

Module 1: Introduction to Self-Service BI Solutions

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Note: Lab Solution is present in Desktop\power-bi-quickstart\Labfiles\Lab01\Solution folder:

Lab: Exploring an Enterprise BI Solution

Exercise 1: Lab Environment Setup

Lab environment is already setup.

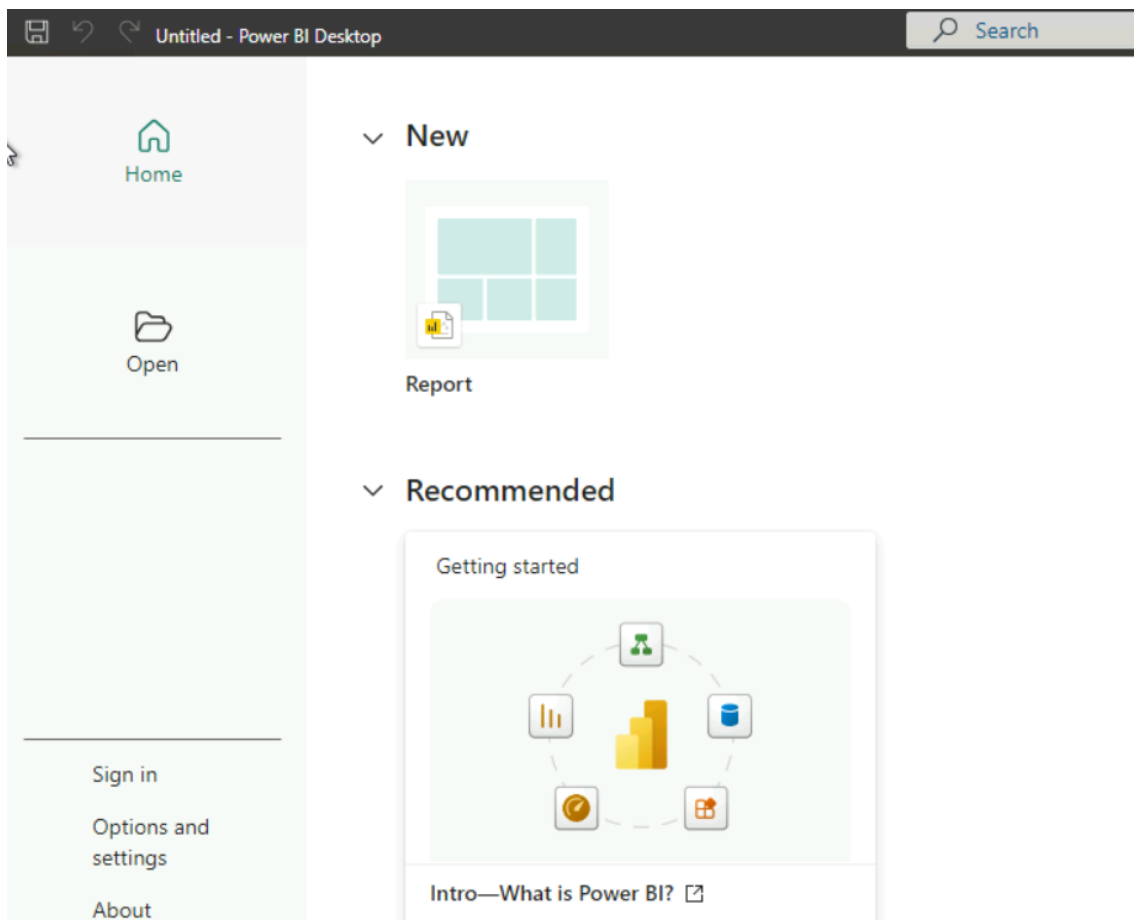
Exercise 2: Creating a Power BI Report

Task 1: Import Data into Power BI Desktop

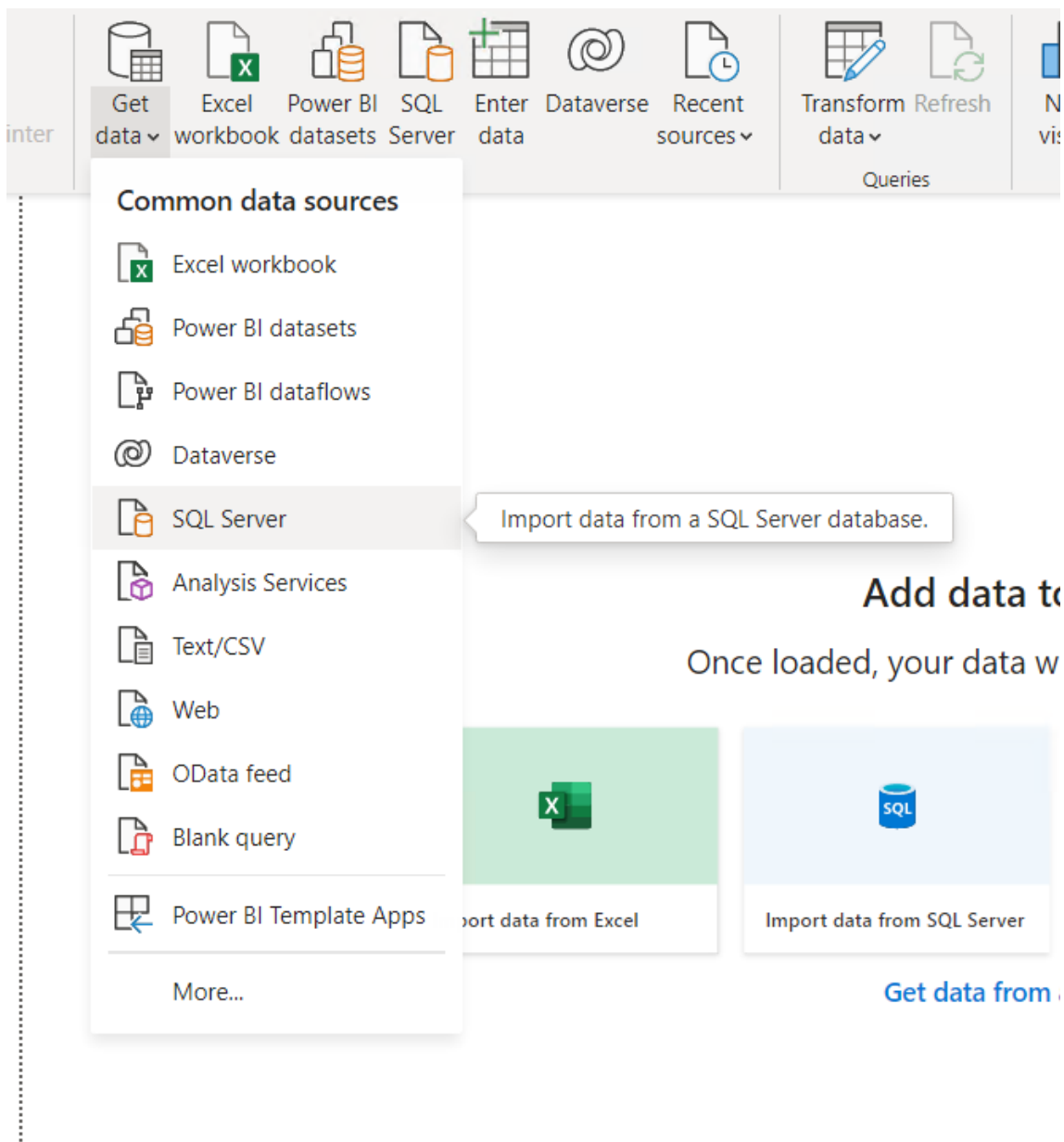
1. Make sure previous task was completed.
2. On the Taskbar, click **Power BI Desktop**.



3. Click **New > Report**:



4. On the **Power BI Desktop** screen appears, click **Get data**.



5. In the **Get Data** dialog box, click **SQL Server**, and then click **Connect**.
6. In the **SQL Server database** dialog box, in the **Server** box, type **localhost**.
7. In the **Database (optional)** box, type **AdventureWorksDW**, and then click **OK**.

