

Lab Exercise 1: Viewing Reports

Scenario

You have been asked to compare Excel Services in SharePoint with Power BI Desktop and Power BI Service to see which offers the best self-service BI solution. You will share an Excel file on SharePoint to determine how user friendly this experience is.

The main tasks for this exercise are as follows:

- 1.Prepare the Lab Environment
- 2. View Reports in SharePoint Server

Task 1: Prepare the Lab Environment

- **1.** Ensure that the 20778A-MIA-DC, 20778A-MIA-SQL, and MSL-TMG1 virtual machines are running, and then log on to 20778A-MIA-SQL as ADVENTUREWORKS\Student with the password Pa\$\$w0rd.
- 2. Run Setup.cmd in the D:\Labfiles\Lab01\Starter folder as Administrator.
- **3.** If you do not already have a Power BI login, browse to https://powerbi.microsoft.com/en-us/documentation/powerbi-admin-signing-up-for-power-bi-with-a-new-office-365-trial, and follow the steps to create an account.
- 4. Download and install Microsoft Power BI Desktop from https://www.microsoft.com/en-us/download/details.aspx?id=45331 using the default options.

Task 2: View Reports in SharePoint Server

- 1. Open the Adventure Works Sales.xlsx file from the D:\Labfiles\Lab01\Starter\Project folder.
- **2.** Click Enable Content if the security warning shows.
- **3.** In the SalesPerson tab, click Summarize with PivotTable to create a new tab.



- **4.** Add the FirstName to the Axis, and the SalesYTD to the Values.
- **5.** Add a new PivotChart, as a clustered column chart.
- **6.** Move the chart to a new sheet called Sales Person Chart.
- **7.** Save the file to the http://mia-sql/sites/adventureworks/Shared Documents.
- **8.** Open Internet Explorer from the taskbar and navigate to http://mia-sql/sites/adventureworks/Shared Documents.
- **9.** Open the Adventure Works Sales workbook online, and then view the Sales Person Chart.

Results: At the end of this exercise, the Adventure Works Sales workbook will be published on SharePoint