

Business Intelligence: Power BI – Part 2

POWER BI LAB EXERCISES

In this class, we will focus on the following exercises.

- **Modify and Print a Report**
- **Share data with Colleagues and others**

Note: 1. To receive the certificate of course completion from LinkedIn, please make sure you complete all activities of the course <https://www.linkedin.com/learning/power-bi-essential-training-17362720> at your own pace and in your own time.

2. You can start working on the exercises if you have watched all the videos on the above link. The exercises below are extracted from the same videos, so there is no need to redo them.

3. Certificate of Completion (Power BI Essential Training) **must** be attached to the Assignment Report in the Appendix section.

MODIFY AND PRINT A REPORT

1. **Watch and follow** the instructions in the video lesson ‘4. Modify and Print a Report’ <https://www.linkedin.com/learning/power-bi-essential-training-3/manage-report-pages?u=2104084> to undertake the exercises:

- *Manage report pages*
- *Add a filter to a page or report*
- *Set visualisation interactions*
- *Print a report page*
- *Export to PowerPoint or PDF*

2. Let your tutor know if you need assistance (or see <https://docs.microsoft.com/en-us/power-bi/consumer/end-user-reports>)

3. Now, answer the **questions** on the Learning site (see Chapter Quiz: 7 questions).

SHARE DATA WITH COLLEAGUES AND OTHERS

You’ve created dashboards and reports. Maybe you want to collaborate on them with your colleagues. Or perhaps you’re ready to distribute them more widely. What’s the best way to collaborate and share them?

Sharing is the easiest way to give people access to your dashboards and reports in the Power BI service. You can share with people inside or outside your organisation.

When you share a dashboard or report, the people you share it with can view and interact with it but can’t edit it. They see the same data that you see in the dashboard and reports and get access to the entire underlying dataset unless row-level security

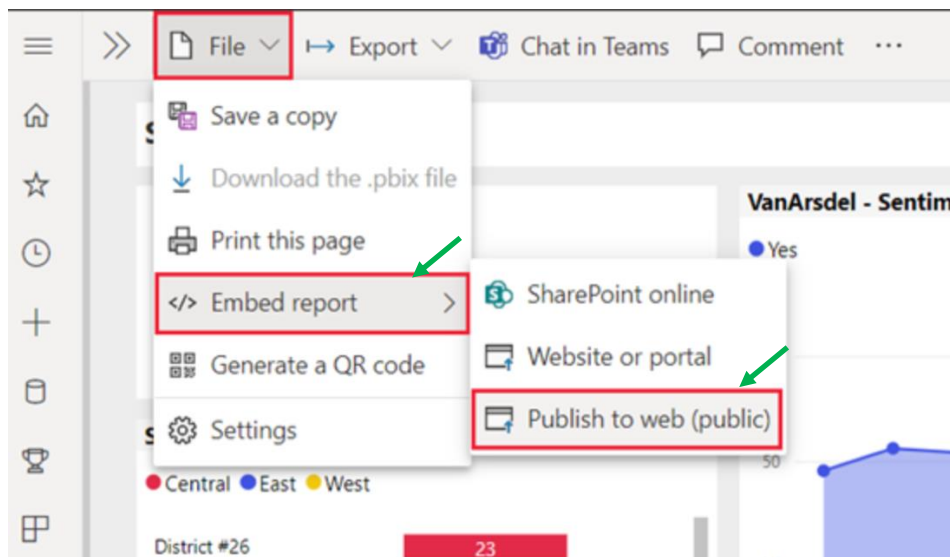
(RLS) is applied to the underlying dataset. The co-workers you share with can also communicate with their co-workers if you allow them to. The people outside your organisation can view and interact with the dashboard or report but can't share it.

(Source: Microsoft Power BI)

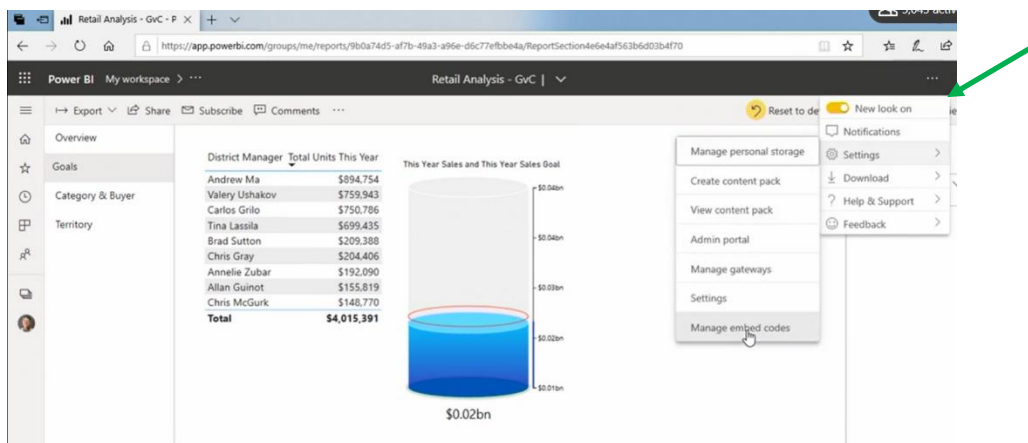
1. **Watch and follow** the instructions in the video lesson '7. Share data with colleagues and others: <https://www.linkedin.com/learning/power-bi-essential-training-3/overview-sharing-reports-and-dashboards?u=2104084> to undertake the exercises:

- **Overview: Sharing reports and dashboards** (Note: we will learn how to work with dashboards next week)

- **Publish a report to the web:** Open a report in a workspace that you can edit, and select **File > Embed report > Publish to web (public)**.

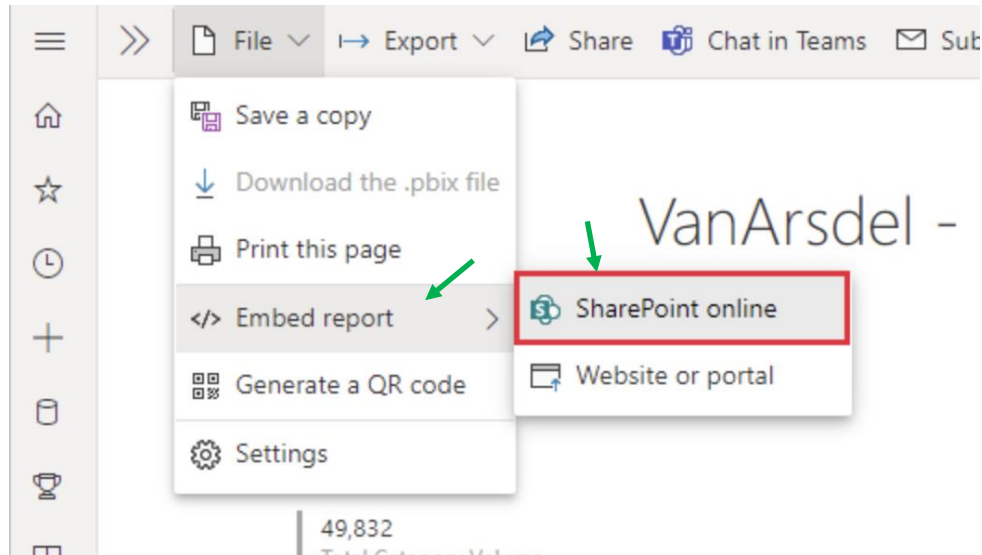


- **Manage published reports:** Once you create a **Publish to web** embed code, you can manage your codes from the **Settings** menu in Power BI. Managing embed codes includes the ability to remove the destination visual or report for a code (rendering the embed code unusable), or getting the embed code. To manage your **Publish to web** embed codes, open the **Settings** gear and select **Manage embed codes**.



After you create your **Publish to web** embed code and share it, the report updates with any changes you make. The embed code link is immediately active. Anyone who opens the link can view it. The data is cached for one hour from the time it is retrieved. Note: It is NOT recommended to use Publish to Web for data that needs to be refreshed frequently

- **Embedded a report in SharePoint Online:** Open a report in the Power BI service. On the **File** menu, select **Embed report > SharePoint Online**.