SQL Server database

Server ⓘ

localhost

Database (optional)

AdventureWorksDW

Data Connectivity mode ⓘ

☒ Import
 ☐ DirectQuery

> Advanced options

OK

Cancel

8. If the **SQL Server database** dialog box appears, leave the default settings unchanged, and then click **Connect**.

Windows

Database

Microsoft account

SQL Server database

localhost;AdventureWorksDW

Use your Windows credentials to access this database.

☒ Use my current credentials
 ☐ Use alternate credentials

User name

Password

Select which level to apply these settings to

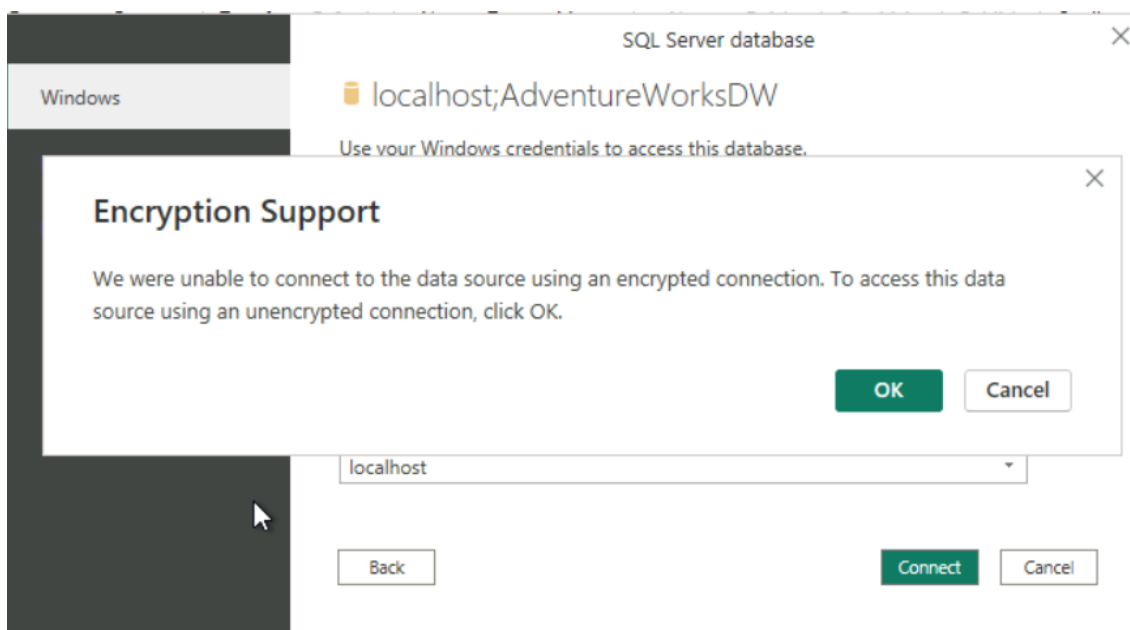
localhost

Back

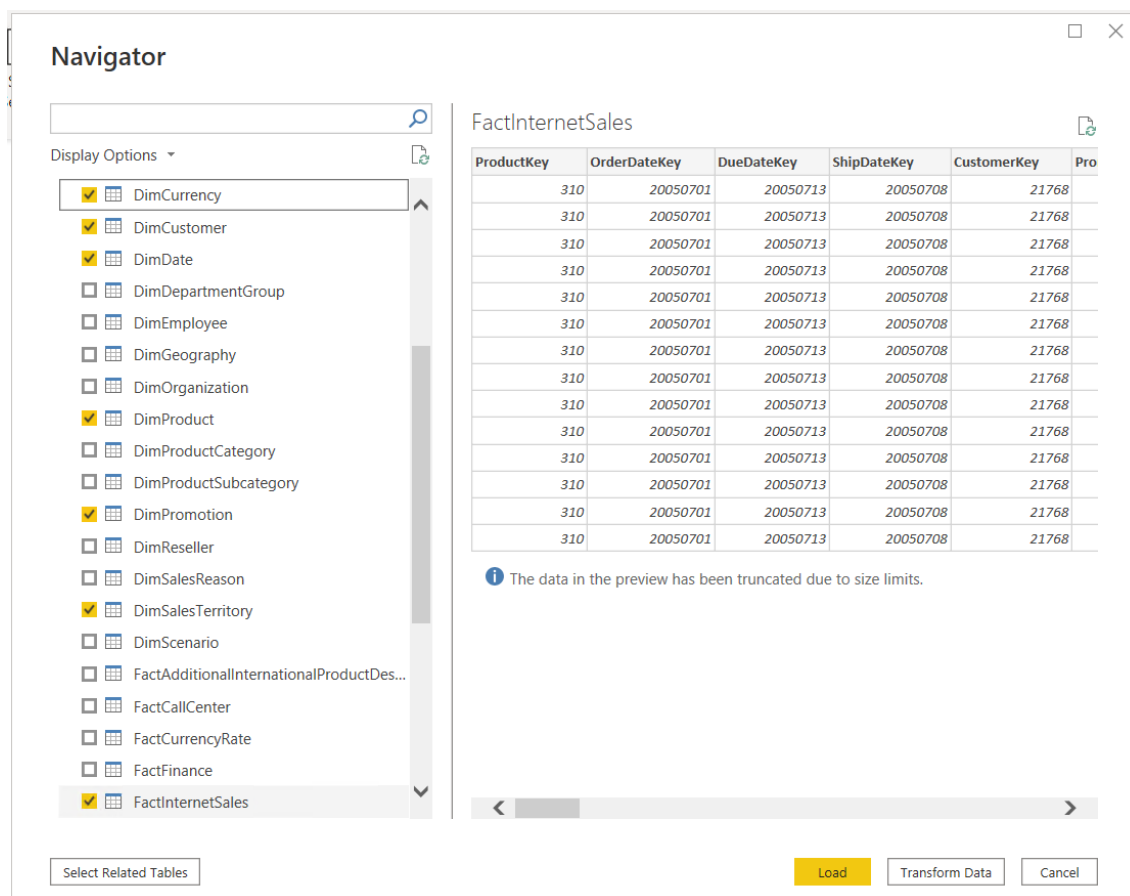
Connect

Cancel

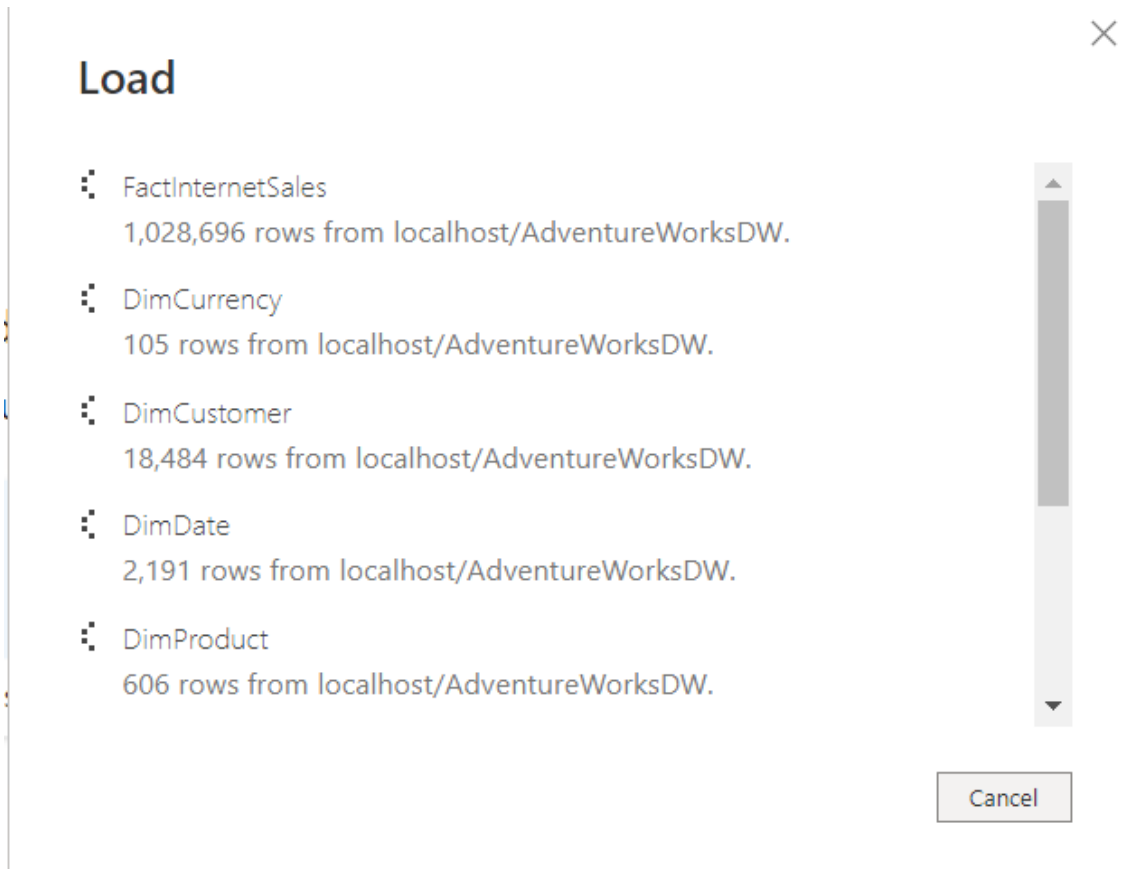
9. If the **Encryption Support** dialog box appears, click **OK**.



