

Lab Exercise 2: Creating a Power BI Report

Scenario

You have published an Excel workbook to SharePoint, and you next need to see how this compares to Power BI. You will create a report and add data, and then add visualizations to the report.

The main tasks for this exercise are as follows:

- 1.Import Data into Power BI Desktop
- 2.Add Visualizations to the Report

Task 1: Import Data into Power BI Desktop

1. Open Power BI Desktop.
2. Import the FactInternetSales table, and related tables from the AdventureWorksDW database.
3. Name the file Adventure Works Sales and save the file to the D:\Labfiles\Lab01\Starter\Project folder.
4. Leave Power BI Desktop open for the next exercise.

Task 2: Add Visualizations to the Report

1. Drag the SalesAmount field from the FactInternetSales table onto the report to create a column chart.
2. Add the EnglishDayNameOfWeek field from DimDate to the Axis.
3. Move the chart to the top left-hand corner of the report and expand it to show all the days of the week.
4. Change the title to Sales by Day of Week.
5. Center align the chart title.

6. Drag the SalesAmount field from FactInternetSales onto the report and add CalendarQuarter from DimDate.
7. Move the CalendarQuarter to the Axis property.
8. Rename the title of the chart Sales by Calendar Quarter, and center align the text.
9. Change the data colors so quarter 1 is red, quarter 2 is blue, and quarter 3 is yellow.
10. Move the chart to the right of the Sales by Day of Week chart and make them the same size.
11. Drag SalesTerritoryCountry onto the report to create a map visual and add SalesAmount from FactInternetSales.
12. Rename the map title, Sales by Country, and center align the title.
13. Expand the map to show all values.
14. Drag the CommuteDistance field from DimCustomer onto the report under the Sales by Calendar Quarter chart. Add SalesAmount from FactInternetSales.
15. Change the chart to a donut.
16. Rename the chart Sales by Commute Distance, and center align the text.
17. Save the file.

Results: At the end of this exercise, you will have a new Power BI Report.