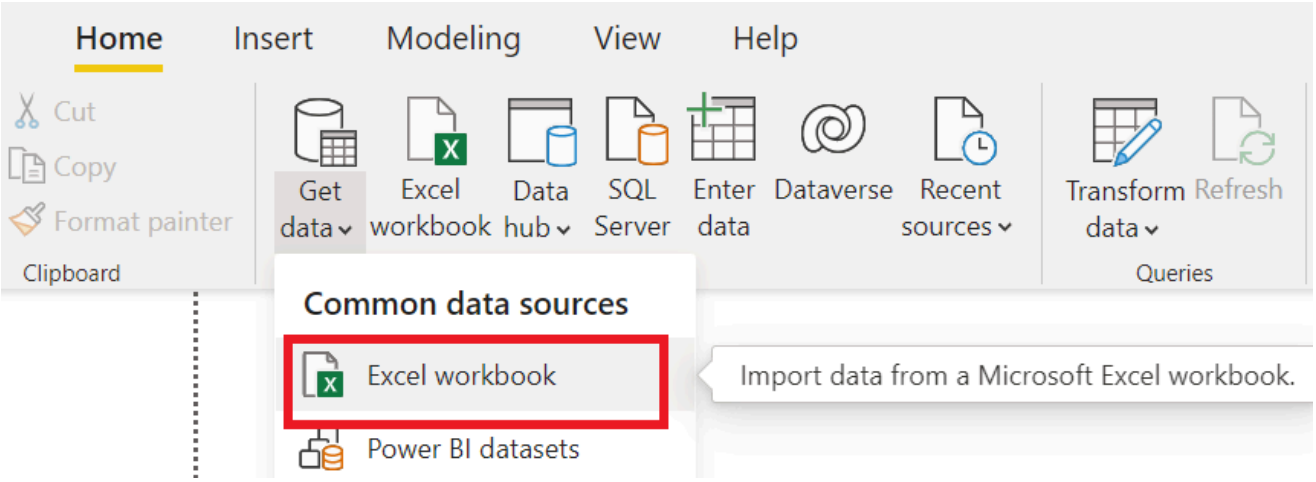
You can download the dataset from here.

	A	B	C	D	E
	Month Number	Month	Actual Value	Target Value	
	1	January	21	40	
	2	February	12	15	
	3	March	55	70	
	4	April	75	80	
	5	May	32	40	
	6	June	67	50	
	7	July	5	10	
	8	August	23	33	
	9	September	46	55	
	10	October	55	66	
	11	November	21	25	
	12	December	12	15	

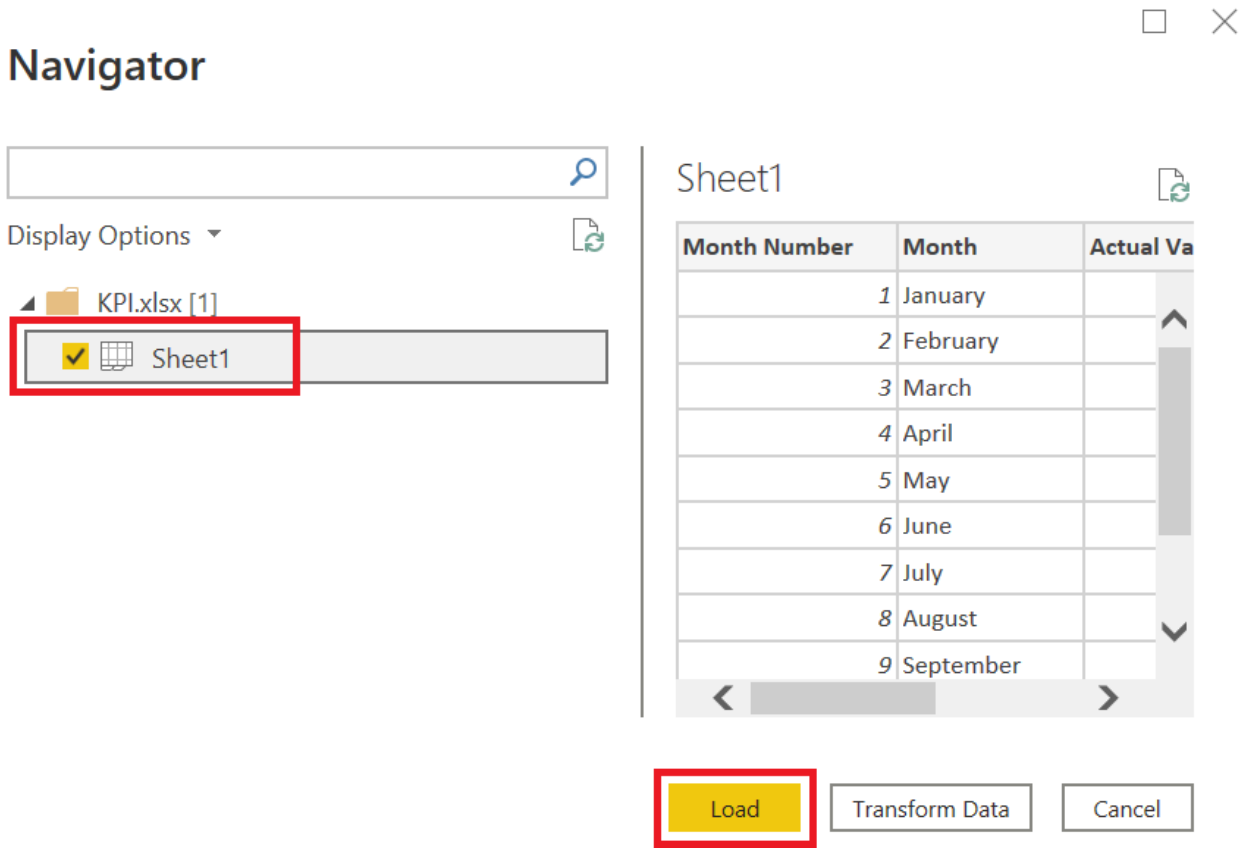
Step 1: Under the Home, Tab Click on Get data.



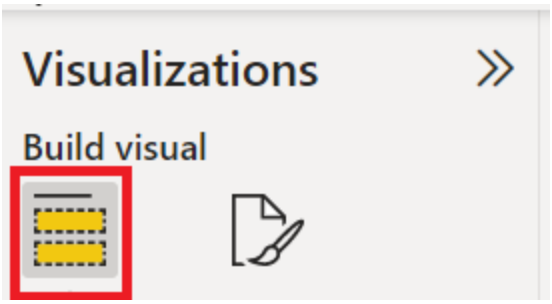
Step 2: Click on Excel Workbook.



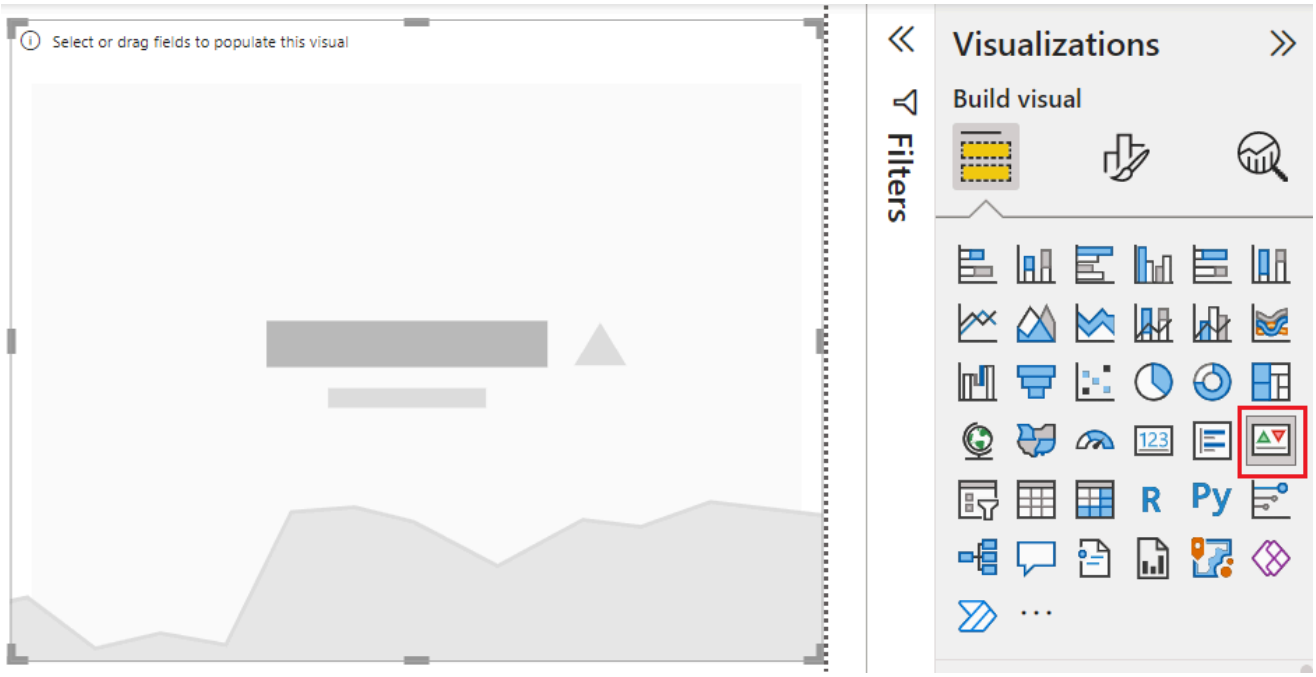
Step 3: Import the data from the machine and select the checkboxes for the data fields we want to use in the KPI visualization and then click on Load as shown below:



Step 4: Under the Visualization Tab. Select Build Visuals to start creating the visualization.

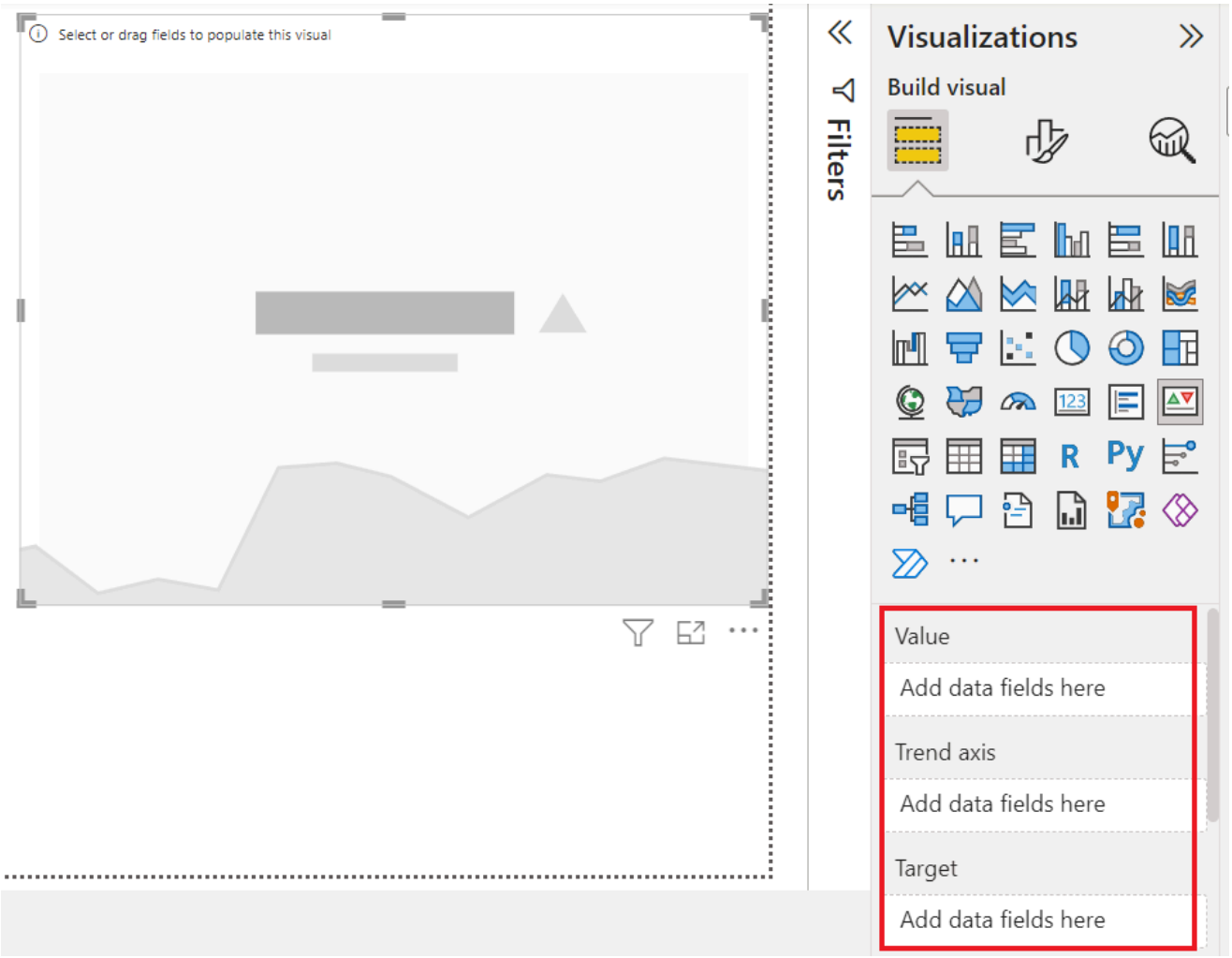


Step 5: Now select the KPI icon to begin creating the KPI chart as shown below:

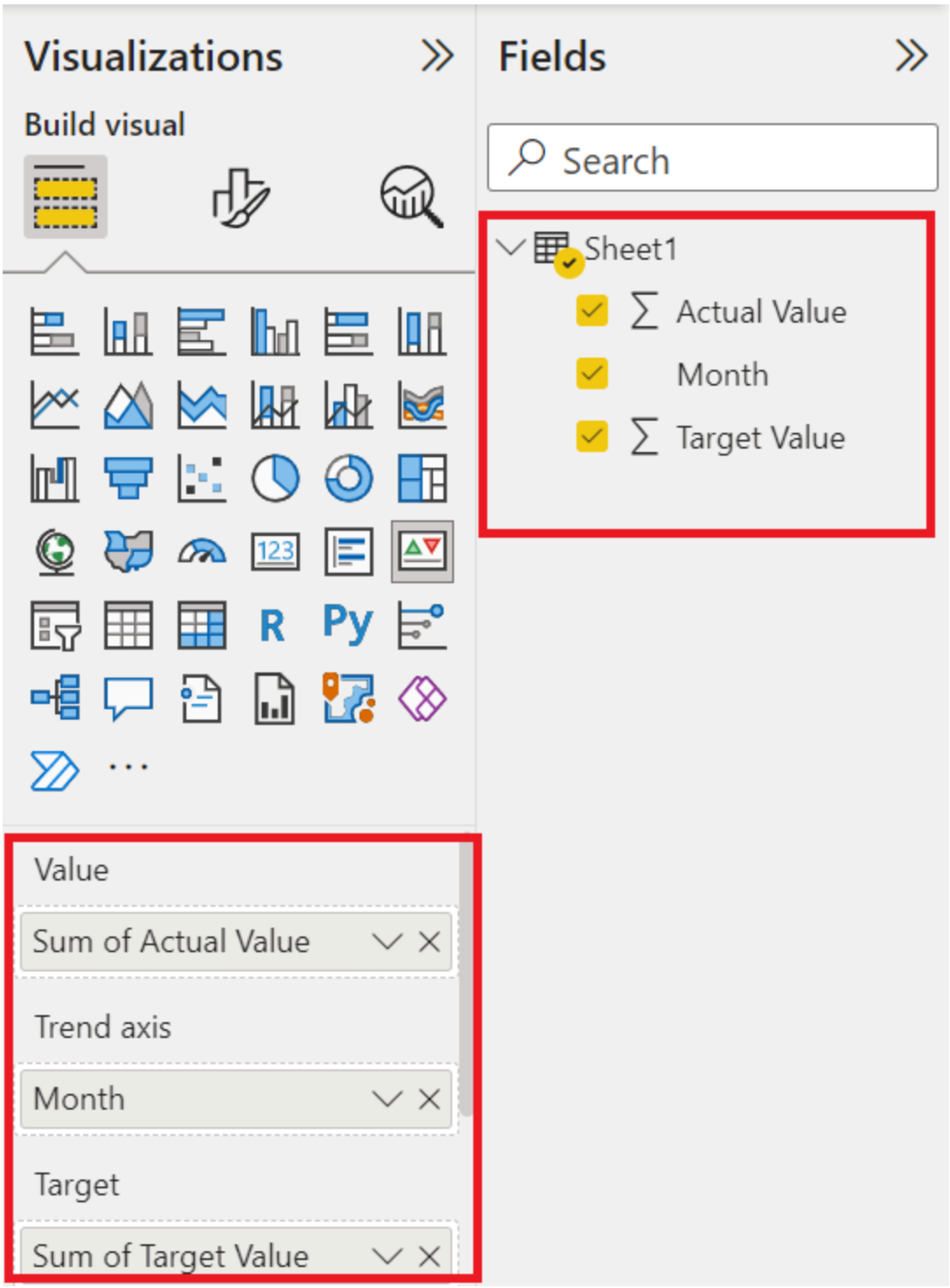


KPIs in Power BI require three main fields:

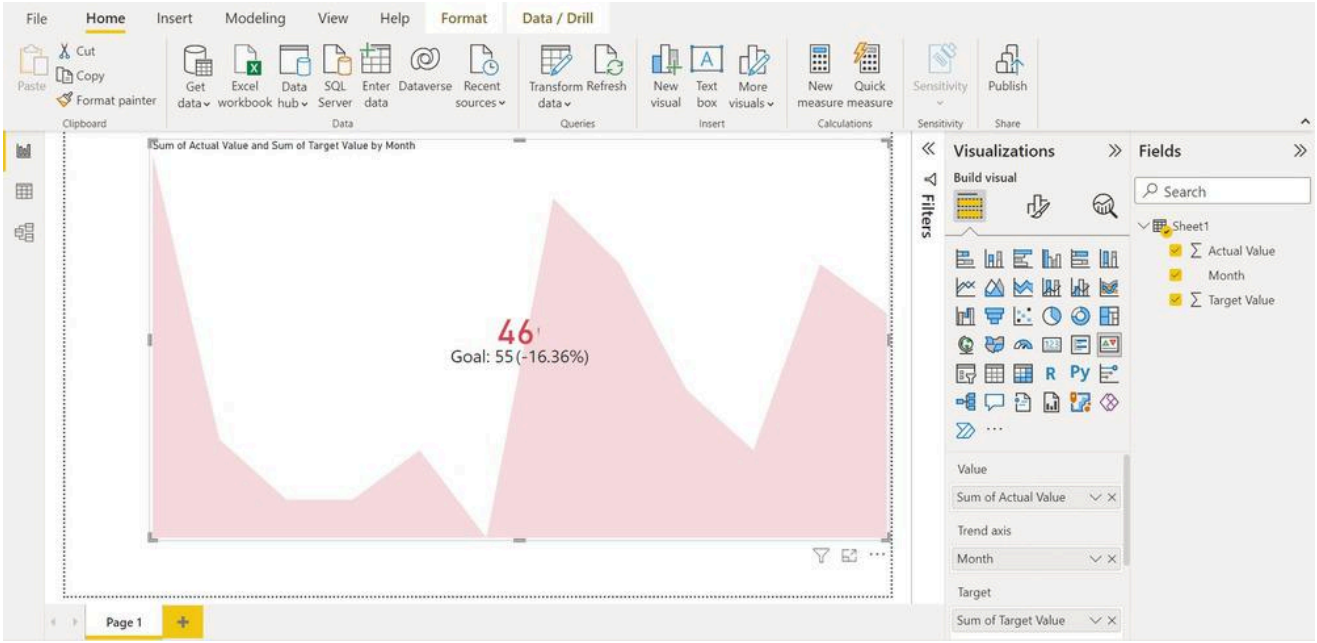
1. **Values:** These are the actual performance values compared to the target values.
2. **Trend Axis**: This represents the time-based axis like month name or number that shows performance over time.
3. **Target Goal:** This is the target value that the performance is being measured against.



Step 6: Drag and drop the relevant fields from the dataset into the respective rows for Values, Trend Axis and Target Goal as shown below.



Step 7: Once the steps are completed, the Power BI dashboard will be updated to display the KPI visualization showing actual performance versus targets over time which looks like this:



KPI Advantages

Using KPIs in Power BI offers several advantages for businesses:

1. **Monitoring the Target:** It allows organizations to visually monitor their performance helps in making it easier to track progress towards goals in real-time.
2. **Timely Reports:** With KPIs businesses can quickly assess whether their plans are being executed effectively which ensures that timely adjustments can be made when necessary.
3. **Simplify Processes:** Modern businesses use KPIs to streamline their processes and improve profitability which helps them stay on track with their strategic objectives.

KPI Disadvantages

Despite their many benefits, KPIs have some limitations:

1. **Time-Consuming:** KPIs provide performance insights but do not offer immediate action items. They track progress but organizations still need to decide what steps to take based on the data.
2. **Implementation**: It's important not to overload the dashboard with too many KPIs. Start with a few simple KPIs and gradually add more as needed to avoid complexity.

Uses of KPIs

Using KPIs in Power BI provides a clear and effective way to display complex data. There are two main reasons why we use KPIs in Power BI:

1. **Measure Progress**: KPIs are used to track progress whether positive or negative over time. For example, we can measure whether we are meeting our targets or if we're lagging behind.
2. **Measure Distance to a Target**: KPIs also help us measure how far we are from achieving a target. This allows businesses to assess how much work is left to reach their goals and identify areas that need improvement.

With KPIs in Power BI organizations can effectively track performance, visualize progress and make data-driven decisions that align with their strategic objectives.

Comment | More info

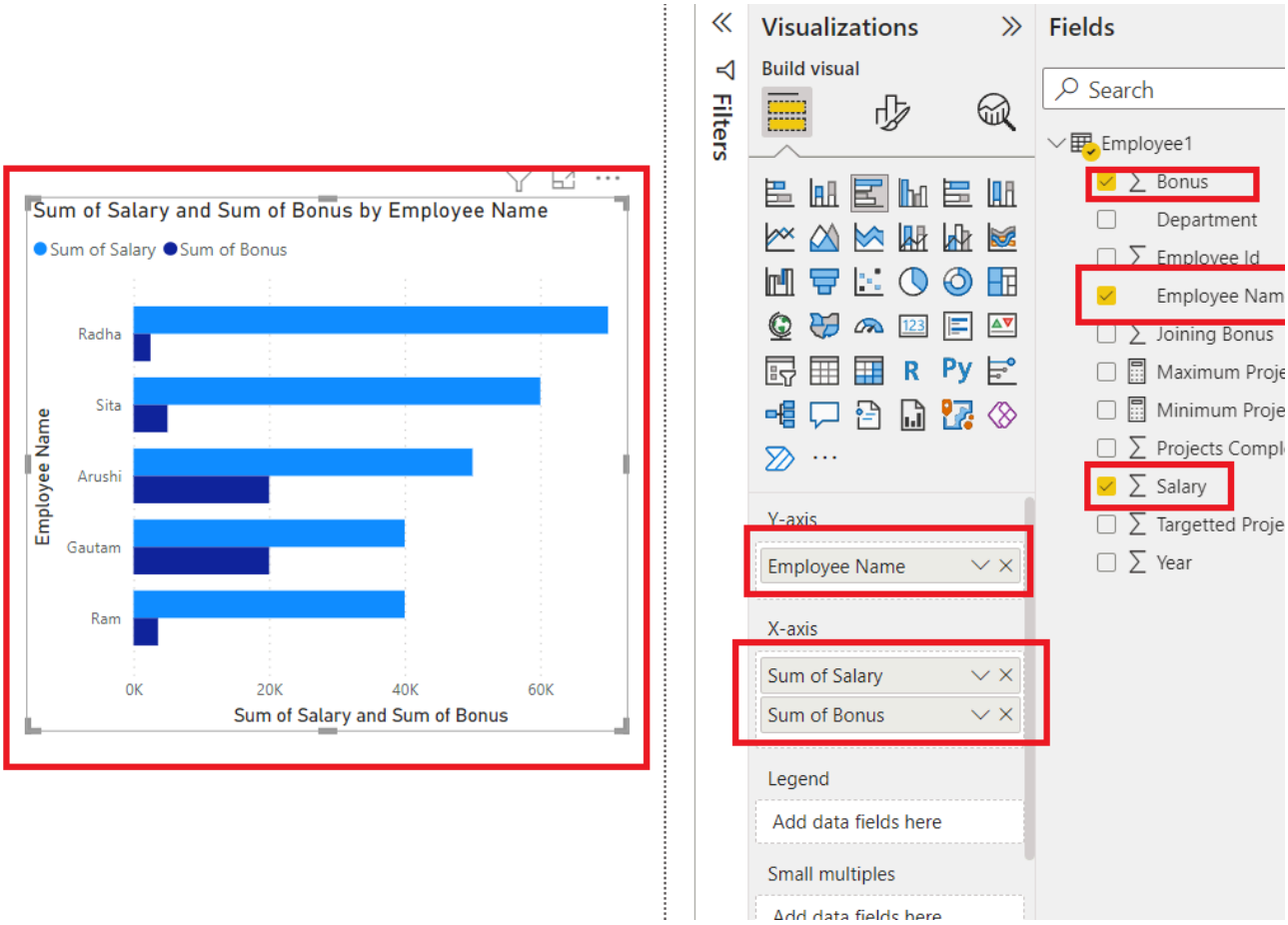
Power BI - Format Clustered Bar Chart

Last Updated : 16 Jan, 2023

A **clustered bar chart** is a horizontal chart, which could present multiple bars in the form of a cluster. The horizontal bars basically group together, as they are under the same, y values. We have various options to format clustered bar charts, we can change the value of the x-axis, y-axis, its title, etc. In this article, we will learn how to format a clustered bar chart in Power BI and explore its various options.

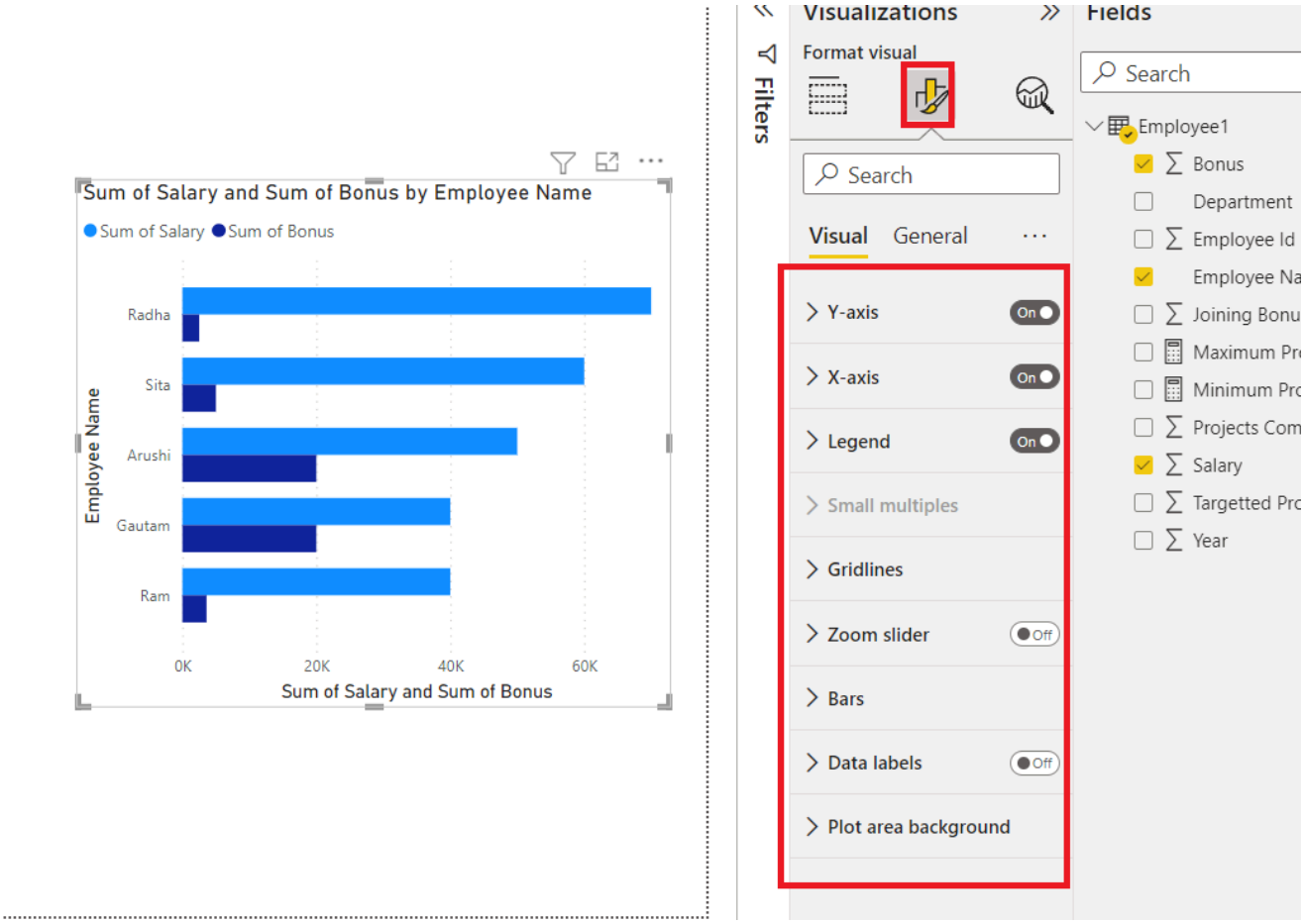
Formatting a Clustered Bar Chart In Power BI

After the successful, creation of a **clustered bar chart** in Power BI. We have multiple options to format it. For example, adding the **title** to the chart, changing the **color**, and **position** of the chart, and adding **tooltips**, bar **colors**, and **data labels** to the chart. We have been given a dataset, name, **Employee**, and we have created the clustered bar chart, by adding **Employee name** in the **y-axis,** and **salary**, and **bonus** in the **x-axis**. Using this chart, we will explore every option of clustered bar chart in Power BI. There are **two** types of Formatting in visualizations i.e. **visual formatting** and **general formatting.**



Visual Formatting

Visual formatting comprises **eight** options i.e. Y-axis, X-axis, Legend, grid line, zoom slider, bars, and data labels.

