

## Visualization: Dashboards in Excel

- Gives quick data insight
- Quick identification of data outliers
- Gaps and trends over time

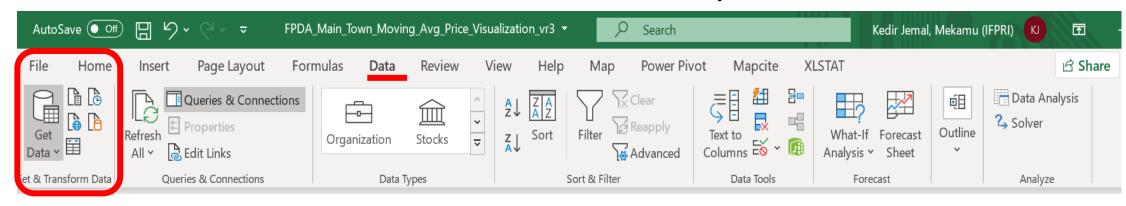
# Explore the dashboard

- Visualize a graph of three crops at single market for
  - 1. Pawpaw, sweet potato and Taro-true at POM [from 2009-2020 & 2016-2020]
  - 2. Pawpaw, sweet potato and Taro-true at Lae [from 2009-2020 & 2016-2020]
- Visualize a graph of crop price at three markets for
  - 1. Carrot at POM, Lae and Goroka [from 2009-2020 & 2016-2020]
  - 2. Sweet potato at POM, Lae and Goroka [from 2009-2020 & 2016-2020]

The following is a simple guide intended to show how the market price data visualized in Microsoft excel

## What Is Power Query?

- It is a tool available in Excel that allows import data from many different sources
- Able to clean, transform and reshape data as needed
- It is available as an add-in for Excel 2010 and 2013 and will appear as a new tab in the ribbon labelled **Power Query**.
- In 2016 it was renamed to **Get & Transform** and appears in the **Data** tab without the need to install any add-in.

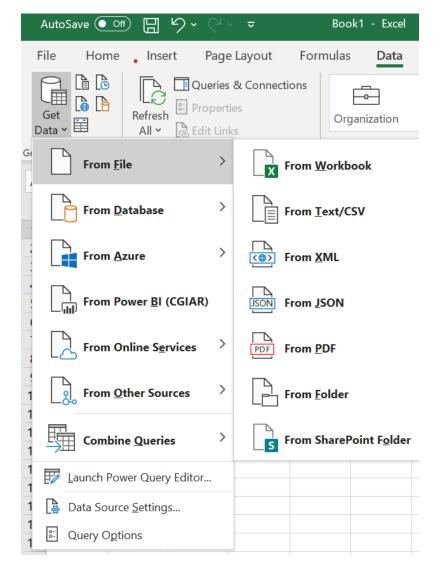


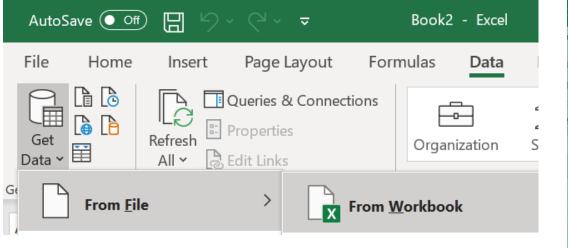
# **Importing Data With Power Query**

**Power Query** provides many data type options to import

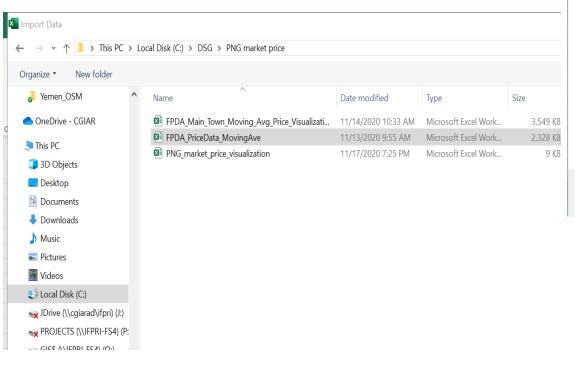
Under Data tab click Get Data command

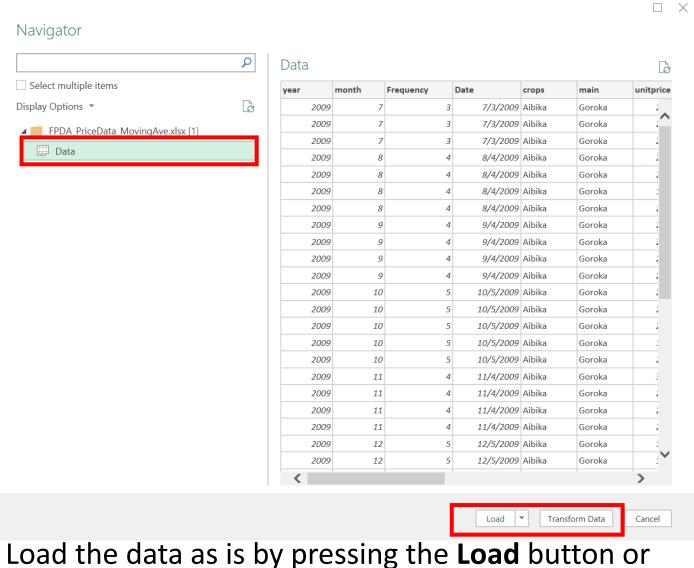
- Get data from a single file such as an Excel workbook, Text or CSV file, XML and JSON files
- You can also import multiple files from a given folder





#### Locate market price excel file





Load the data as is by pressing the **Load** button or proceed to the query editor to apply any data transformation steps by pressing the **Transform Data** button

