Exercise #1: Create Power BI Report

**Objective:** In this exercise, you will create a Power BI report based on data the Excel spreadsheet we leveraged in a previous exercise.

1. Task #1: Prepare Power BI service
2. Download [visits.pbix](https://github.com/MicrosoftLearning/PL-900-Microsoft-Power-Platform-Fundamentals/raw/master/Allfiles/visits.pbix) and save on your computer.
3. Navigate to <https://app.powerbi.com/> and sign in if needed.
4. In the lower Left corner of the screen, select **Get Data**
5. Select the **Get** button under **Files**, in the **Create new content** section.
6. Select **Local File**.
7. Locate and select **visits.pbix** file you’ve downloaded earlier.
8. Once data load is complete, select **visits** report (notice that the Type is set to **Report**).
9. Click **Edit**. If **Edit** menu item is not visible click **…** and then select **Edit**.

You have now setup Power BI service to use for your labs.

1. Task #2: Create Chart and Time Visualizations
2. Press the **Pie chart** icon in the **Visualizations** panel to insert a chart.
3. Press the drop-down arrow beside **bc\_name** in the Fields pane. Drag the **Building** field and drop it into **Legend** box.
4. Press the drop-down arrow beside **bc\_Visit** in the Fields pane. Drag the **Visit** field and drop it into **Values** box.
5. Resize the pie chart using corner handles so that all chart components are visible.
6. Click on the report outside of the pie chart to deselect it and select stacked column chart in **Visualizations** pane.
7. Press the drop-down arrow beside **bc\_Visit** in the Fields pane. Drag the **Visit** field and drop it into **Values** box.
8. Drag **Start** field and drop it into **Axis** target box.
9. In the Visualizations pane, click **x** next to **Year** and **Quarter** to leave only **Month** and **Day** totals for the Axis.
10. Resize the chart as desired using the corner handles.
11. Test the report interactivity:
    1. Click various building slices on the pie chart and observe changes on the time report.
    2. Click on the column chart. Press the down arrow to turn on **Drill down** mode (or right click on the chart and select **Drill down**), then click a column to drill down to the next level (days).
    3. Drill up and down and select various bars on the time column chart to observe changes on the pie report.
12. Save work in progress by pressing **Save**.

Exercise #2: Create Power BI Dashboard

1. Task #1: Create Power BI Dashboard
2. You should have the report open from the previous task.
3. Select **Pin to a dashboard** on the menu. Depending on the layout you may need to press **…** to show additional menu items.
4. Select **New dashboard** on **Pin to dashboard** prompt.
5. Enter **Campus Management** as a **Dashboard name**, press **Pin live**.
6. Select **My workspace** at the top, select **[Your Last Name] Campus Management** dashboard.
7. A pop-up will prompt you that the dashboard has been created. Select **Go to dashboard**.
8. Test interactivity of the pie and bar charts displayed.
9. Task #2: Add Visualizations Using Natural Language
10. Within your **Campus Management** dashboard, select **Ask a question about your data** bar at the top.
11. Enter **buildings by number of visits** in Q&A area. A bar chart will be displayed.
12. Select **Pin visual**.
13. Select **Existing dashboard**, select your **Campus Management** dashboard, press **Pin**.
14. Click **Exit Q&A**.

Your **Campus Management** dashboard should be displayed with three visuals on it. You may have to scroll down to see the new Q&A visual.

Your dashboard should look similar to the following:

[Graphical user interface, chart, application, pie chart

Description automatically generated](https://microsoftlearning.github.io/PL-900-Microsoft-Power-Platform-Fundamentals/Instructions/Labs/media/5-powerbi-result.png)