



Hands-On: Publishing a Report to the Power BI Service

In this demonstration, you will see how to:

- Publish a report to the Power BI Service.
- Create a dashboard.

Demonstration Steps:

1. In Power BI Desktop, on the Home tab, click Publish.
2. If you are prompted to save your changes, click Save.
3. In the Power BI Desktop dialog box, enter the email address, and then click Sign in.
4. In the Sign in to your account dialog box, enter the password for your account, and then click Sign in.
5. The report will then be published to the Power BI portal. When the window displays Success, click Open 'AdventureWorksSales.pbix' in Power BI to view the report online.
6. When the browser opens, if you are prompted to Sign in, click Sign in and then enter your Power BI credentials, enter your email address and password, and wait for the report to open.
7. On the Sales by Gender and Marital Status column chart, click Pin visual.
8. In the Pin to dashboard dialog box, click New dashboard, type AdventureWorks Sales, and then click Pin.
9. On the Orders by Color donut chart, click Pin visual.
10. In the Pin to dashboard dialog box, click Existing dashboard, in the list click AdventureWorks Sales, and then click Pin.
11. On the Sales by Month column chart, click Pin visual.
12. In the Pin to dashboard dialog box, click Existing dashboard, in the list click AdventureWorks Sales, and then click Pin.
13. In the upper-left corner of the window, below the PowerBI icon, click Show the navigation pane.
14. Under Dashboards, point out the star icon to indicate a new dashboard, and click Adventure Works Sales.
15. Drag the lower-right corner of the Sales by Month column chart and expand it so it is as wide as the two charts above it.
16. Close Internet Explorer.
17. In the Publishing to Power BI dialog box, click Got it.
18. Close Power BI Desktop.