Here you can edit and transform the data like data type, merge, append, replace error, etc

XII | 😬 ▼ 💂 | Data - Power Query Editor

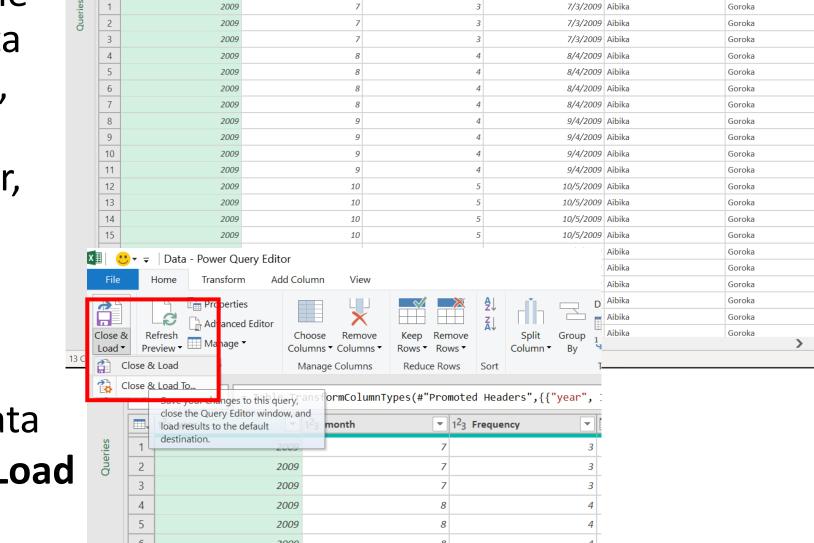
 $1^2$ 3 year

Transform

Properties

Add Column

▼ 1<sup>2</sup>3 month



Reduce Rows

▼ 1<sup>2</sup><sub>3</sub> Frequency

Data Type: Whole Number

= Table.TransformColumnTypes(#"Promoted Headers",{{"year", Int64.Type}, {"month", Int64.Type}, {"Frequency", Int64.Type},

▼ Date

🥅 Merge Queries 🔻

Combine

▼ AB<sub>C</sub> crops

Manage

Parameters \*

Parameters

▼ AB<sub>C</sub> main

Data source

settinas

Data Sources

New Source ▼

Enter Data

Recent Sources

New Query

Query Settings

**PROPERTIES** 

**All Properties** 

▲ APPLIED STEPS

Navigation

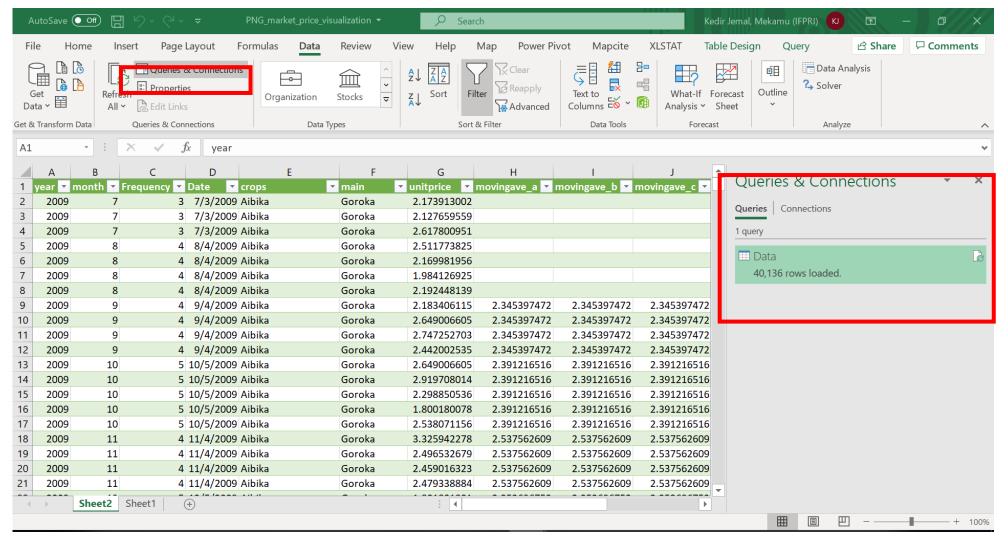
X Changed Type

Promoted Headers

PREVIEW DOWNLOADED AT 7:38 PM

Data

To load the data click **Close & Load** 



- When you use the Close & Load To option it loads the query to a table. If import data dialog option appears
  choose table to load the data as a table
- Rename the sheet 'Data'
- Outside of the power query editor, to access queries in the workbook go to Data tab in the Excel ribbon, then press the Queries & Connections command button. It will be docked to the right-hand side of the workbook.

## **Pivot Tables**

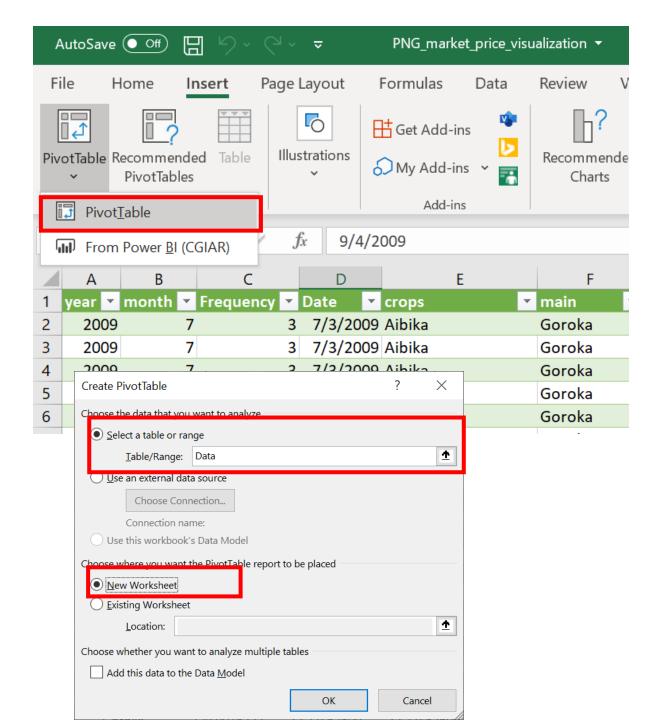
 PivotTables helps make worksheets more manageable by summarizing data and allowing you to manipulate it in different ways