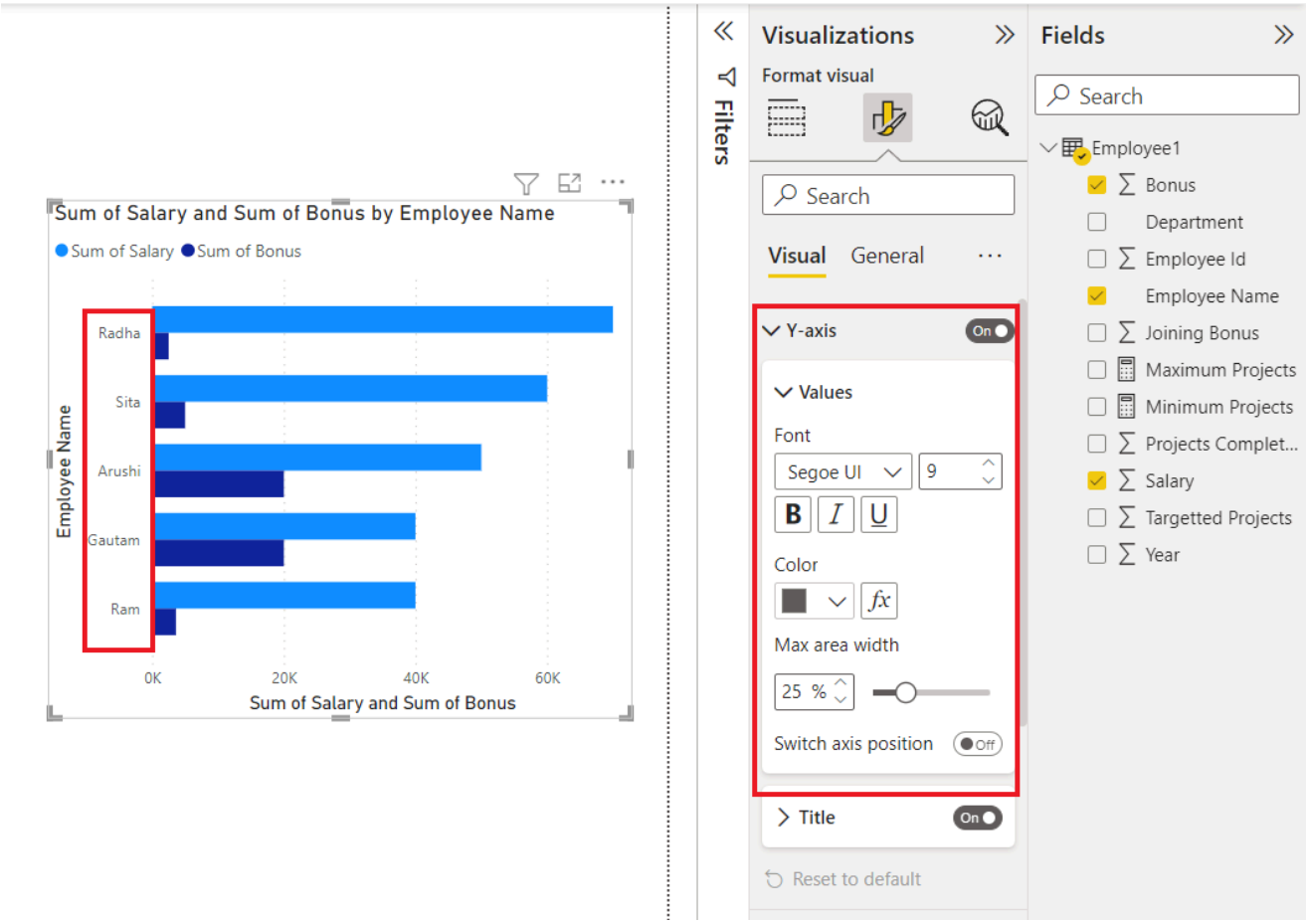


Y-Axis

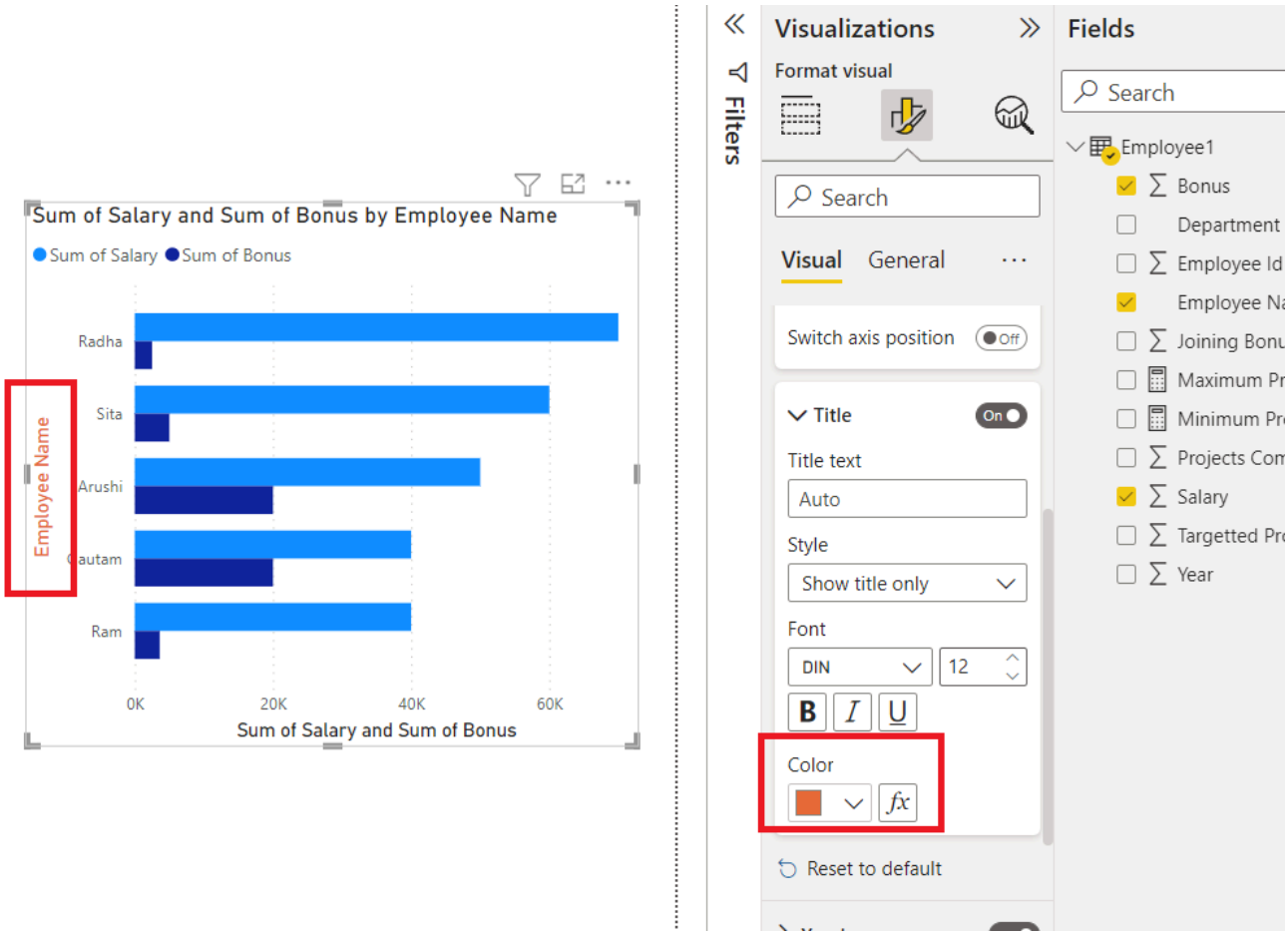
The Y-axis is the vertical text of the chart.

The following are the steps:

Step 1: Click on the Y-axis option. A drop-down appears. We have multiple options available here i.e. **Values** and **Title**. Click on the **Values** option, and a drop-down appears. For example, the values are **Arushi**, **Gautam**, etc. A **font** is an option used to select the type of text we want to show on the y-axis in the chart, we can also set the **size** of the text, etc.

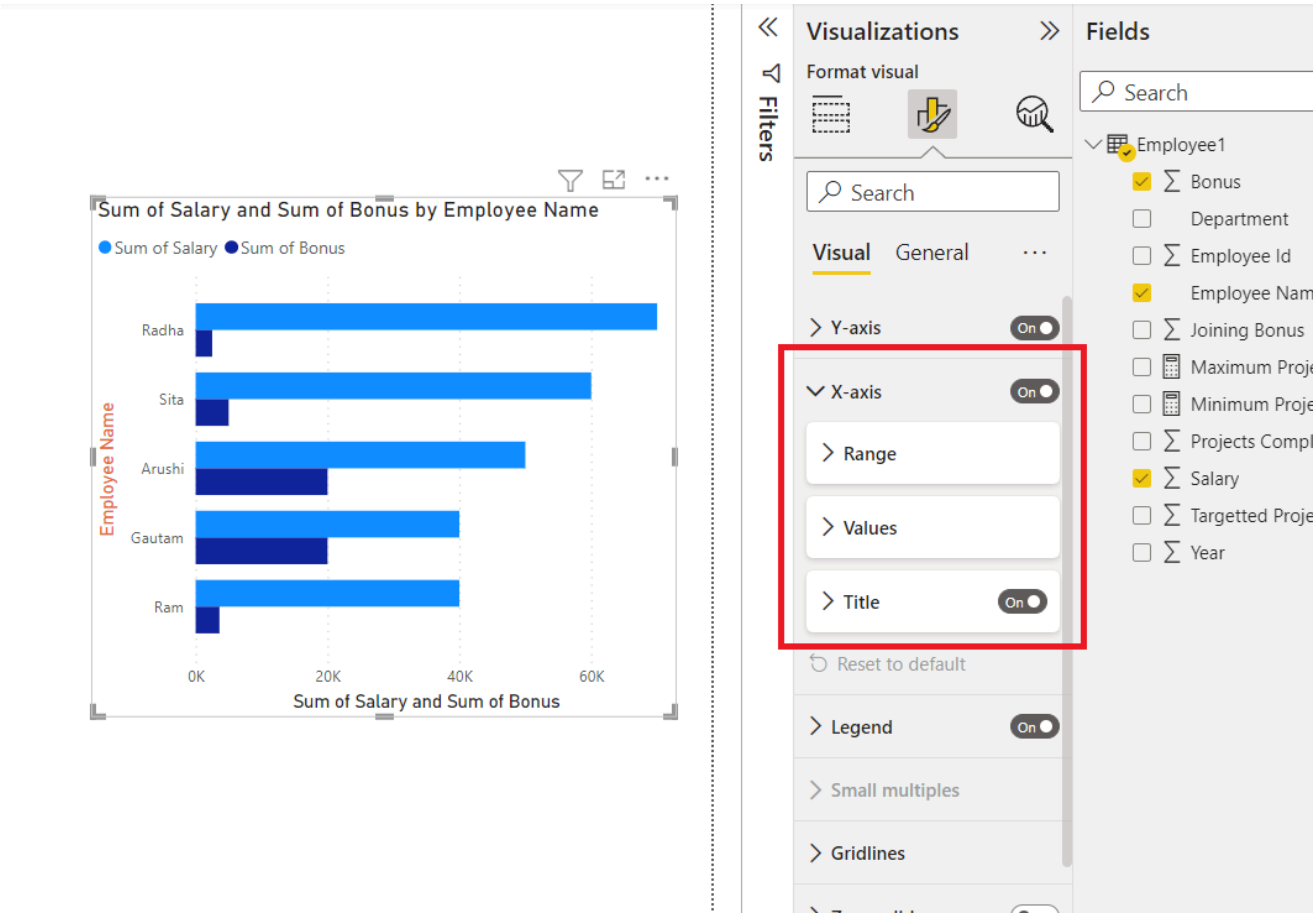


Step 2: Similarly, click on the **title** option. For example, the title is **Employee Name**. To change the **color** of the title of the y-axis, click on the **color** option. Select the required color. For example, we have selected **orange** color, and the **Employee Name** is changed to **orange** color.



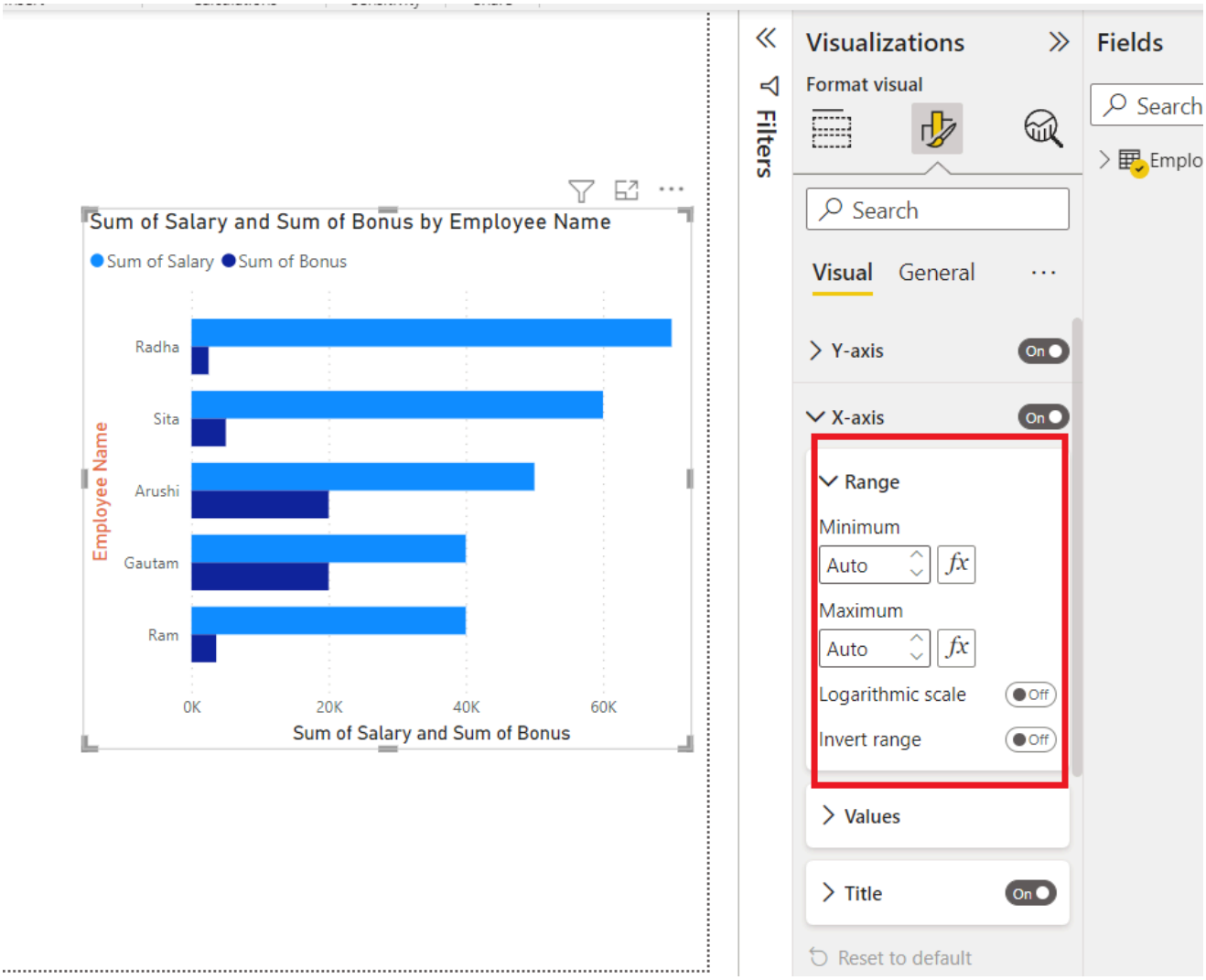
X-Axis

The X-axis is the horizontal text of the chart.

