



OCHA

POWER BI

The United Nations Office for the Coordination
of Humanitarian Affairs

Table of contents

1

INTRODUCTION
TO POWER BI

2

THE DESIGN
PROCESS

3

CREATE A
POWER BI
REPORT

4

USEFUL
LINKS

What is Power BI?

Power BI is a tool that helps visualize and analyze data. Everyone can produce customized reports and dashboards, and publish them on the web and across mobile devices.

Why Power BI?

1. We all have it and it's free

Download: <https://powerbi.microsoft.com/en-us/desktop/>

Log in with UN profile.

2. Highly customizable

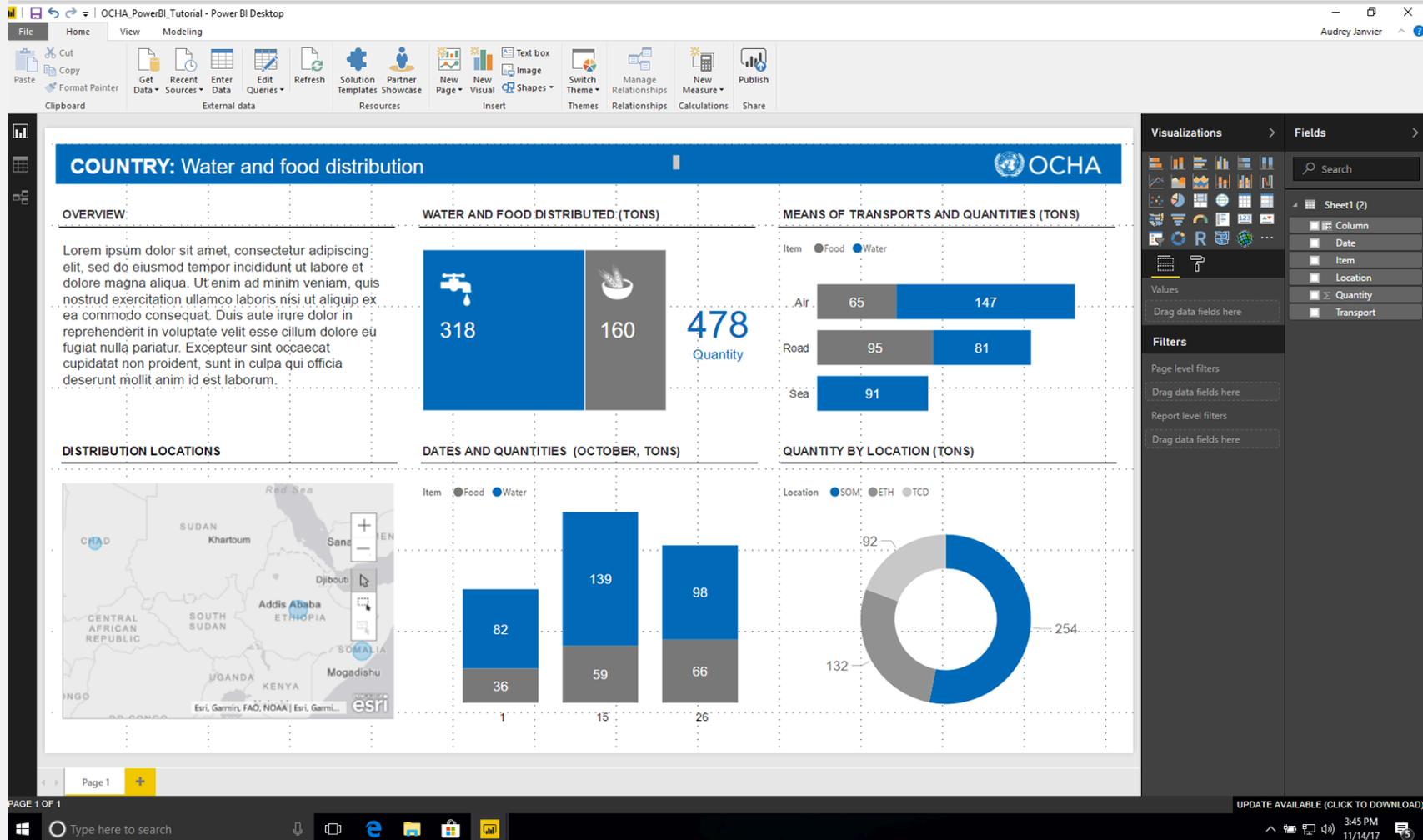
Import OCHA color theme, maps and visuals. Change visualization with one click.

3. Familiar

Power BI uses same controls as Excel

Note: MAC users will need to run Parallels

What does it look like?