 A PivotTable can instantly calculate and summarize the data in a way that's both easy to read and manipulate

#### Create a PivotTable

- Select the table or cells (including column headers) containing the data you want to use
- From the Insert tab, click the PivotTable command

- The Create PivotTable dialog box will appear.
   Choose your settings, then click OK.
- In our case, we'll use *Data* as our source data and place the PivotTable on a new worksheet

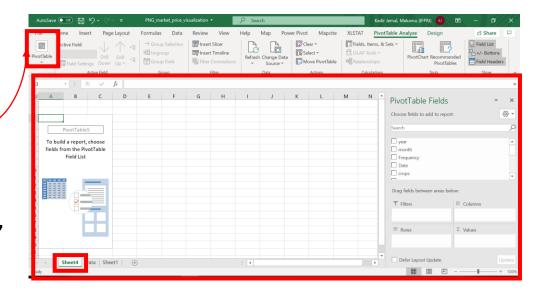


A blank PivotTable and Field List will appear on a new worksheet Rename the new sheet 'Crops per market'

Once you create a PivotTable (give a name-crops per market), choose which fields to add. Each field is simply a column header from the market price data.

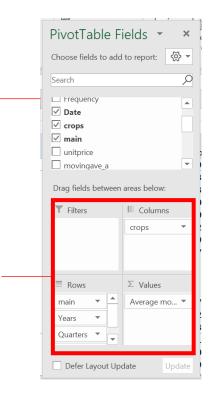
In the PivotTable Field List, check the box for each field you wish to add.

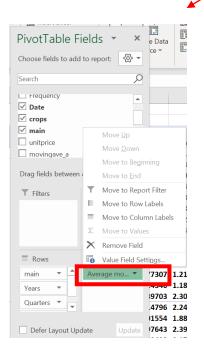
In our example, we want to show crop price for each market over time, so we'll drag markets (main) and date & year under 'Rows', crops to 'Columns' field and drag price(movingave\_f) to 'Value' field

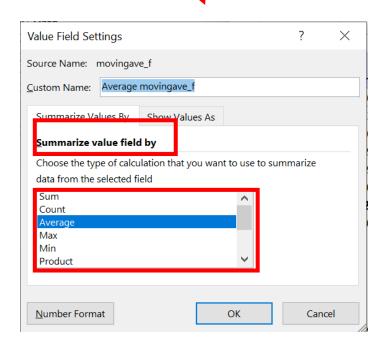


The PivotTable automatically calculate and summarize the selected fields.

To modify the default summary, right click on the price under value field change the "summarize value field by" option to average

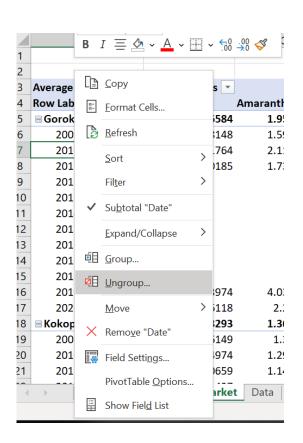


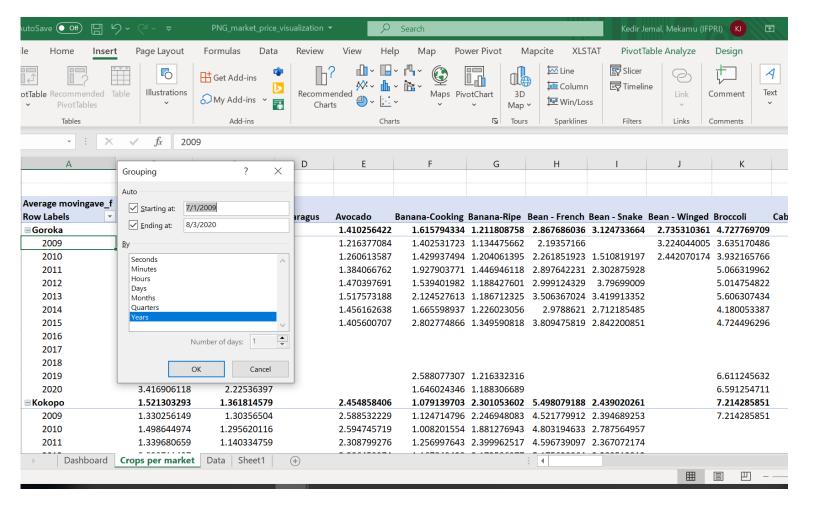




- To be able to view monthly average price, group the *date* value to month.
- While selecting a cell from year column, right click and press 'group'