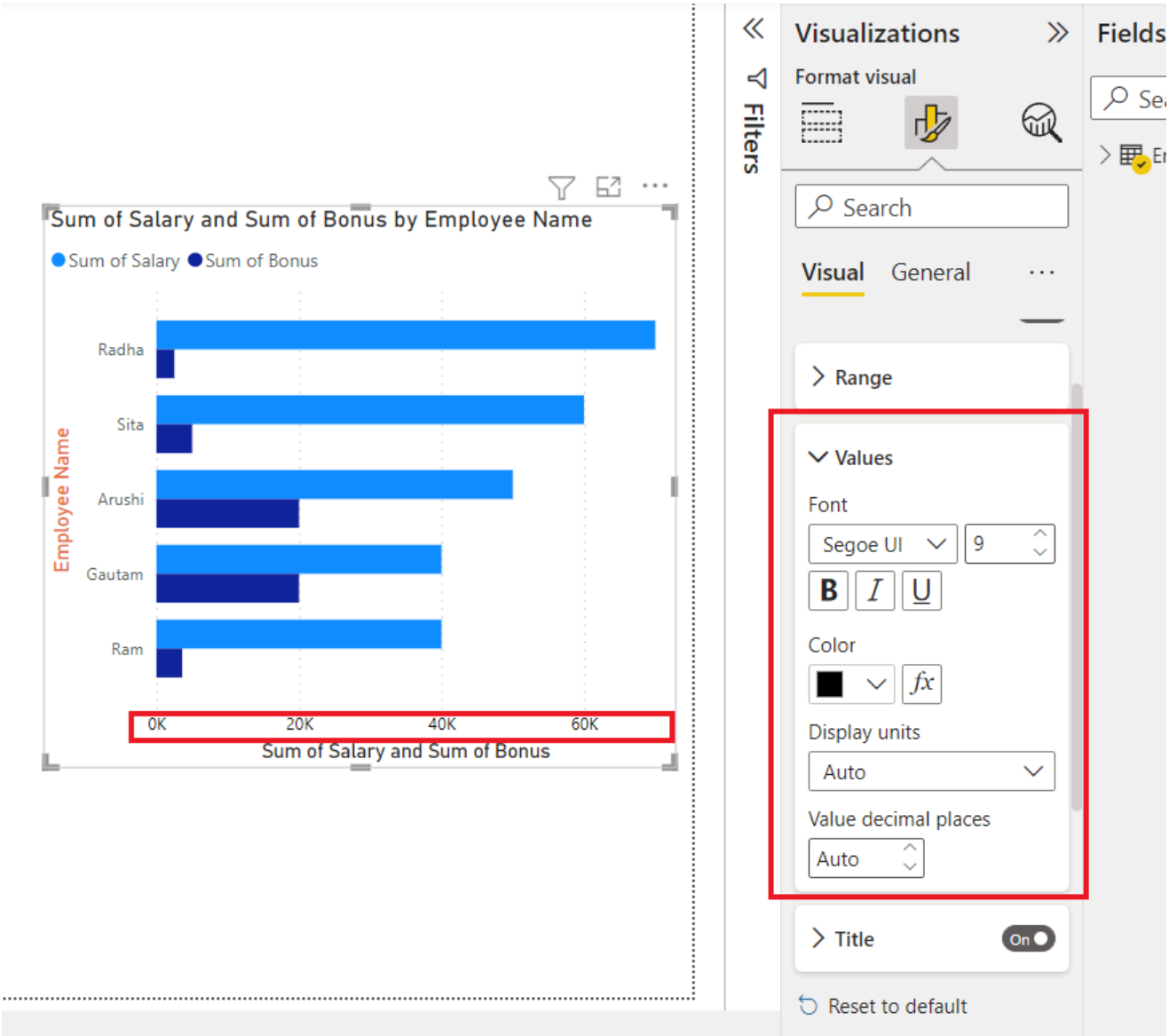


The following are the steps:

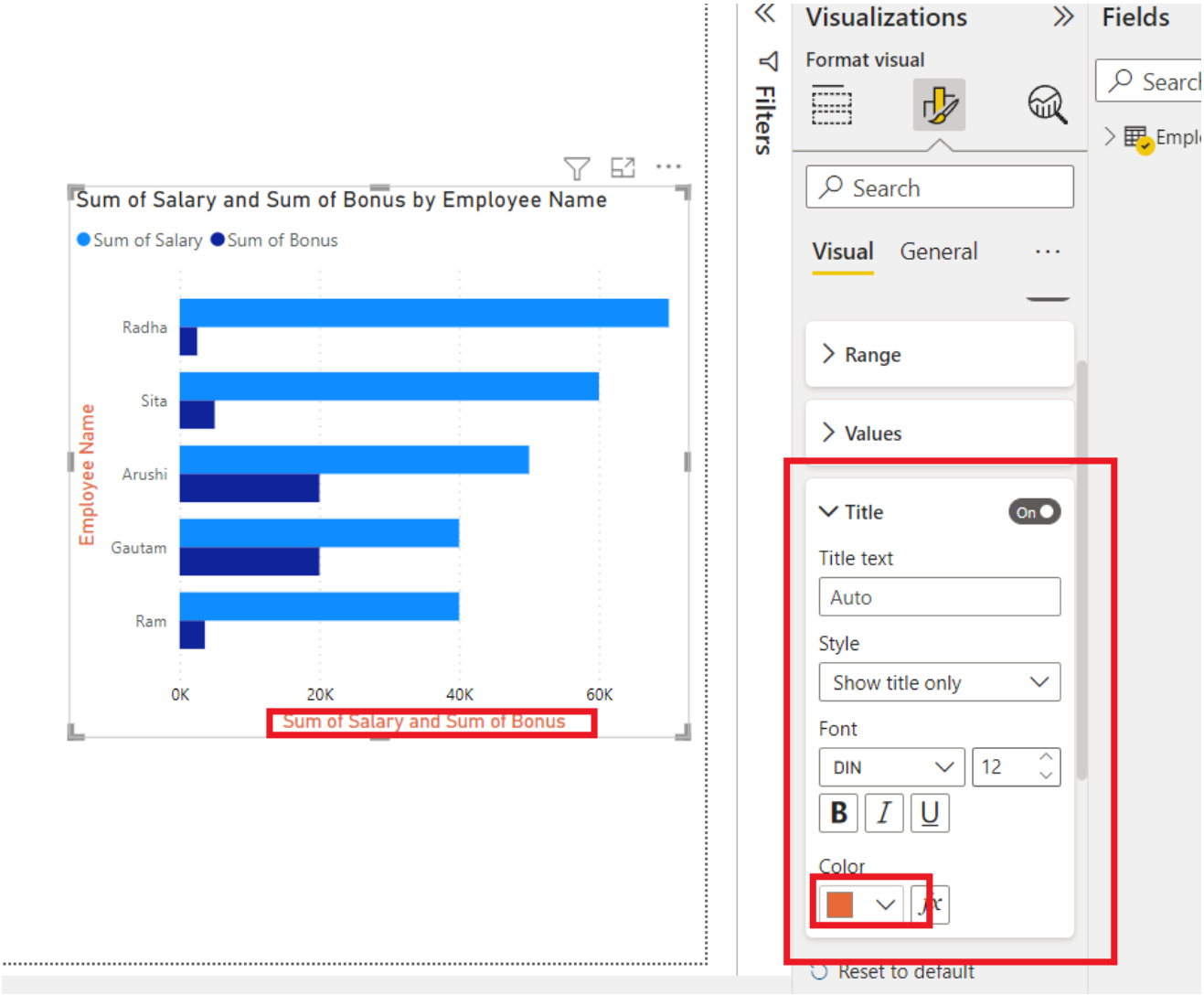
Step 1: Click on the **X-axis** option. A drop-down appears. We have multiple options available here i.e. **Range**, **Values**, and **Title**. Click on the **range** option, and a drop-down appears. Minimum and Maximum values can be set by the range option. By default, the **minimum value** is **0** and the **maximum value** is the maximum value of the **dataset**. We can also make the same chart, in a **log scale**, and can also **invert the range** of the x-axis.



Step 2: Click on the **Values** option, and a drop-down appears. For example, the values are **0K**, **20K**, **60K,** etc. A **font** is an option used to select the type of text we want to show on the x-axis in the chart, we can also set the size of the text, etc. The **units** can also be customized, to million, thousand, etc.



Step 3: Similarly, click on the **title** option. For example, the title is **Sum of Salary and Sum of Bonus**. To change the color of the **title** of the x-axis, click on the **color** option. Select the required color. For example, we have selected **orange** color, and the **Sum of Salary and Sum of Bonus** is changed to orange color.



Legends

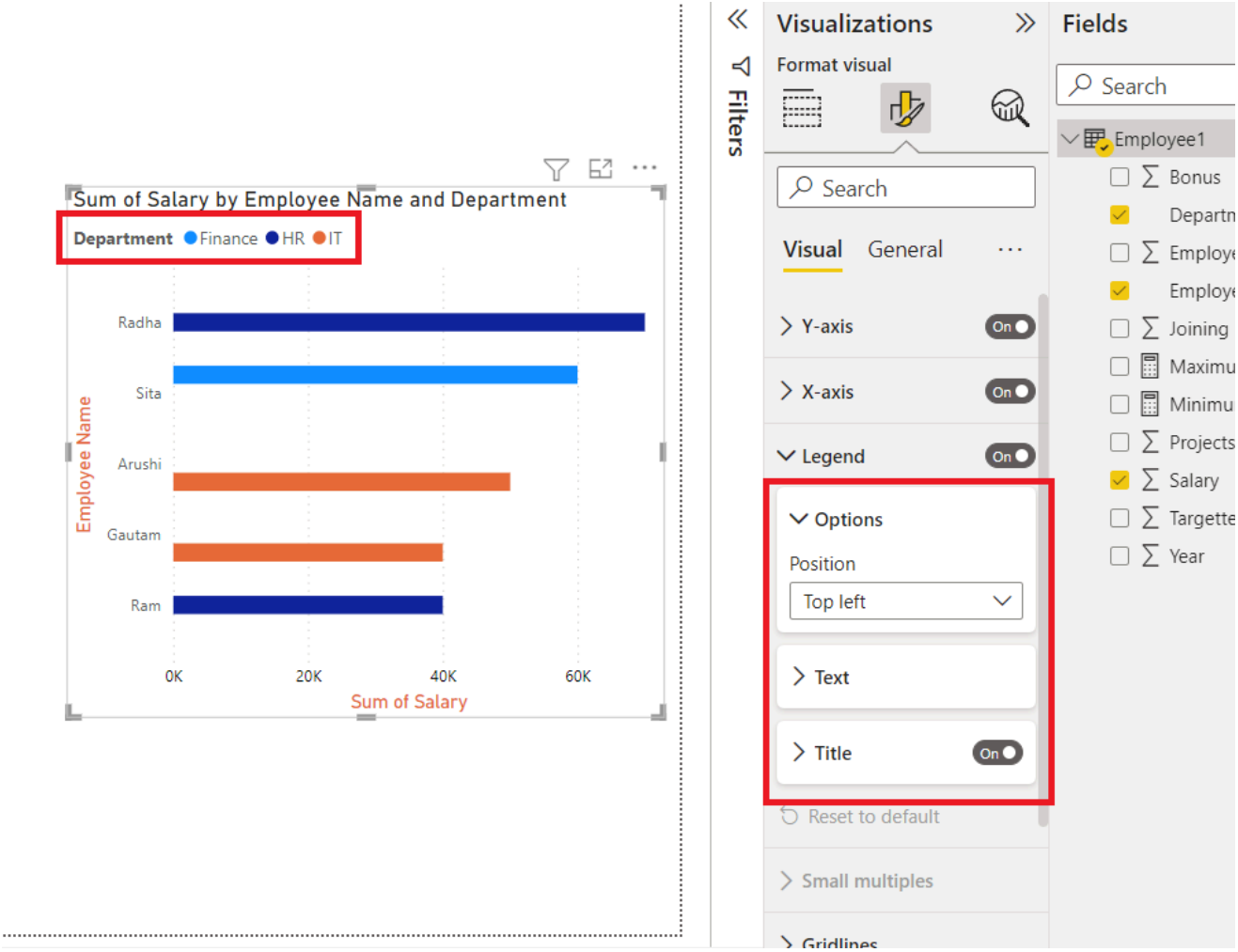
Legends are the property that is used to **sub-categorize** the data for better analytics. It divides the data into different **sub-groups**.

> *Note: We have removed, **bonus** from the chart shown, and added, the **department** column for the **legends**.*

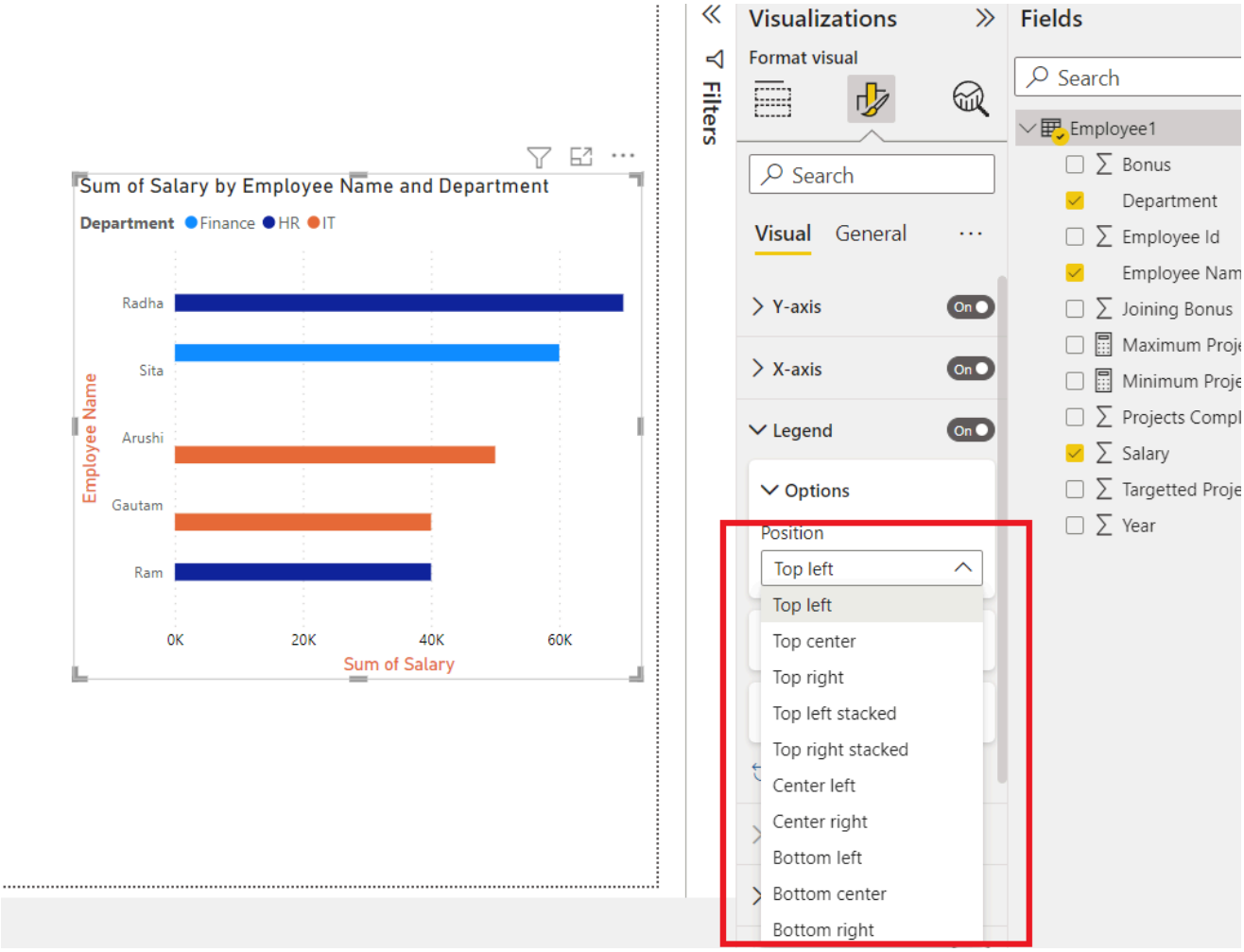
The following are the steps:

Step 1: Click on the **Legend** option. A drop-down appears. We have multiple options available here i.e. **Options**, **Text**, and **Title**. We can set the position of the legends. 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 2: Click on the **Options** property, and a drop-down appears. We can set the position of the legends accordingly. For example, to **Top Center**, **Bottom left,** etc. By default, the **Top left** is the position.