10. In the **Navigator** dialog box, select the **FactInternetSales** check box.
11. Click **Select Related Tables**, and then click **Load**.



Note: Wait for some time while tables are loaded.

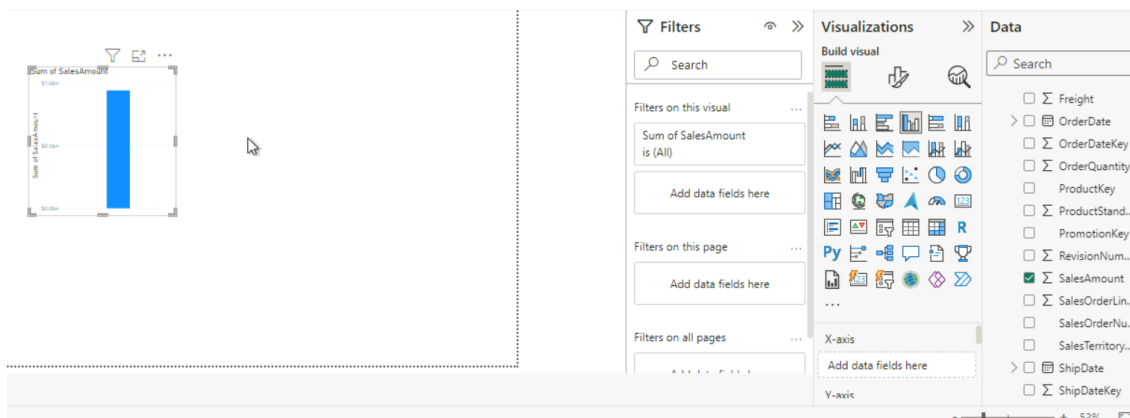


12. On the **File** menu, click **Save**.

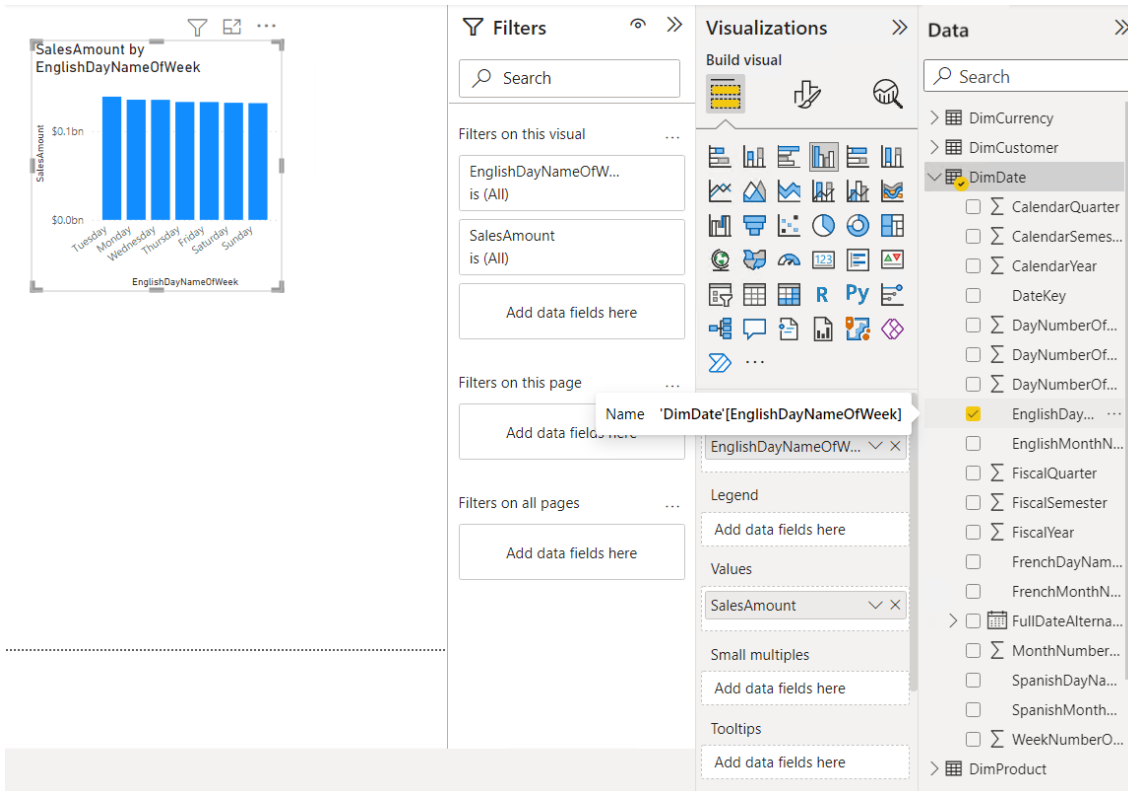