 From Grouping dialog box, select only Month





### **Pivot Charts**

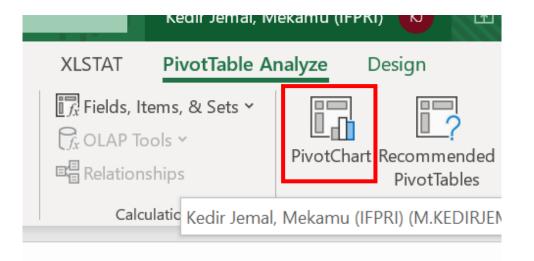
Pivot Charts display data from a PivotTable

 Filters are automatically displayed in the chart to sort and filter the underlying data

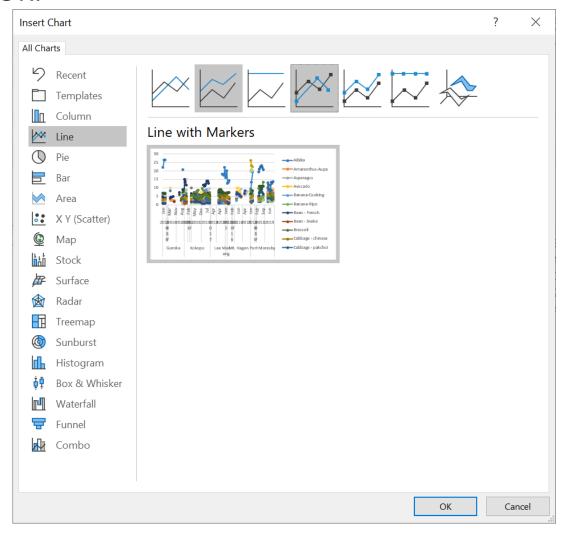
 Changes to the field layout and data in the associated PivotTable are immediately reflected in the PivotChart

Just like regular charts, you'll be able to modify the chart properties

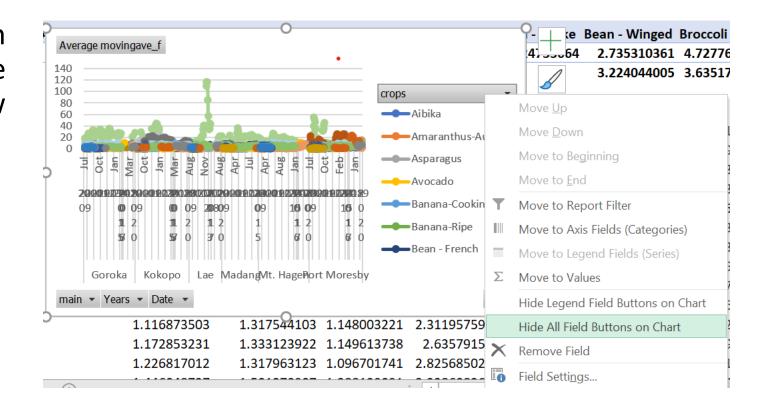
# Under **PivotTable Analyze** tab press **PivotChart** select line chart



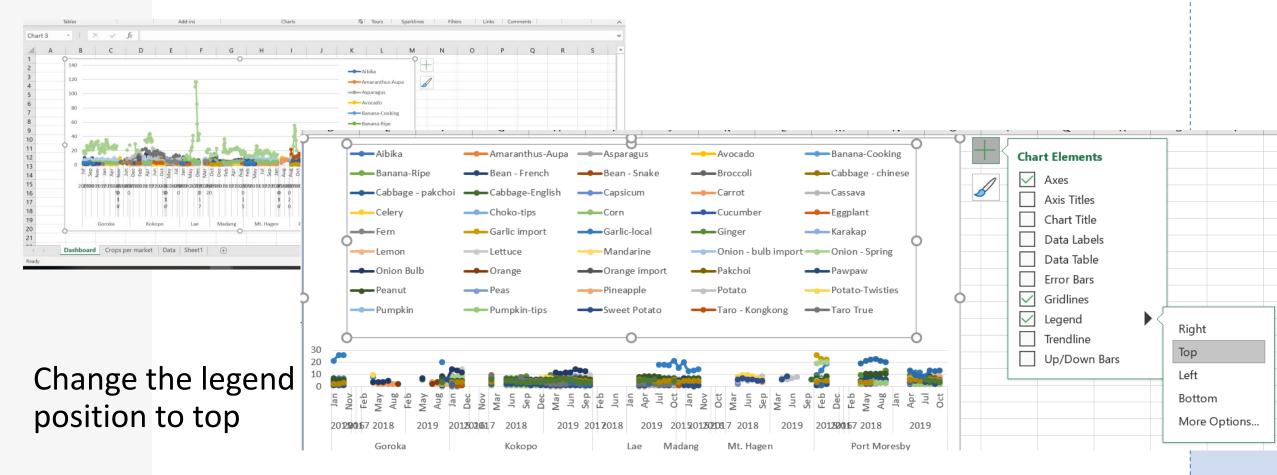
- Under PivotTable Analyze tab press PivotChart
- Select Line with Markers chart, then click OK.