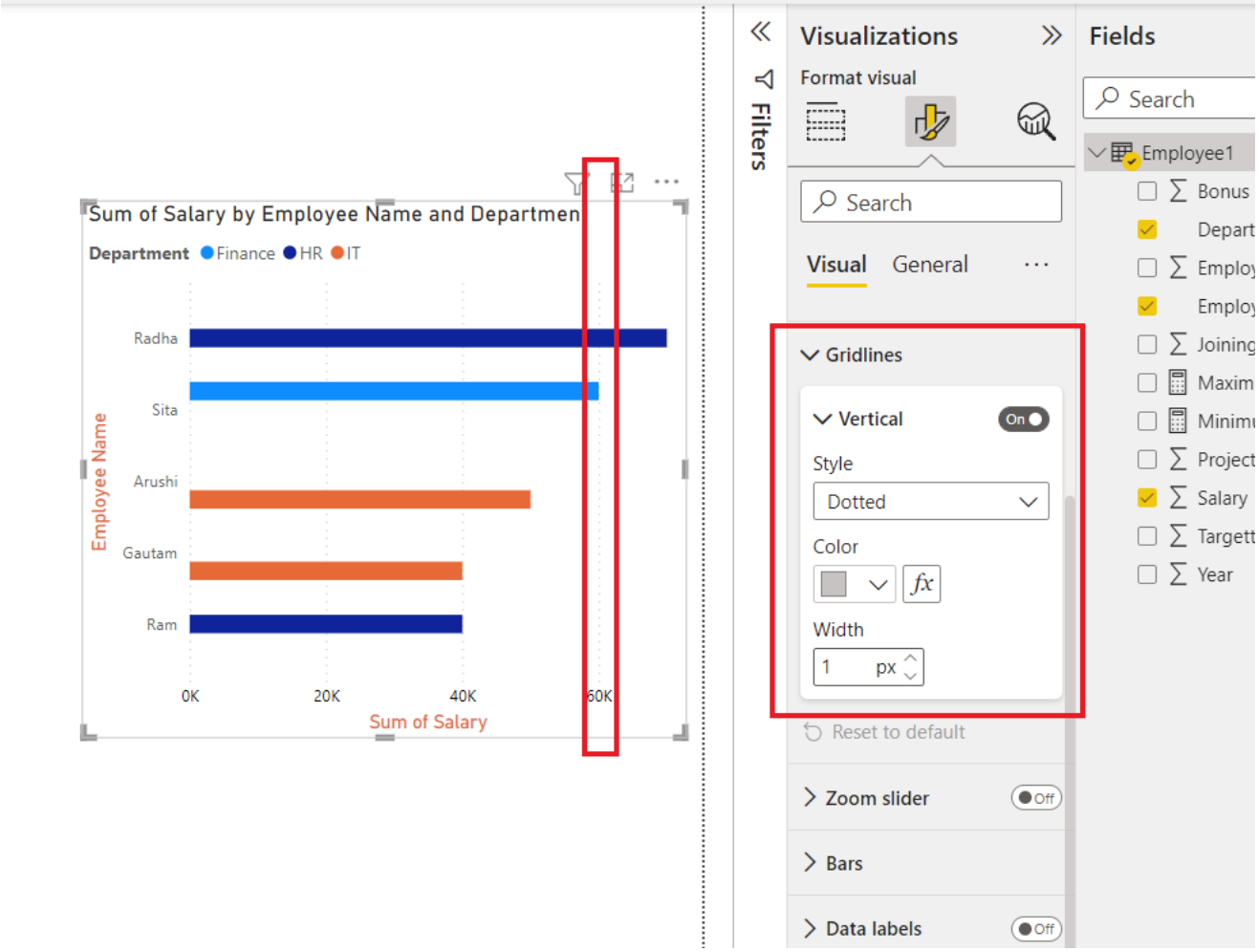


Gridlines

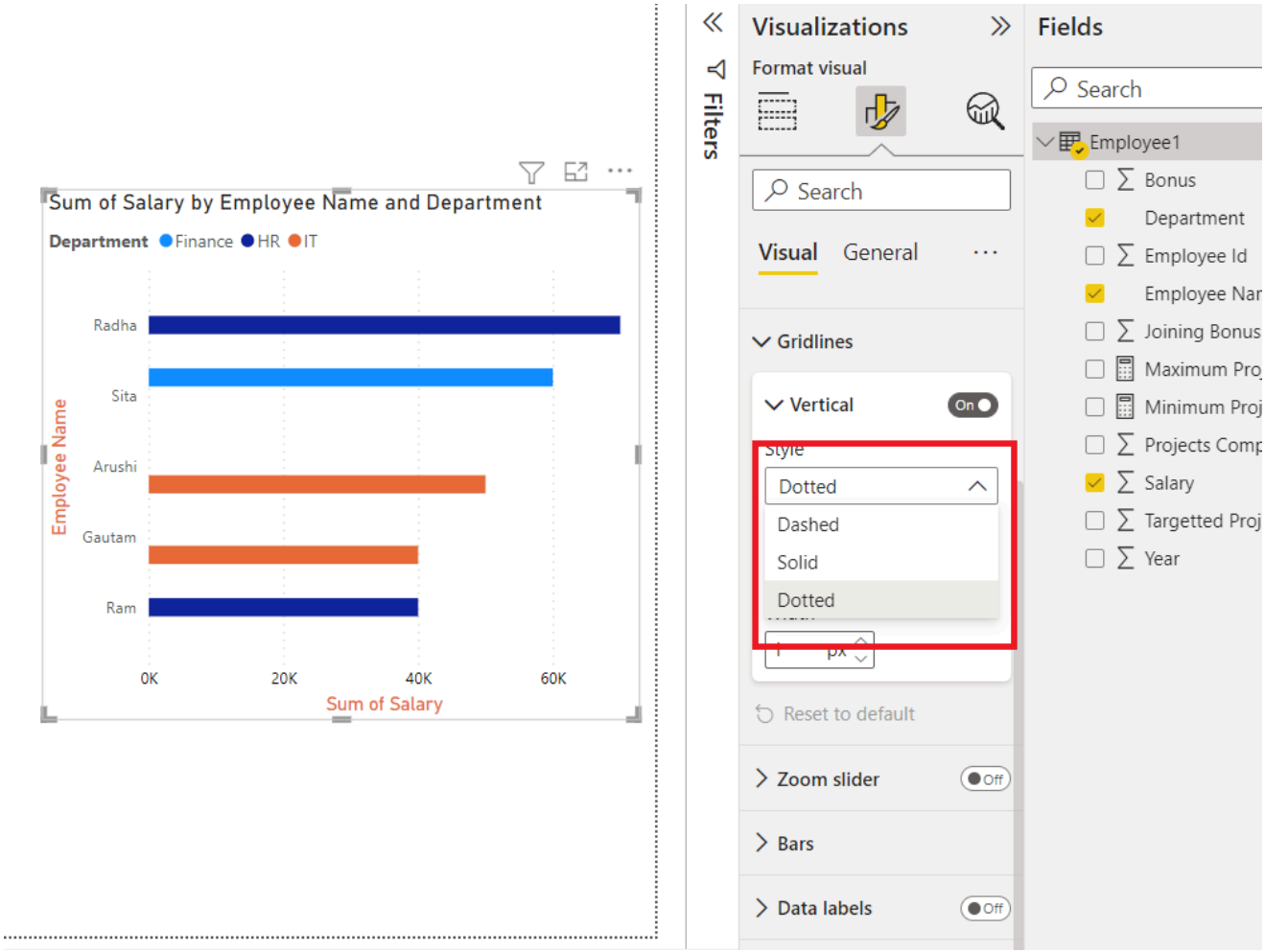
Gridlines are the background lines, which are by default **dotted** in nature, and are very light and thin.

The following are the steps:

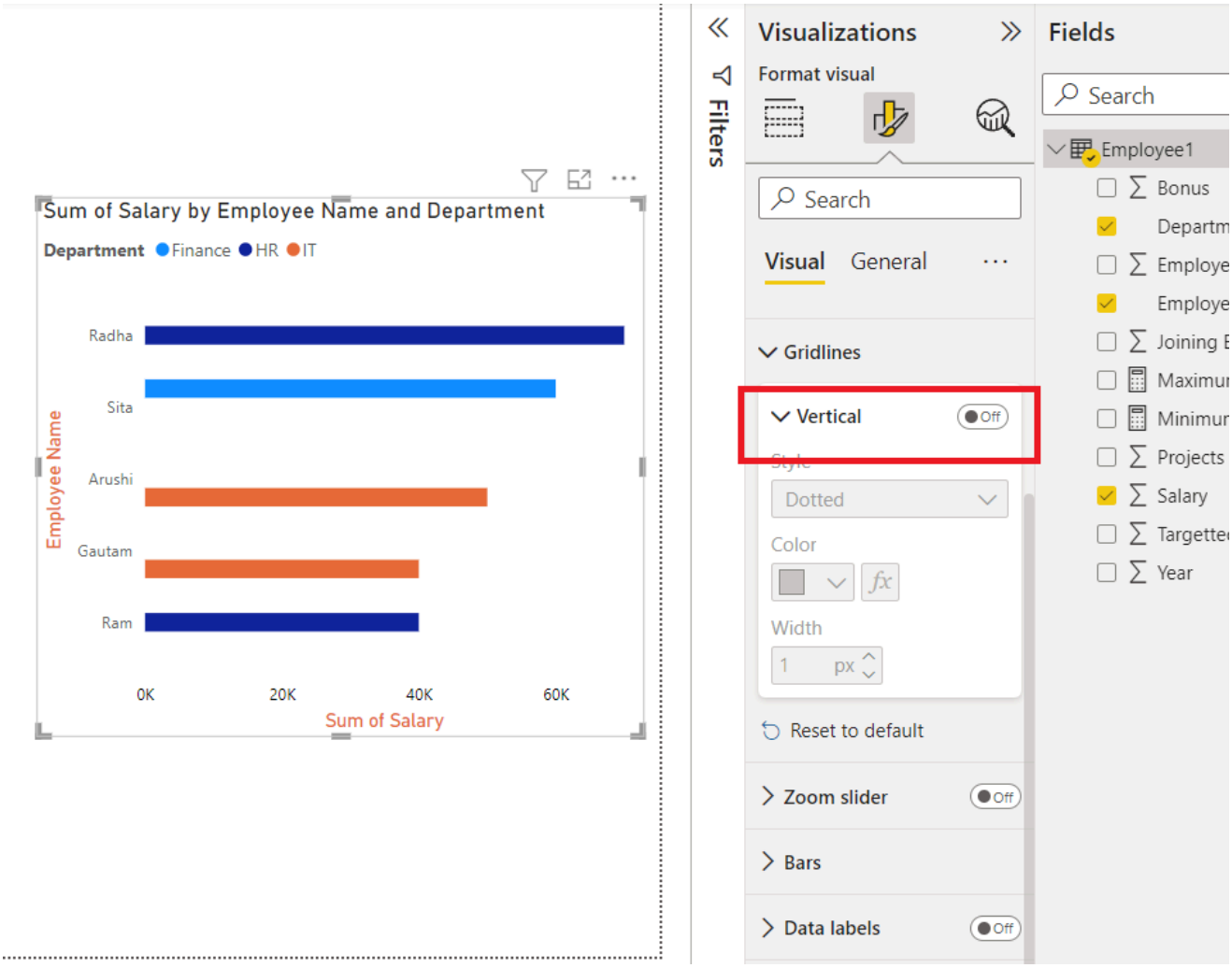
Step 1: Click on the **Gridlines** option. A drop-down appears. We have an option available i.e. **Vertical**. Click on the **Vertical** option, and a drop-down appears. By default, in **clustered bar charts** only vertical gridlines are available. We can edit the **style** of the line. Also, one can set the **color** and change the **thickness** of the gridlines.



Step 2: Under the **Style** option, click on the drop-down option. A list appears. We can change the **style** of the **vertical gridlines** to **solid**, **dashed,** etc.



Step 3: If we close the slider of the **Vertical gridlines**, then the vertical lines would disappear, as seen in the image below.