THE DESIGN PROCESS

Design process

7 STEPS

1. Have a clear idea of the **message** you want to communicate
2. Identify your **audience**
3. Collect, prepare and clean **data**
4. Choose the correct **format** (infographic, type of chart)
5. Draw a **sketch** first (remember: alignment, order and proximity)
6. Create **visual**
7. **Review**

Design process

OCHA VISUAL IDENTITY

COLOURS THEME



OCHA Blue

RGB: 2.108.182

HEX: #026CB6



OCHA Orange

RGB: 244.121.5 0

HEX: F37932

Note: Use OCHA json file included in the package.

FONTS

Using Arial guarantees that products will appear as originally designed, regardless of what software or computer the reader is using.

Note: Arial Narrow and Arial Rounded MT are not included by default with the operating system.

Design process

CHOOSING THE RIGHT CHART

DO YOU WANT TO:

Show key figures?

Chart: icons and large labels



Note: When resizing icons make sure you hold down the “shift” key so as to not distort them. Use OCHA humanitarian icons included in the package.

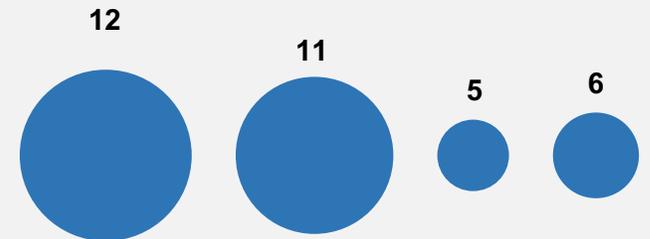
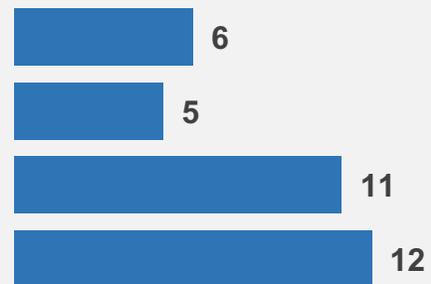
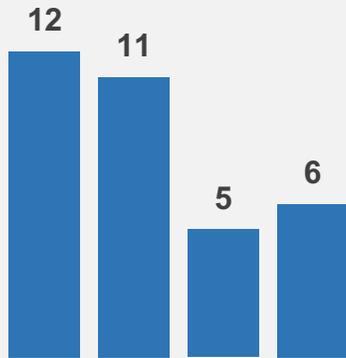
Design process

CHOOSING THE RIGHT CHART

DO YOU WANT TO:

Compare values?

Charts: column, bar, surface area



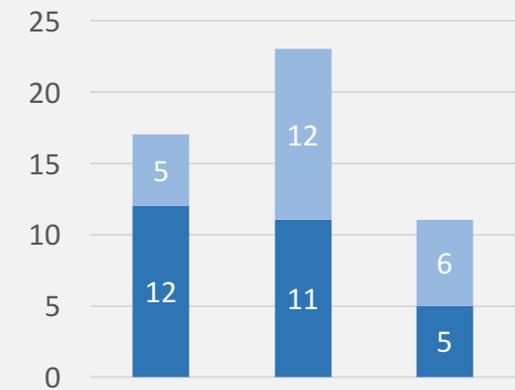
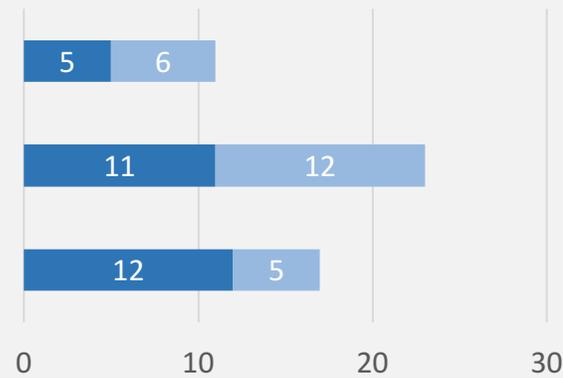
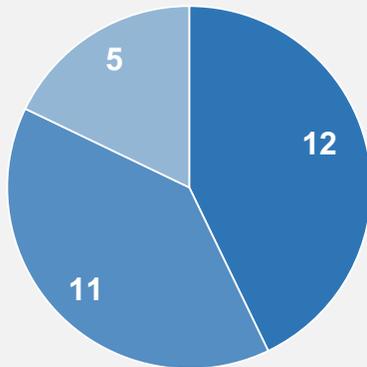
Design process

CHOOSING THE RIGHT CHART

DO YOU WANT TO:

Show the composition of something?