13. In the **Save As** dialog box, browse to the **Desktop\power-bi-quickstart\Labfiles\Lab01\Starter\Project** folder, and in the **File name** box, type **Adventure Works Sales 1**, and then click **Save**.

Task 2: Add Visualizations to the Report

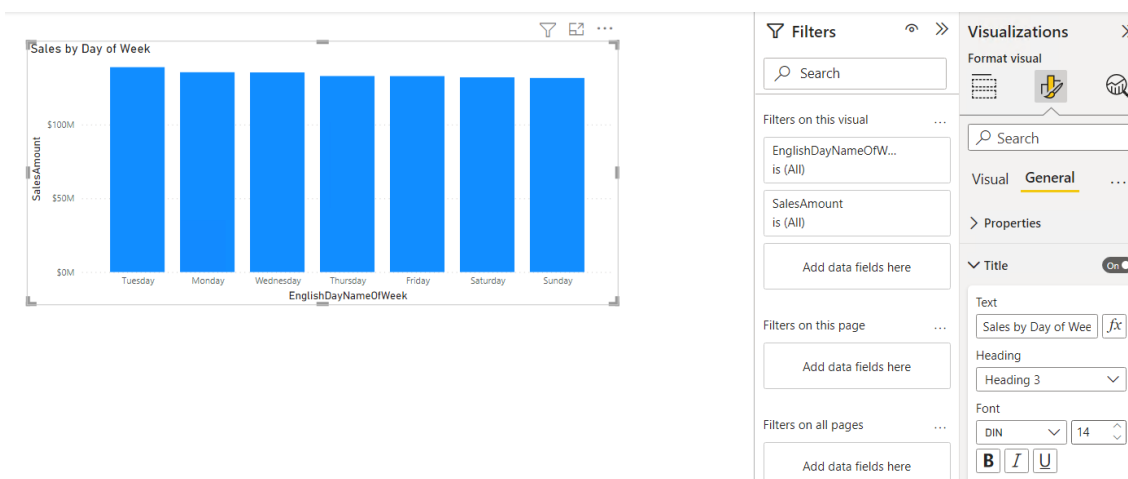
1. In the **Data** pane, expand **FactInternetSales**, and drag the **SalesAmount** field onto the report canvas to create a column chart.