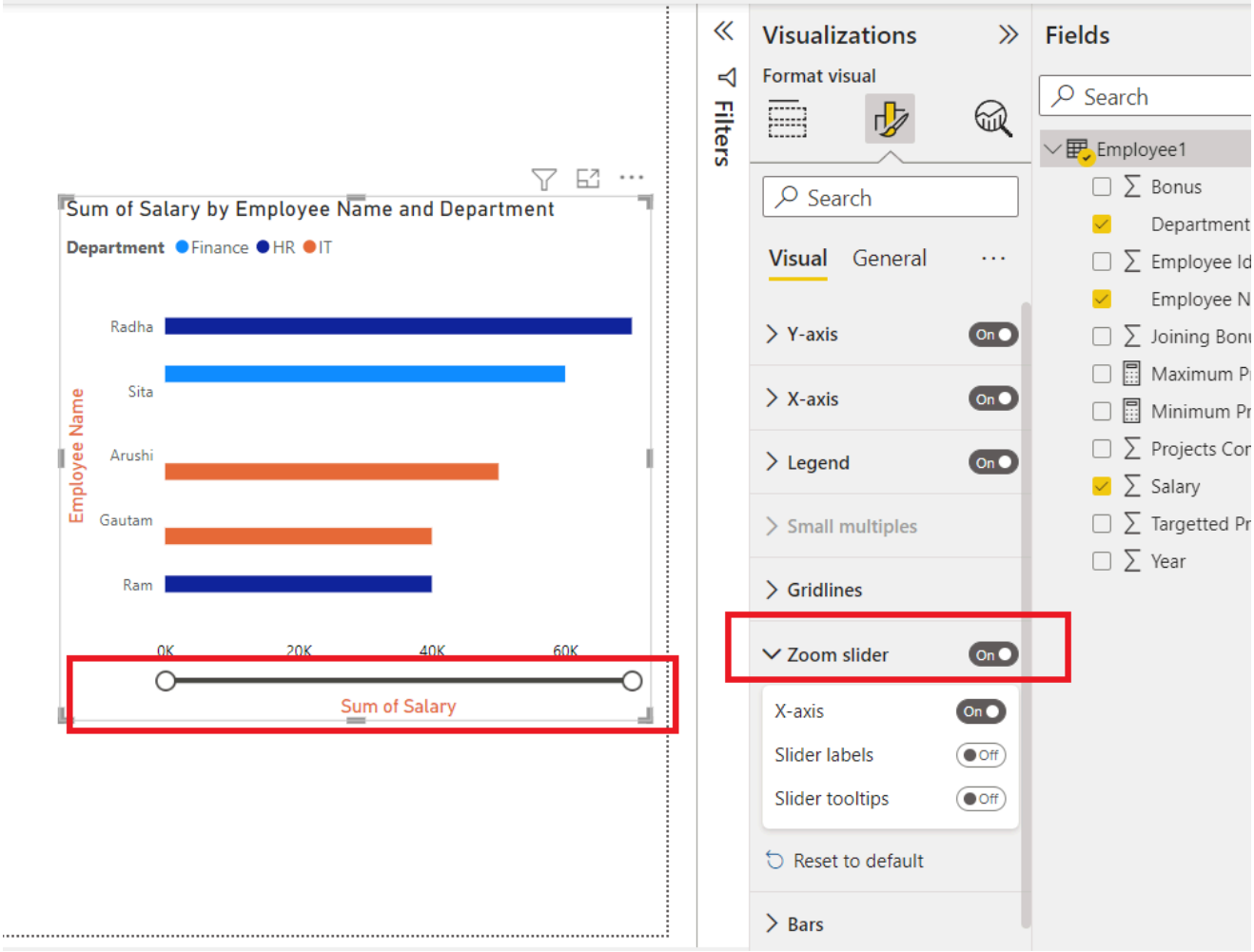


Zoom Slider

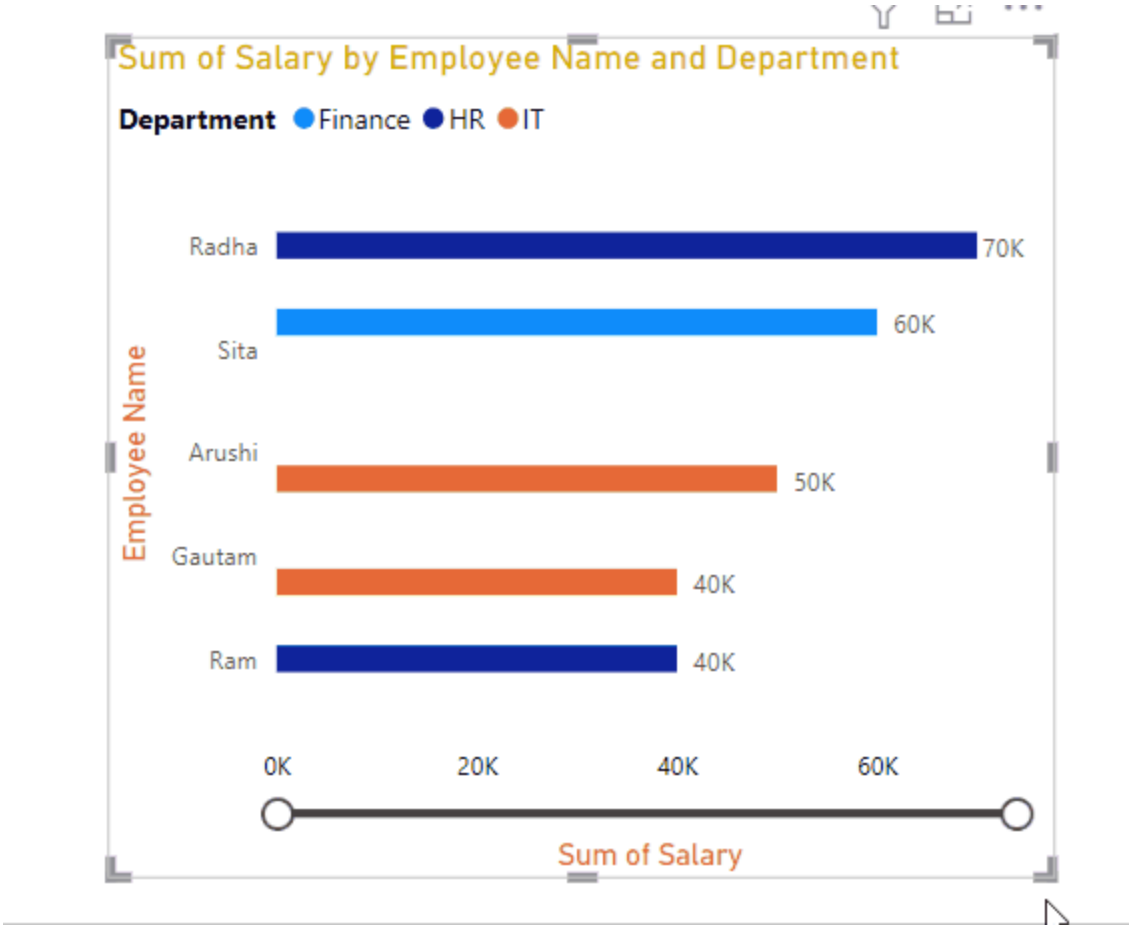
The zoom slider is used to increase or decrease the range of the numeric values on the x-axis.

The following are the steps:

Step 1: Click on the **Zoom slider** option. A drop-down appears. We have multiple options available here i.e. **X-axis**, **Slider labels**, and **slider tooltips**. A slider will appear on the **x-axis** of the clustered bar chart. **Slider labels,** enable the values on the slider as a mark strip. **Slider tooltips** is used whenever we are sliding the zoom slider, the numeric value will appear on it.

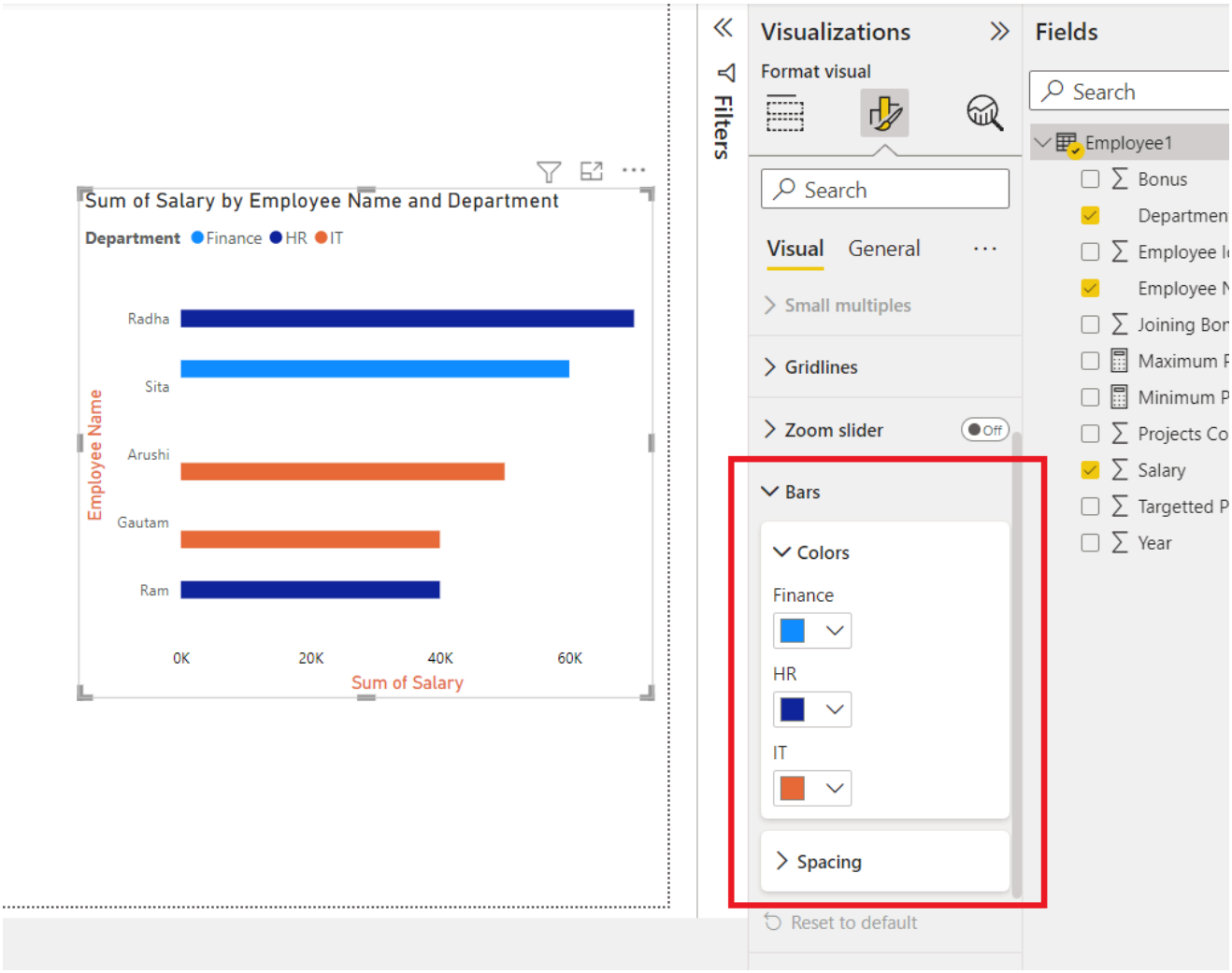


Step 2: The below gif shows how the bars change with the slider.



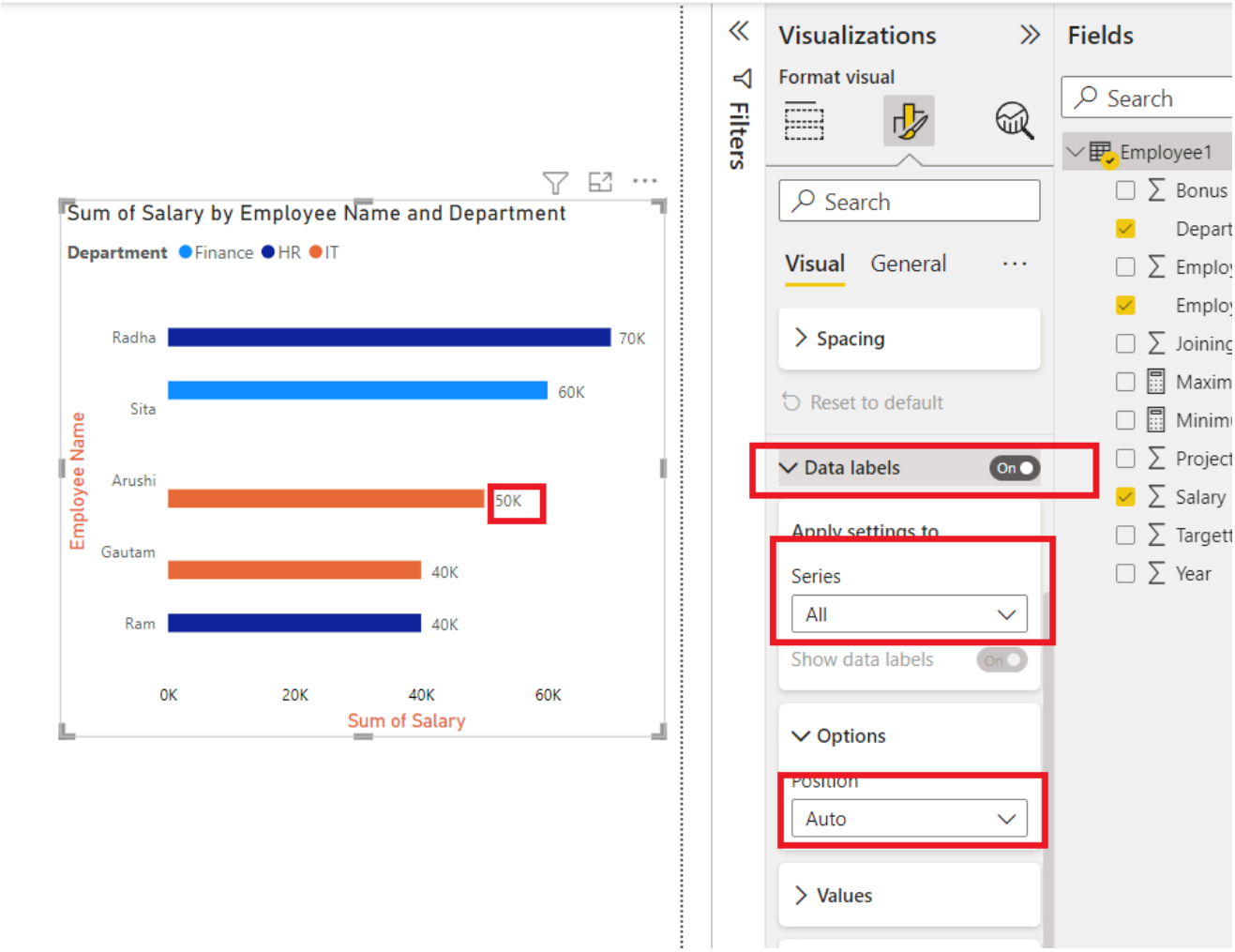
Bars

Bars refer to the rectangular columns, which show the dataset value corresponding to each y-axis value in clustered bar chart. Click on the Bars option. A drop-down appears. We have two options i.e. **Color** and **Spacing**. We can customize the **color** of the bars accordingly, and can also add **padding** between the bars.



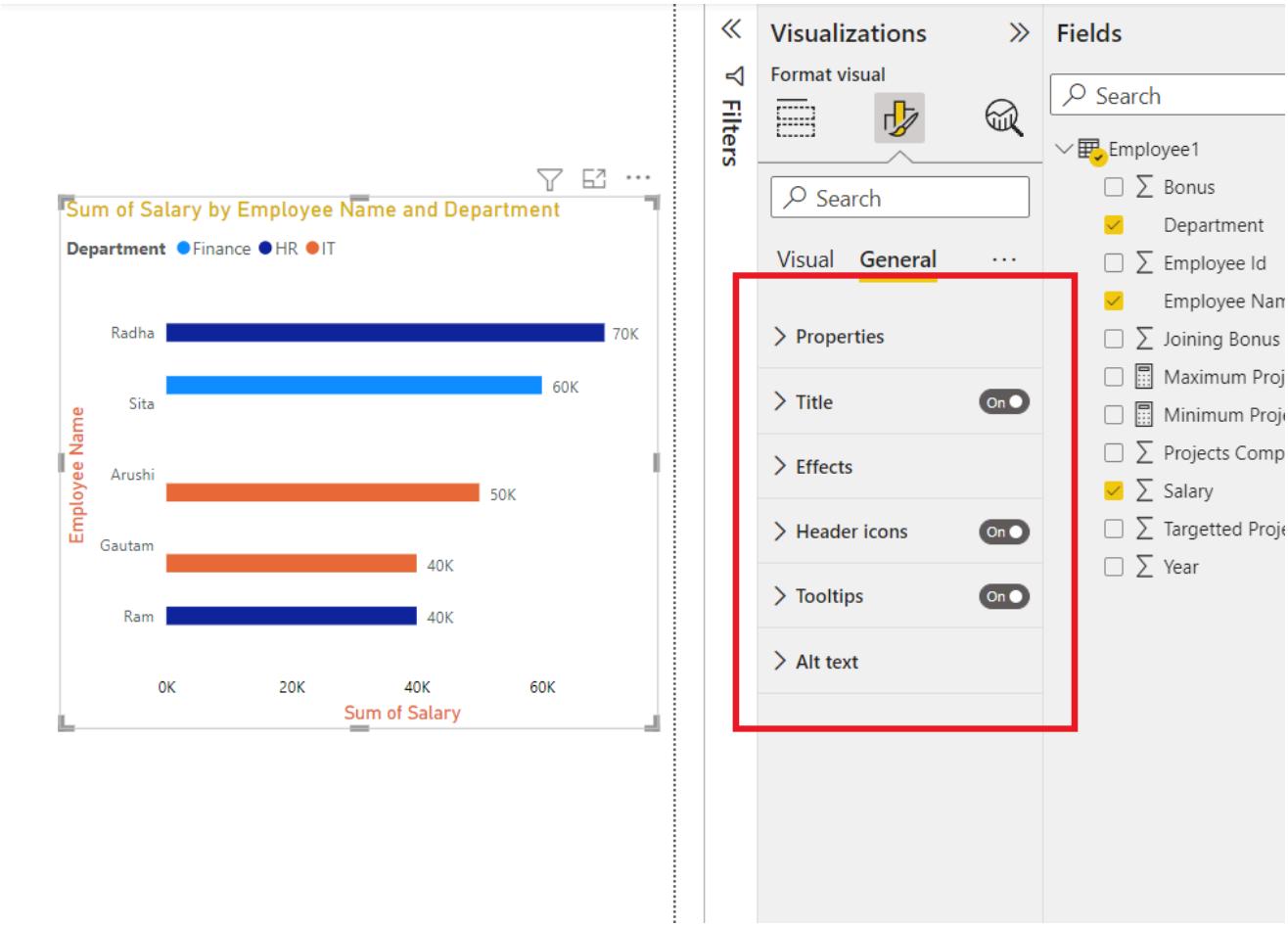
Data Labels

Data labels provide additional information on the bars. For example, **Arushi** has a salary of **50K**, and she wants to display that on the bar. Click on the Data labels option. The **salary** data label will be added to the entire chart. Also, a drop-down appears. We have **four** options i.e. **apply settings to**, **options**, **values,** and **background**. **Values** and **background** have the same property as discussed above i.e. **font**, **size,** and **color**. **Apply settings to**, is a filter on the basis of **legends**, we can apply the property to specific groups only. The **options** property is used to set the **position** of the data labels.