- Instead of the default filer automatically generated with PivotChart, later on this exercise we will create slicer, so for now hide the filters from the chart
- To hide all filters, right click on one of the filter on the chart and press 'Hide All Field Buttons on Chart'
- Cut and paste the chart to a new sheet (rename the sheet 'Dashboard')



# Pivot chart on new sheet (dashboard)

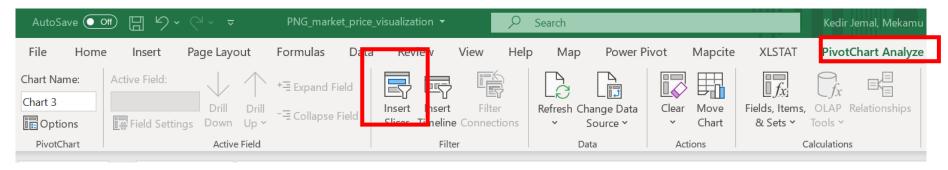


## Create slicer

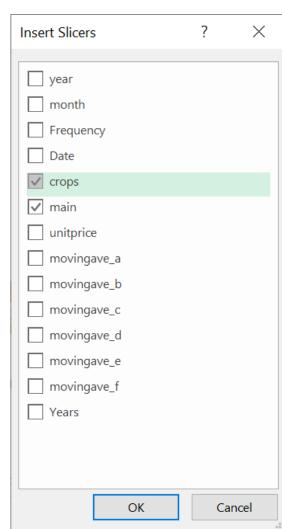
- Slicers make filtering data in PivotTables easier that regular filter
- Slicers are basically just filters, but they're easier and faster to use, allowing you to instantly pivot your data
- Unlike filter, a slicer clearly labels the filter that is applied and provides details to easily understand the data that is displayed

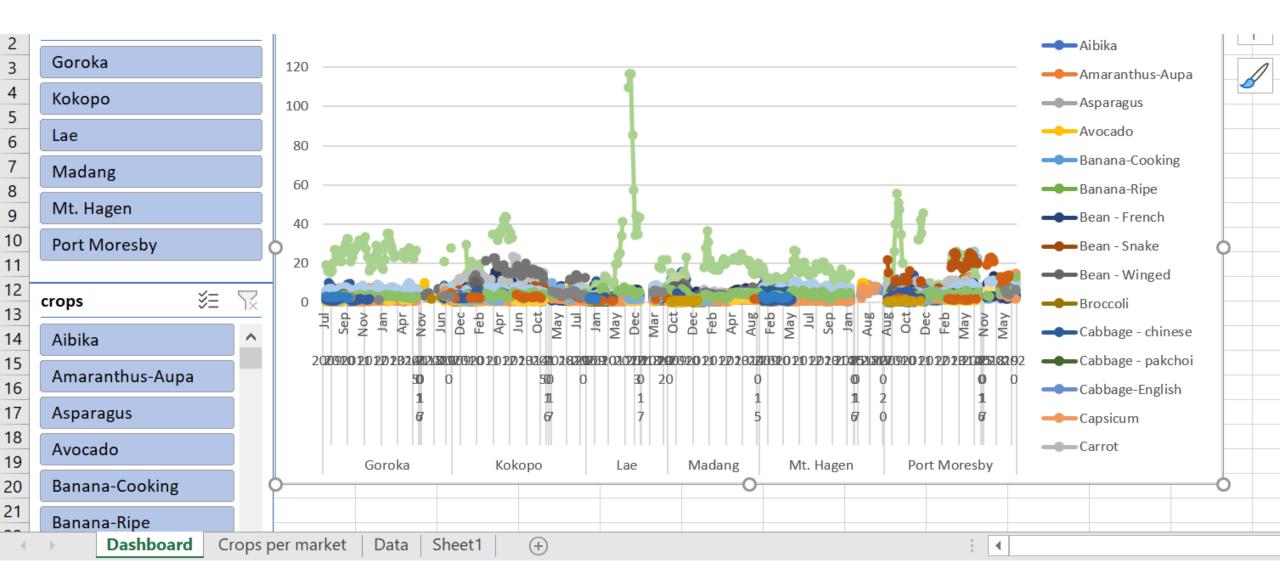
## Add slicer

- Select or highlight the pivot chart or any cell in the PivotTable
- From the PivotChart Analyze tab, click the Insert Slicer command.



• A dialog box will appear. Select the *crops* and *main* (market) field, then click OK.





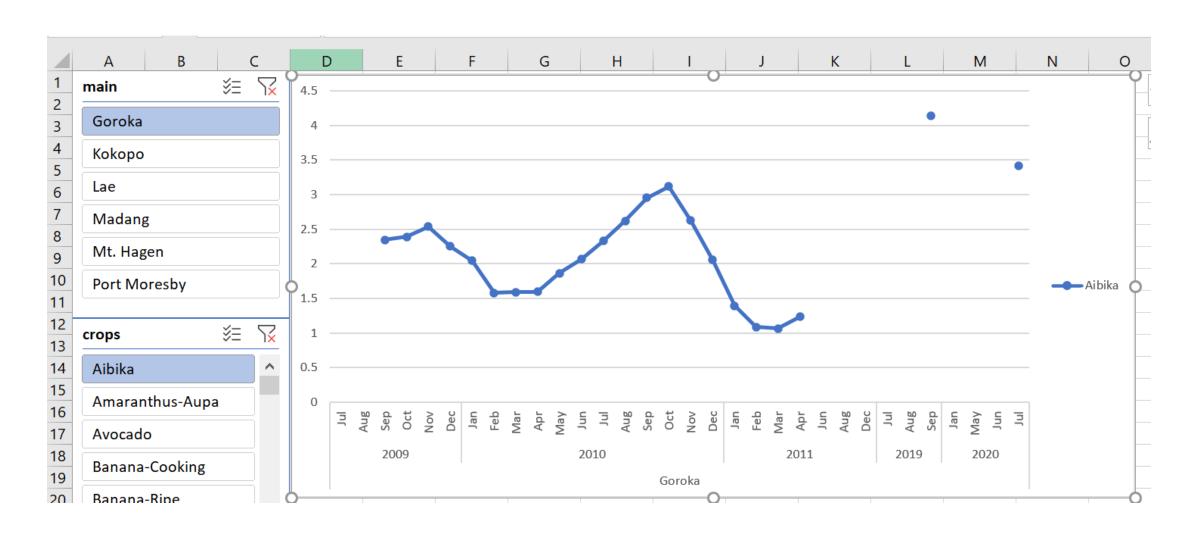
Each selected item will be highlighted in blue. The slicer contains a list of all markets and crops are currently selected.

