

## Exercise: Build a dashboard

As you have seen in the videos in the lesson, Dashboards allow you to combine visuals from multiple Power BI reports to create customized views for different users.

By sharing the Dashboard in view only mode, users can see the personalized view but will not have access to other data or visualizations contained in the underlying report.


### The Task

The management team in Northwind have asked you to create a Dashboard which will give them a customized view of the company sales data. They need the Dashboard to answer the following questions:

- How is the company is performing in each State? Have sales in any State changed significantly from one financial quarter to the next?
- How are the sales staff performing? Are any sales staff achieving better than average results?
- Which customers are spending most with the company?
- Are most sales credit card purchases?

You will be able to provide answers to some of these questions using information from the Northwind Sales Data report that you already created. In addition, a colleague has shared a report called Regional Sales Information with you. You know that your colleague uses slicers on their reports to filter data and you know that you cannot add slicers to a Dashboard, but you think other visualizations in that report could be useful. Using these two reports, create a Dashboard called **Sales Summary** that you can share with the management team to answer these questions. The management team will be accessing the Dashboard on their mobile phones so you should create the Dashboard with that in mind.

### Setup Instructions

1. Download the [Regional Sales Information.pbix](#)  file and save it to your local drive.
2. Open the file in Power BI and publish it to your “My Workspace” area. You should already have the **Northwind Sales Data** report published there from the previous exercise.
3. In the browser version of Power BI, go to My Workspace. Locate the two published reports. Identify the first visualization you want to add to the Dashboard. Choose to pin it and this will give you the opportunity to create and name the Dashboard.

Mark as completed