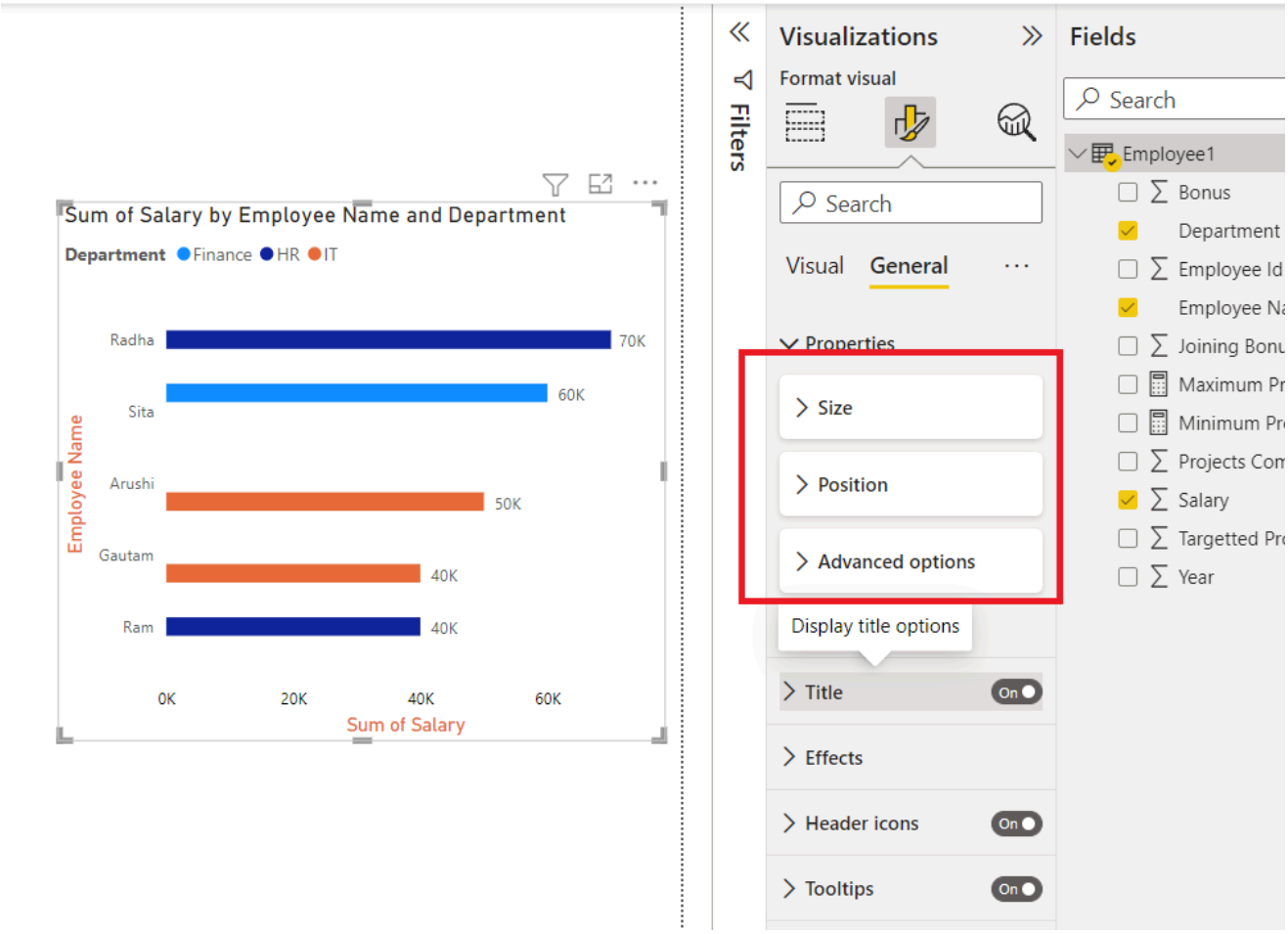
General Formatting

There are multiple options in **general formatting.** For a **clustered bar chart,** 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.

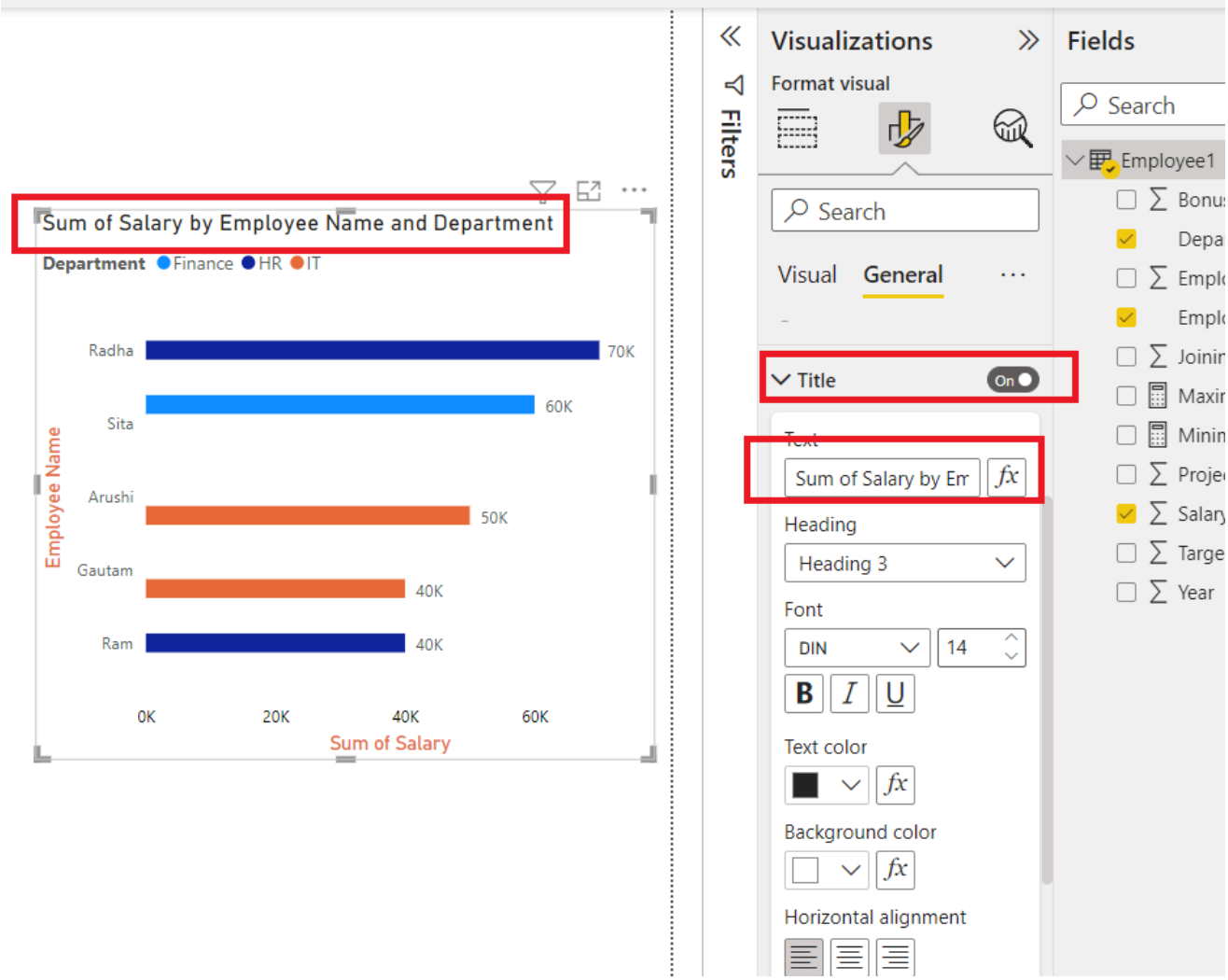


Title

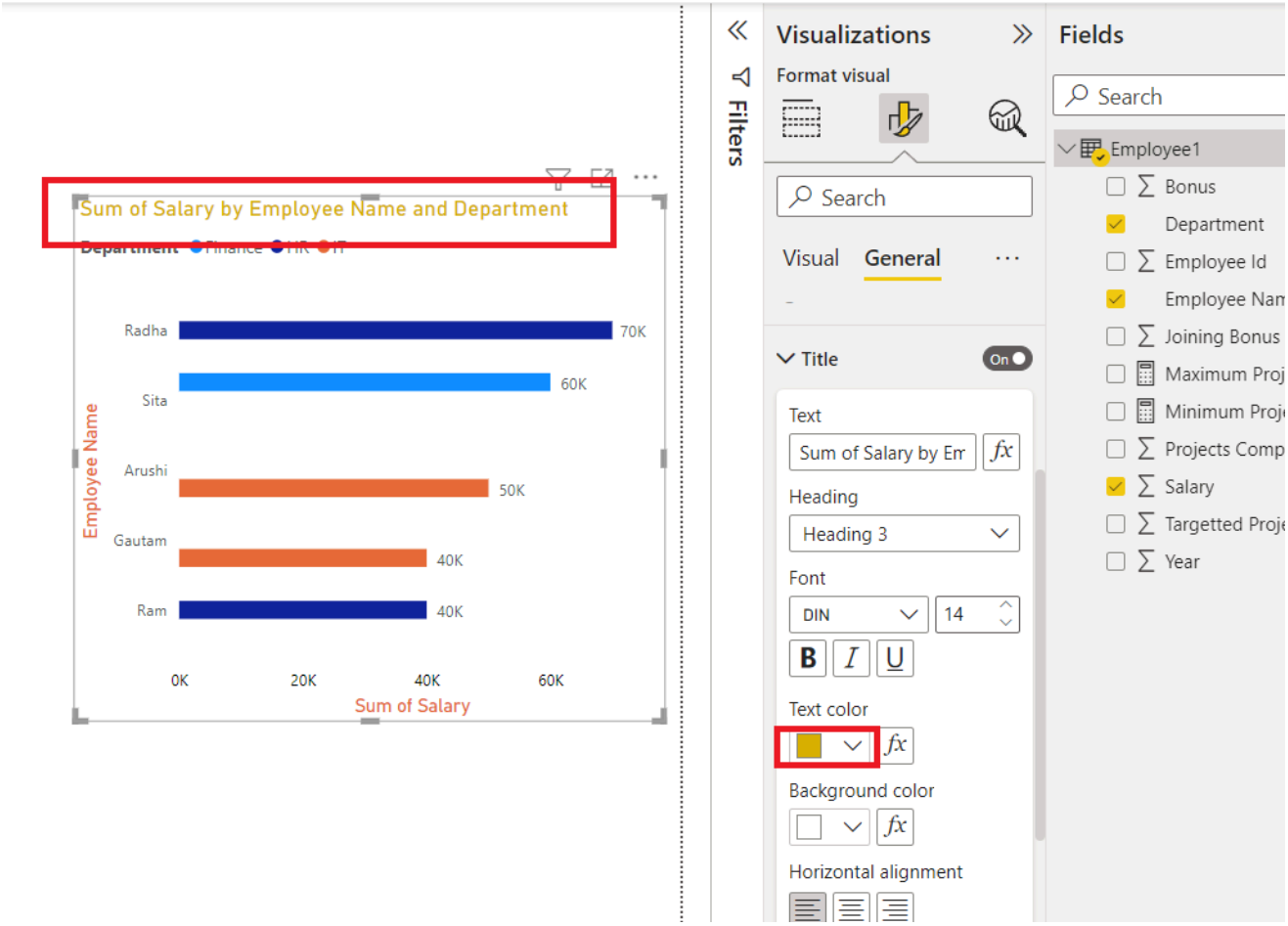
The **title** formatting is present in every visualization. As the name suggests, it adds a heading to the visualization. Click on the slider to enable the title.

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 Employee Name and Department**. We can view in the image a title is added to the chart. As done previously we can customize the **size**, **font** type of the chart, etc.

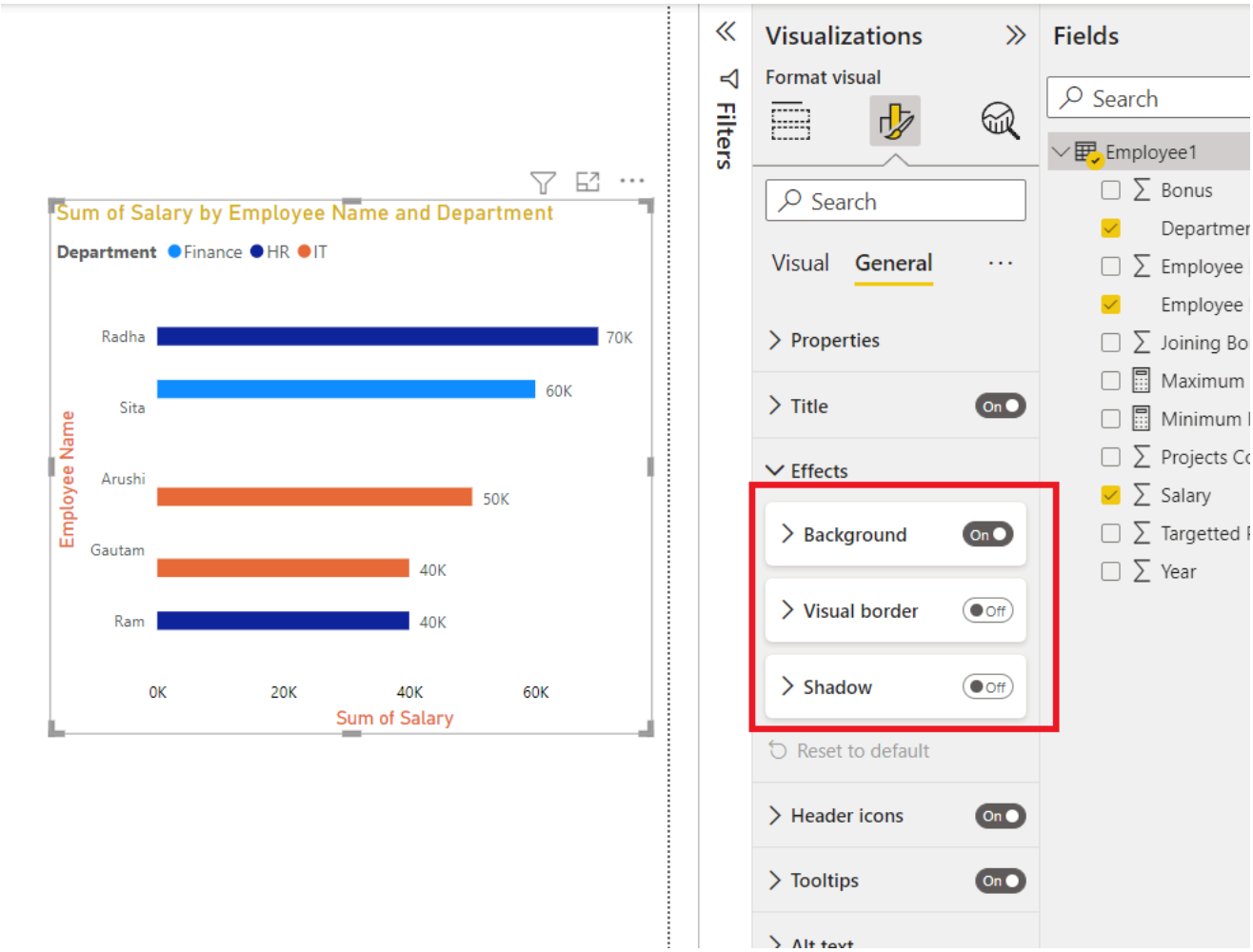


Step 2: We can also change the **color** of the title. Under the **text** color, select the required color. For example, **yellow** in this case. The title color changes to **yellow**.