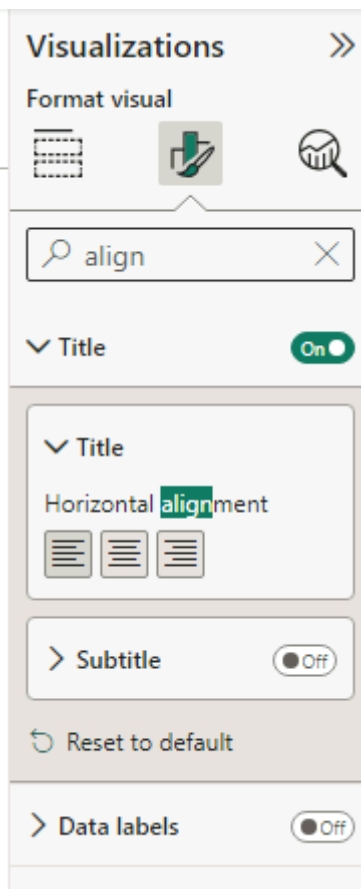
- Expand **DimDate**, and drag the **EnglishDayNameOfWeek** field to the **X-axis** property.



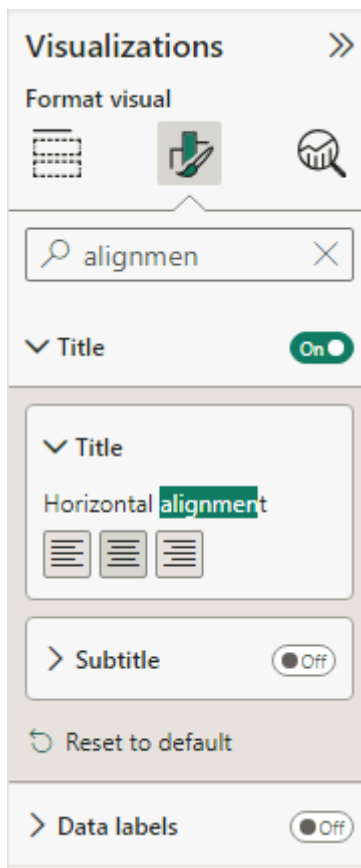
- Move the chart to the top left-hand corner of the canvas, and expand the chart width so the days of the week display in full.
- In the **VISUALIZATIONS** pane, click **Format**, and expand **Title**.
- In the **Title text** box, type **Sales by Day of Week**.



- Next to **Alignment**, click the **Center** icon.

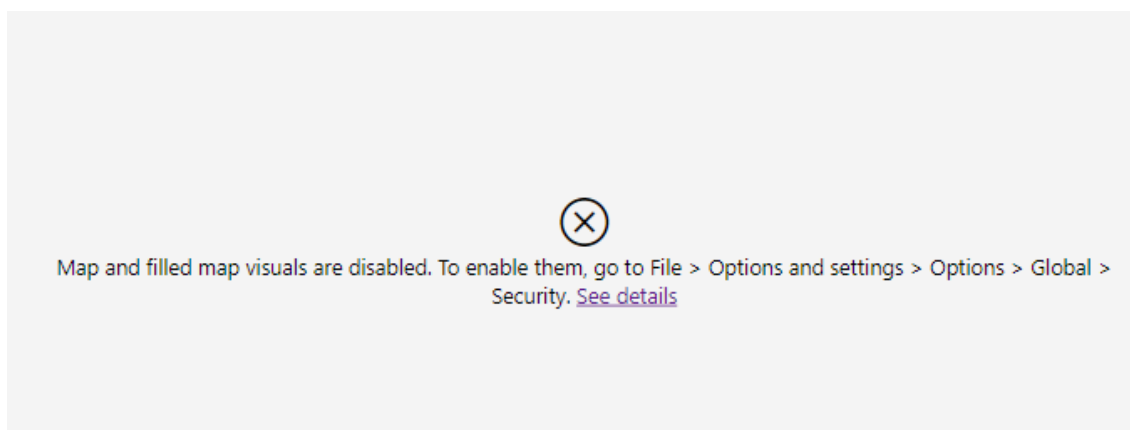


7. In the **Data** pane, under **FactInternetSales**, drag the **SalesAmount** field onto the report canvas to create a column chart.
8. Under **DimDate**, drag the **CalendarQuarter** field onto the chart. Notice that there is only one column.
9. In the **VISUALIZATIONS** pane, click **Data**. Drag the **CalendarQuarter** field from **Y-axis** to **X-axis**.
10. Click **Format**, and expand **Title**.
11. In the **Title text** box, type **Sales by Calendar Quarter**.
12. Next to **Alignment**, click the **Center** icon.