Charts: pie, stacked bar, stacked column



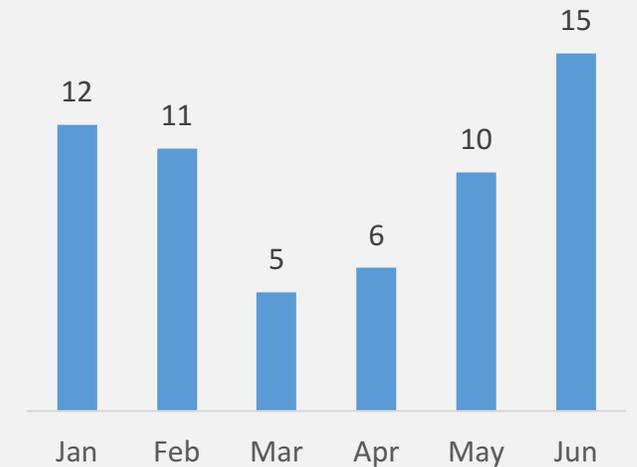
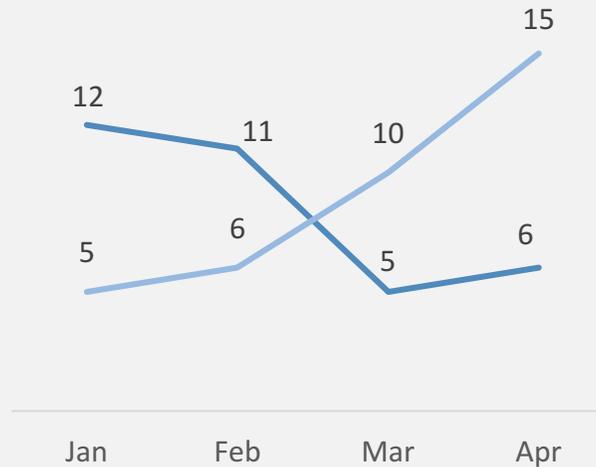
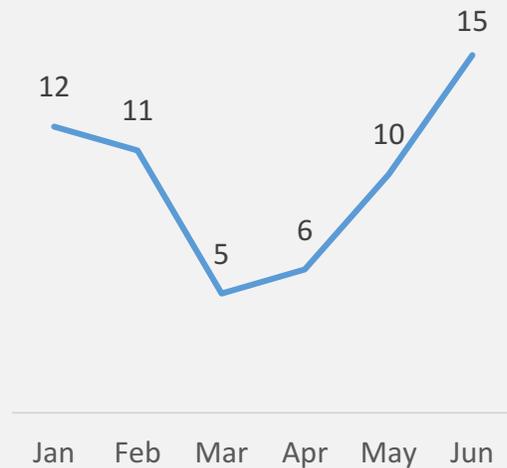
Design process

CHOOSING THE RIGHT CHART

DO YOU WANT TO:

Analyze trends in your data set?

Charts: line, column



Design process

ADDITIONAL RESOURCES

1. OCHA graphic stylebook

<http://www.unocha.org/publication/ocha-graphics-style-book>

2. OCHA editorial style guide

<https://www.unocha.org/publication/ocha-editorial-style-guide-third-edition>

POWER BI REPORT

Power BI Report

FIRST TIME

1. **Activate color theme switch**

File > options and settings > options > preview features > custom report themes

2. **Import OCHA color theme**

Ribbon > switch theme > import theme

3. **Add gridlines**

View > gridlines

Power BI Report

IMPORTING AND VISUALIZING DATA

1. Change page size

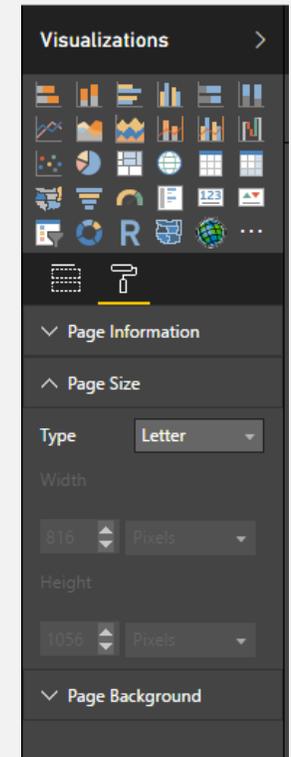
Visualization pane on right > Page Size > Letter

2. Get data

Ribbon > get data > Excel > Connect

3. Use right column “Fields” to visualize data

Note: Power BI is not yet fully responsive. We recommend using a portrait layout rather than landscape.



Power BI Report

SHARING REPORT

1. Publish

File > Publish

2. Get report public link

File > Publish to web

3. Use link to embed on website or HR Info

USEFUL LINKS

Useful links

POWER BI FOR BEGINNERS

<https://www.youtube.com/watch?v=h6AIAxMEDiw>

BASIC CONCEPT

<https://powerbi.microsoft.com/en-us/documentation/powerbi-service-basic-concepts/>

GET STARTED

<https://powerbi.microsoft.com/en-us/documentation/powerbi-service-get-started/>

Useful links

COLOR THEME

<https://powerbi.microsoft.com/en-us/documentation/powerbi-desktop-report-themes/>

MAP VISUALIZATION

<https://powerbi.microsoft.com/en-us/guided-learning/powerbi-learning-3-5-create-map-visualizations/>

BEST PRACTICE

<https://powerbi.microsoft.com/en-us/documentation/powerbi-service-visualization-best-practices/>