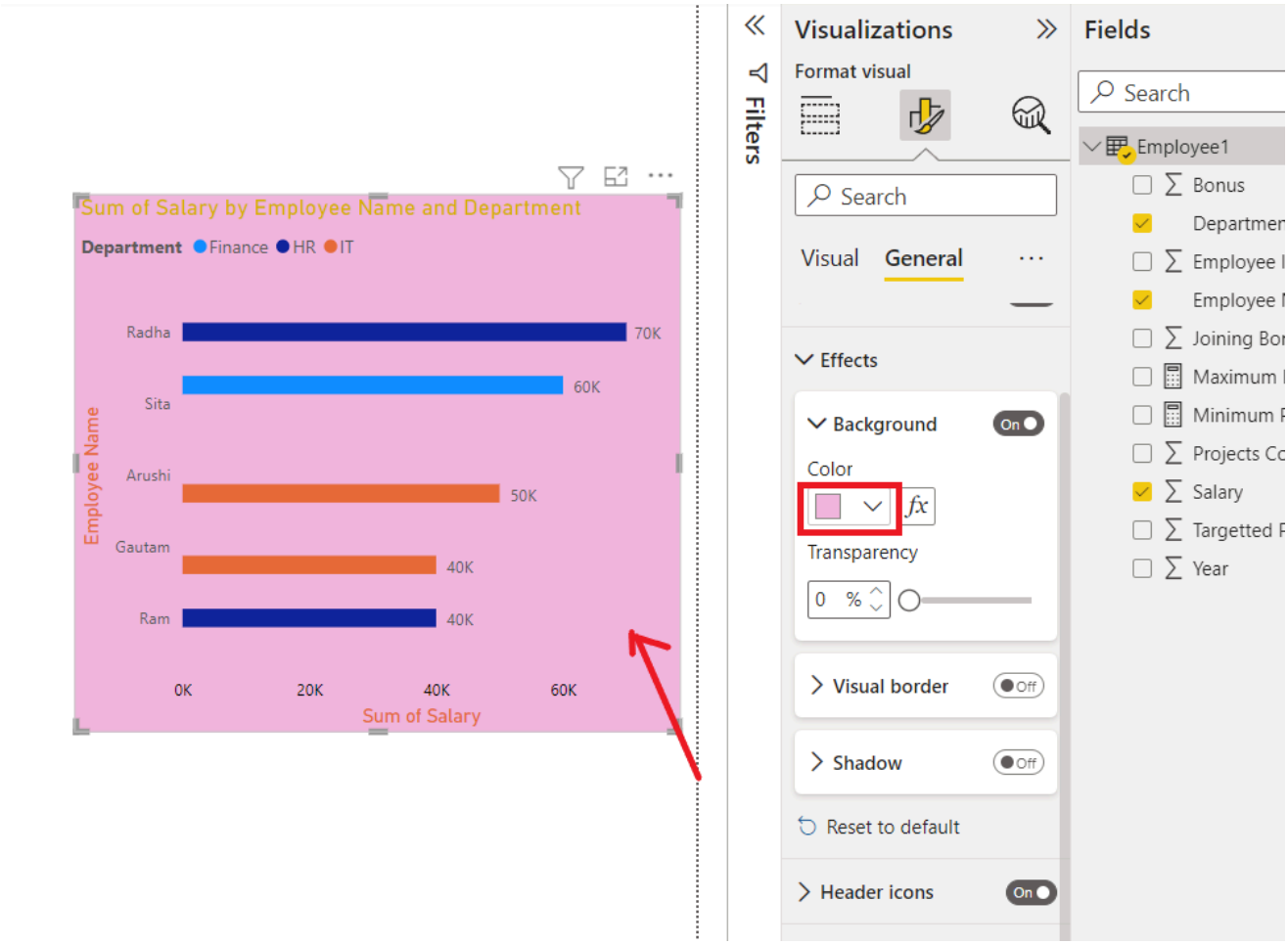
Effects

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 borde**r adds a **border** around the visualization, and the **shadow** option creates a shadow on the outskirts of the visualization.



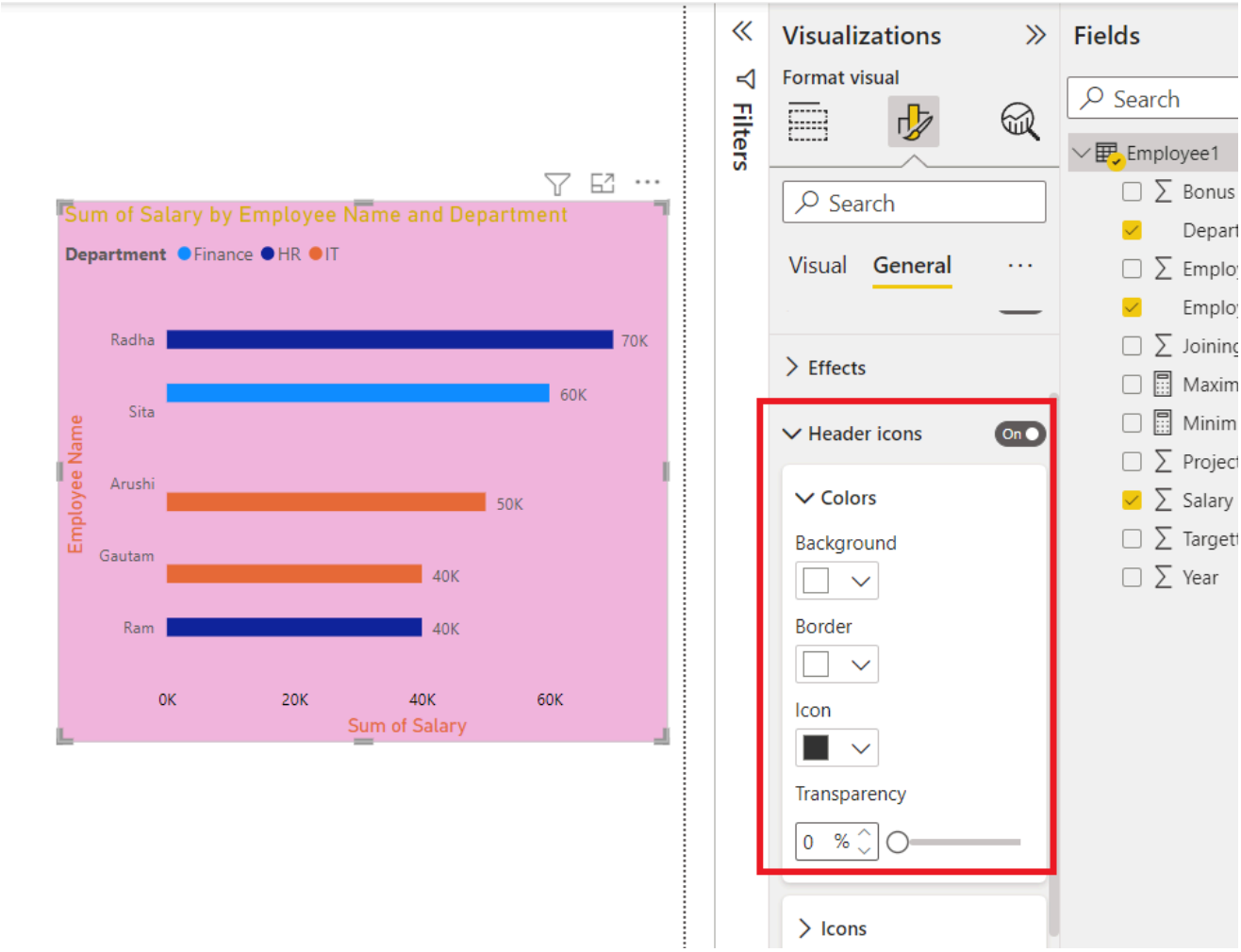
The following are the steps:

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



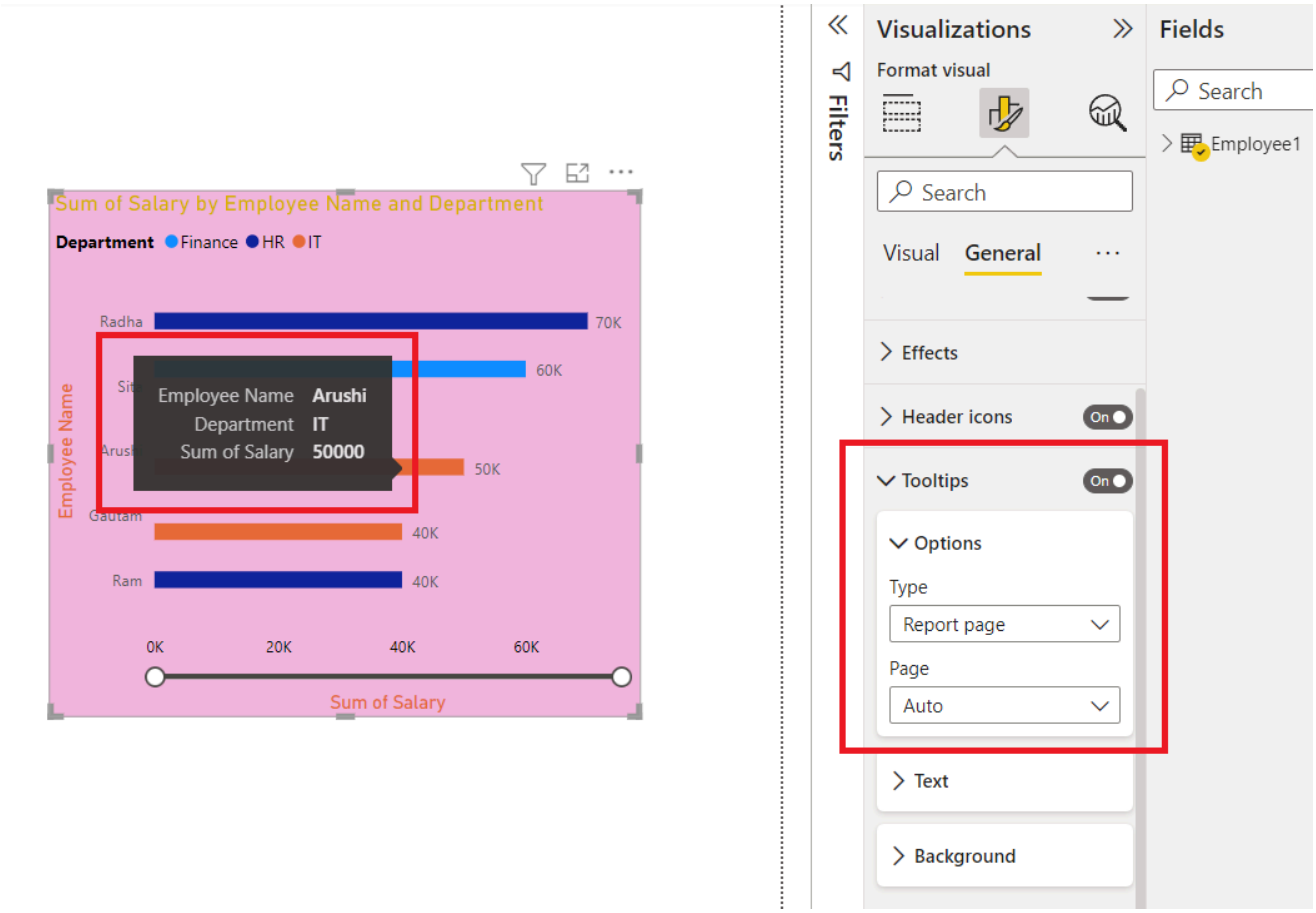
Header Icons

Header-icons are the options, present on the top of the visualization. For a **clustered bar chart,** 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.



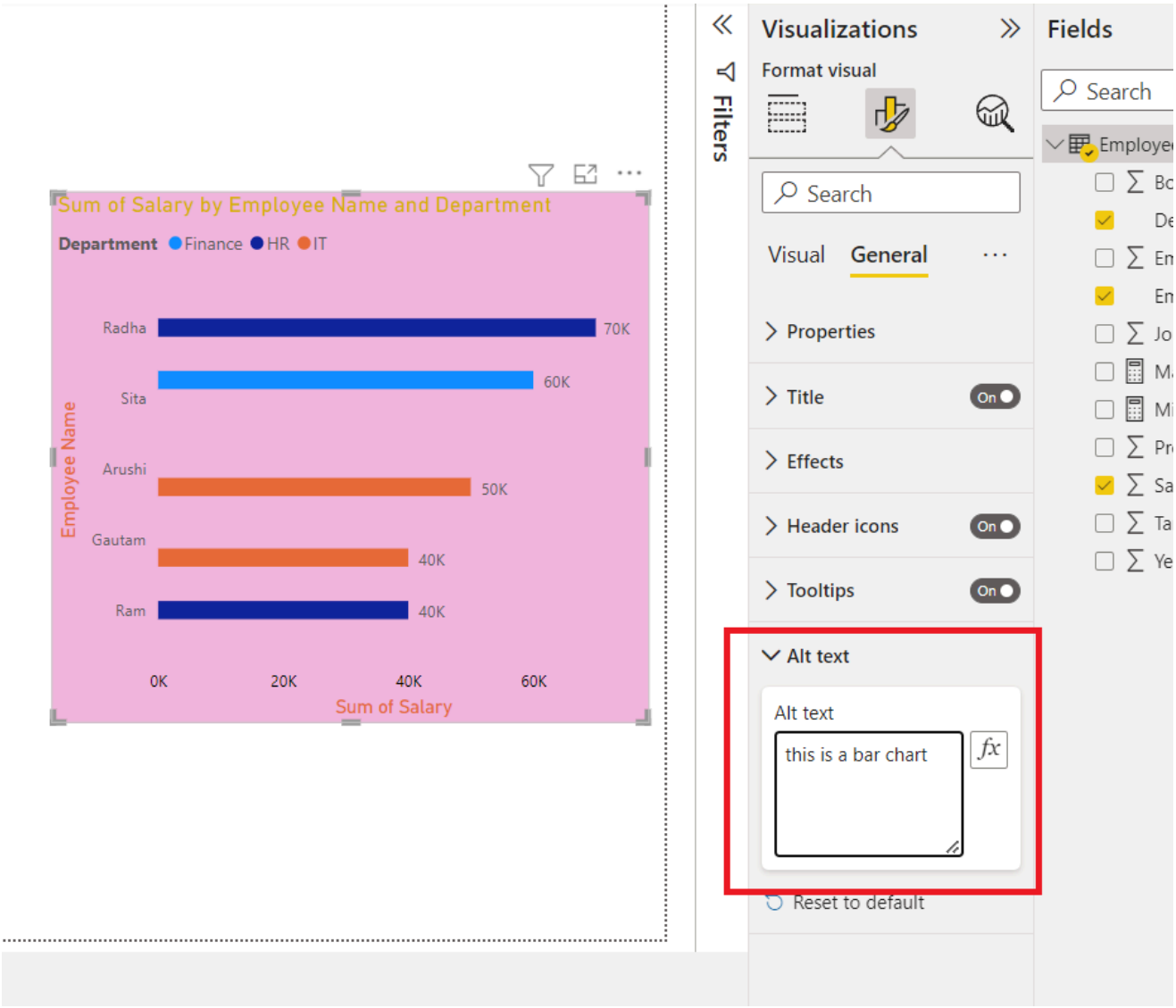
Tooltips

If we **hover** over a visualization, then we cannot view any information related to the chart. Consider a situation, where we want to display the fields added on hovering over the chart, 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 bar, then we can view that the **employee Name Arushi, Department IT,** and **Salary 50K** is displayed. 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.



Comment

More info

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