13. Move the chart to the right of the **Sales by Day of Week** chart.
14. Expand the chart as well so both charts are the same height.
15. In the **Data** pane, expand **DimSalesTerritory**, and drag the **SalesTerritoryCountry** column onto the report canvas under the **Sales by Day of Week** chart.

Note: Map and filled map visuals option are disabled by default. You will need to enable it first.



Options

GLOBAL

Data Load

Power Query Editor

DirectQuery

R scripting

Python scripting

Security

Privacy

Regional Settings

Updates

Usage Data

Diagnostics

Preview features

Save and Recover

Report settings

Copilot (preview)

Moderate

Data Extensions

☒ (Recommended) Only allow Microsoft certified and other trusted third-party extensions to load
 ☐ (Not Recommended) Allow any extension to load without validation or warning

[Learn more about data extensions](#)

Custom visuals

☒ Show security warning when adding a custom visual to a report

ArcGIS for Power BI

☐ Use ArcGIS for Power BI

Map and Filled Map visuals

☒ Use Map and Filled Map visuals

Authentication Browser

If the authentication window for Power BI (or a data connector) can't open for some reason, we can use your default web browser to authenticate instead.

[Learn more about the authentication browser](#)

☐ Use my default web browser

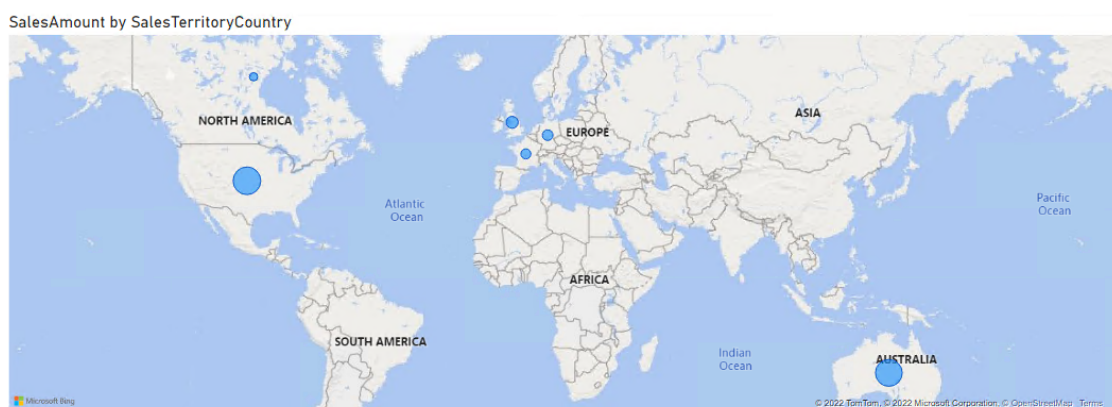
Approved ADFS Authentication Services ⓘ

i You have not approved any authentication services on this computer.

OKCancel

16. Under **FactInternetSales**, drag the **SalesAmount** field onto the map.

17. Expand the map to show all the values.



18. In the **Title text** box, type **Sales by Country**.

19. Next to **Alignment**, click the **Center** icon.

20. In the **Data** pane, expand **DimCustomer**, and drag the **CommuteDistance** field onto the report canvas under the **Sales by Calendar Quarter** chart.

21. Under **FactInternetSales**, drag the **SalesAmount** field onto the chart.

22. In the **VISUALIZATIONS** pane, click **Donut chart**.

23. In the **Title text** box, type **Sales by Commute Distance**.

24. Next to **Alignment**, click the **Center** icon.



25. On the **File** menu, click **Save**.