• Just like filters, only selected items are displayed on the PivotChart

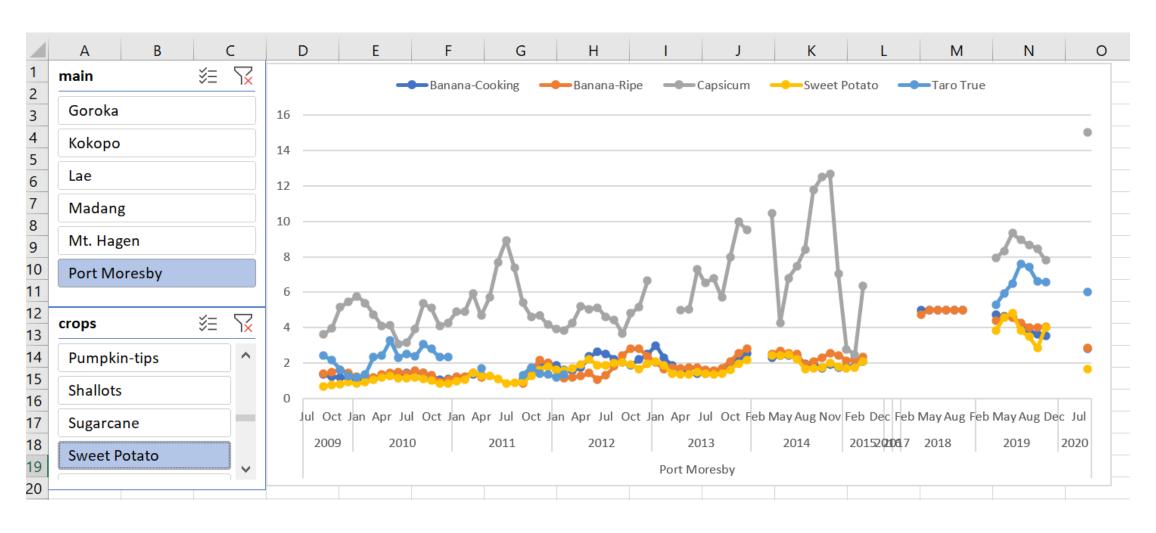
 When you select or deselect items, the PivotChart will instantly reflect the changes

 Since the PivotTable organized to best display multiple crops per market, try selecting one or more crops and a single market. To do so press and hold the Ctrl key on your keyboard to select multiple items from a slicer

## Price of Aibika in Goroka market

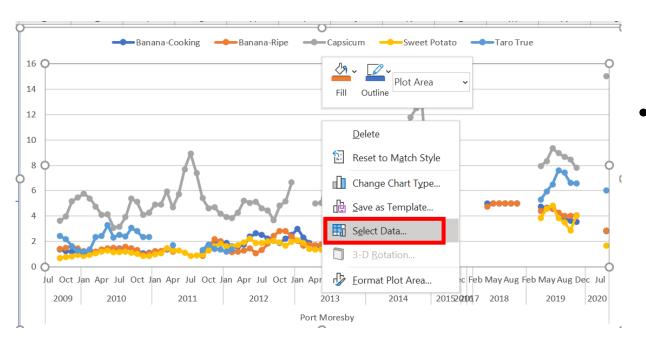


# Prices of Banana-cooking, Banana-Ripe, Capsicum, sweet potato and Taro true in Port Moresby

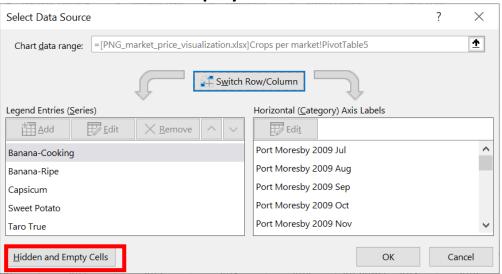


 You may have noticed discontinuity or gaps on the line graph. To connect data point with line change the settings

Right click on the chart, click Select Data

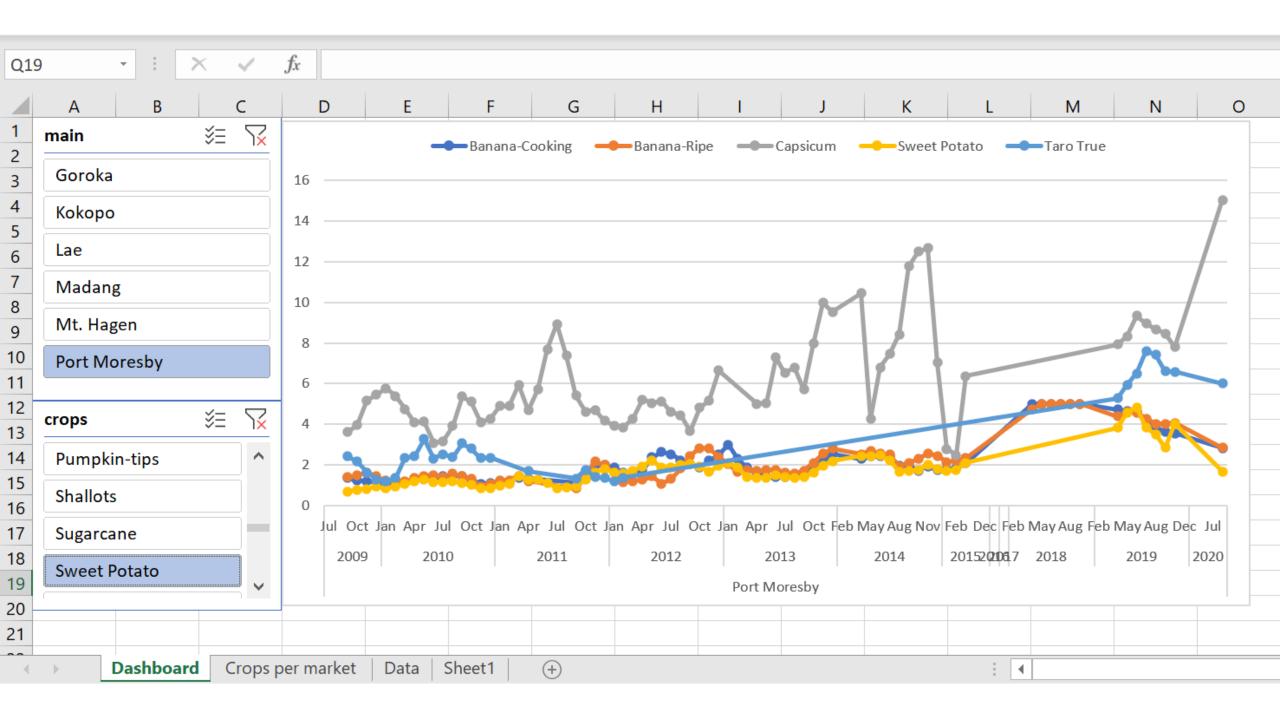


 On Select Data Source dialog box click Hidden and Empty Cells



 On 'Hidden and Empty Cells settings click 'Connect data points with line'

Hidden and Empty Cell Settings	?	×
Show empty cells as: <u>Gaps</u>		
○ <u>Z</u> ero		
Connect data points with line		
✓ Show #N/A as an empty cell		
Show data in hidden rows and columns		
ОК	Ca	ancel

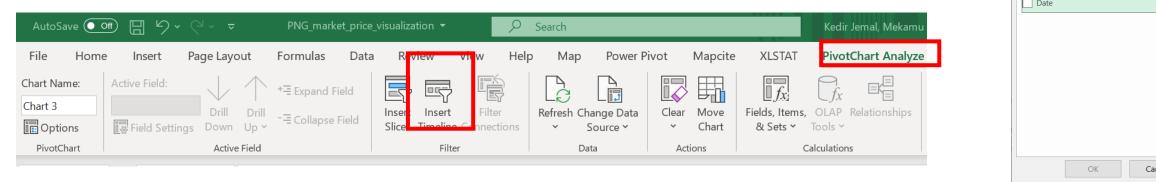


#### Create time Slicer

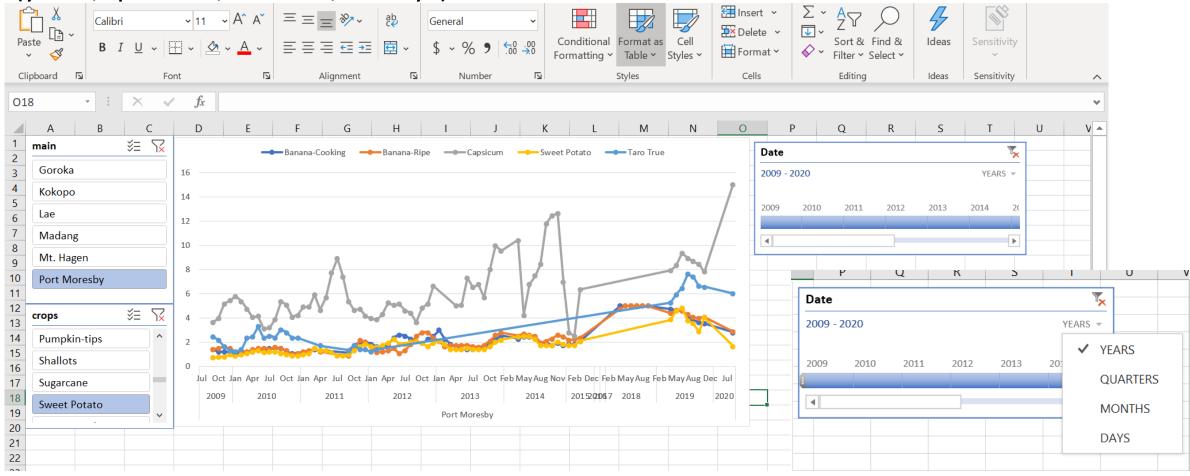
- Apart from playing around with filters to show dates, you can now use a PivotTable timeline.
- It lets you filter by time and zoom in on the period you want
- Much like a slicer you create to filter data, you can insert a timeline once and keep it with your PivotChart
- Click anywhere on the pivot chart to show the PivotChart tools
- Click PivotChart Analyze and click on Insert Timeline

In the Insert Timelines dialog box, check the boxes of the Date fields

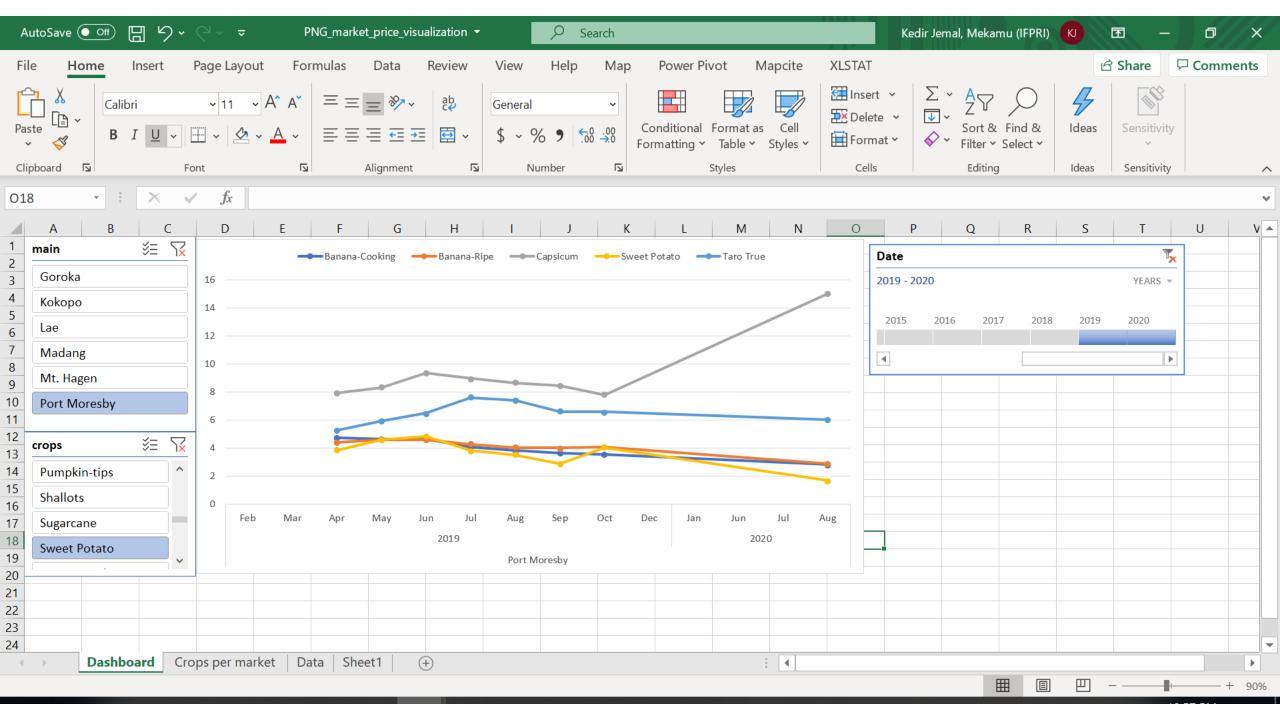
and click OK



With timeline, you will be able to filter by a time period in one of four time levels (years, quarters, months, or days)



- Drag the timeline scroll bar to the time period you want to display
- In the timespan control, click a period tile and drag to include additional tiles to select the year range you want.
- Use the timespan handles to adjust the year range on either side.



### Exercise

So far, we have created PivotChart that shows prices of multiple crops in a single market over time.

Following similar steps now it is your turn to setup a PivotTable that shows price of a crop across multiple markets.

At the end you will be able to show the following graphs by changing the selection on the slicer and time-line

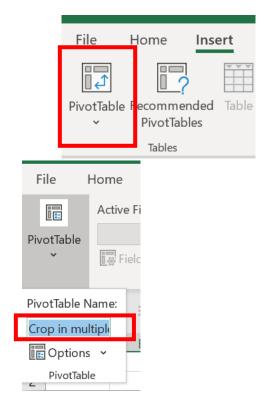
- Price of Sweet potato in POM, Goroka and Lae [
- Price of Pawpaw in Lae
- Price of Taro in POM and Lae

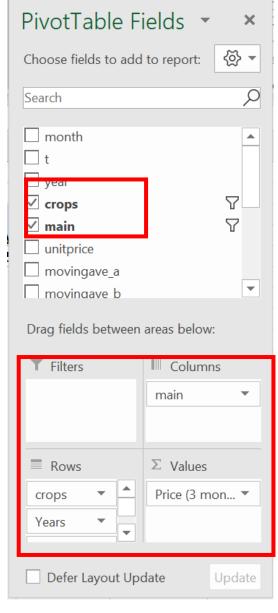
#### Steps to follow:

 While in Data table sheet click Insert from the main ribbon

- Click PivotTable
- Rename Pivot table to "A crop in multiple market"

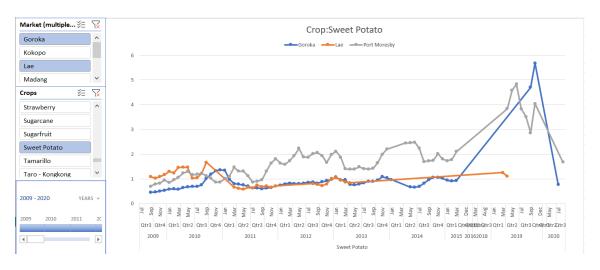
- Drag crops, date variables to 'Rows' field; main (market) to 'Columns' and movingaveg f to 'Values' field
- Create a line with market from PivotChart, remove the filter from the chart; cut and paste on dashboard
- Select your chart on the dashboard and insert slicer and timeline



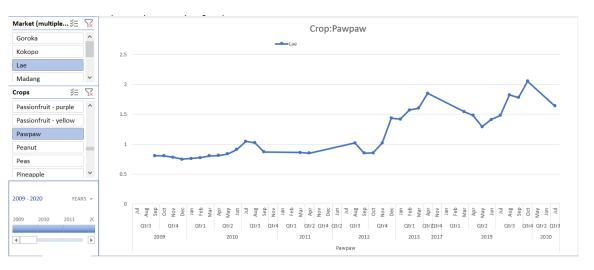


# Your graph would be look like the following

#### Price of Sweet potato in POM, Goroka and Lae



#### Price of Pawpaw in Lae



#### Price of Taro in POM and Lae