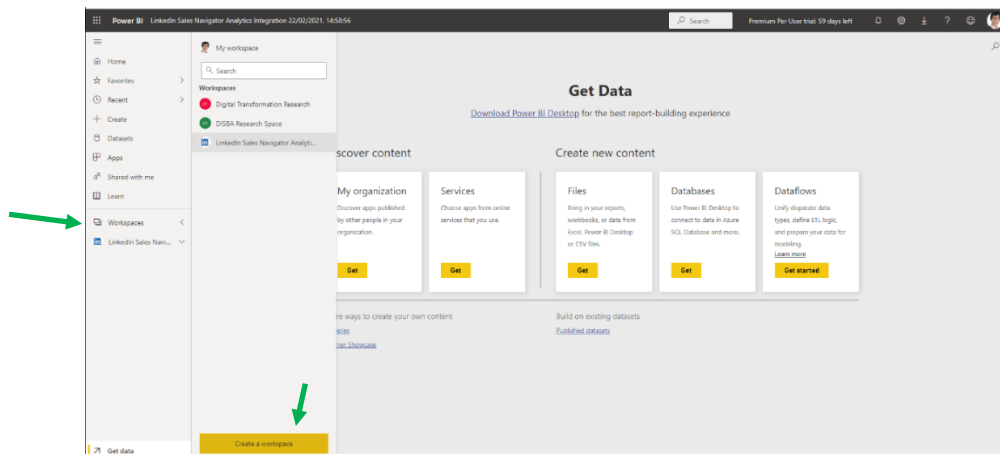


- **Share a dashboard or report**

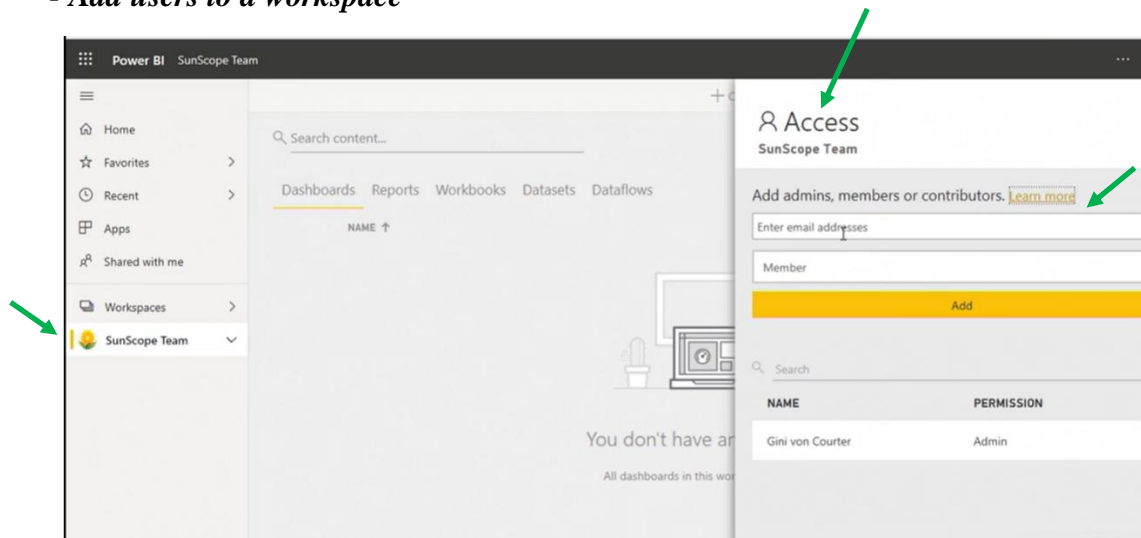


Note: When you share a dashboard or report, the people you share it with can view and interact with it but can't edit it. They see the same data that you see in the dashboard and reports and get access to the entire underlying dataset unless row-level security (RLS) is applied to the underlying dataset. The coworkers you share with can also communicate with their coworkers if you allow them to. The people outside your organisation can view and interact with the dashboard or report but can't share it.

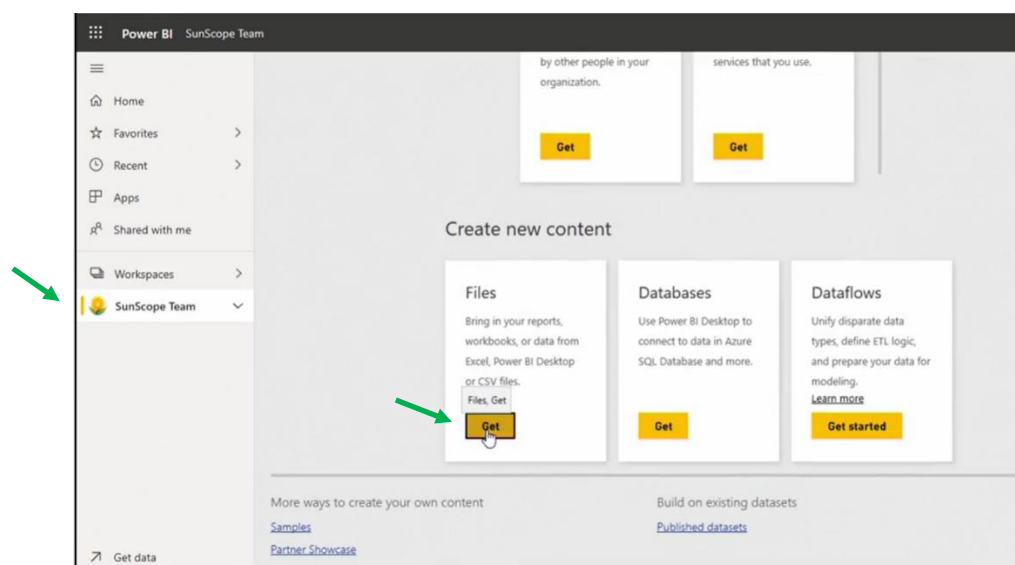
- Create a workspace for collaboration



- Add users to a workspace

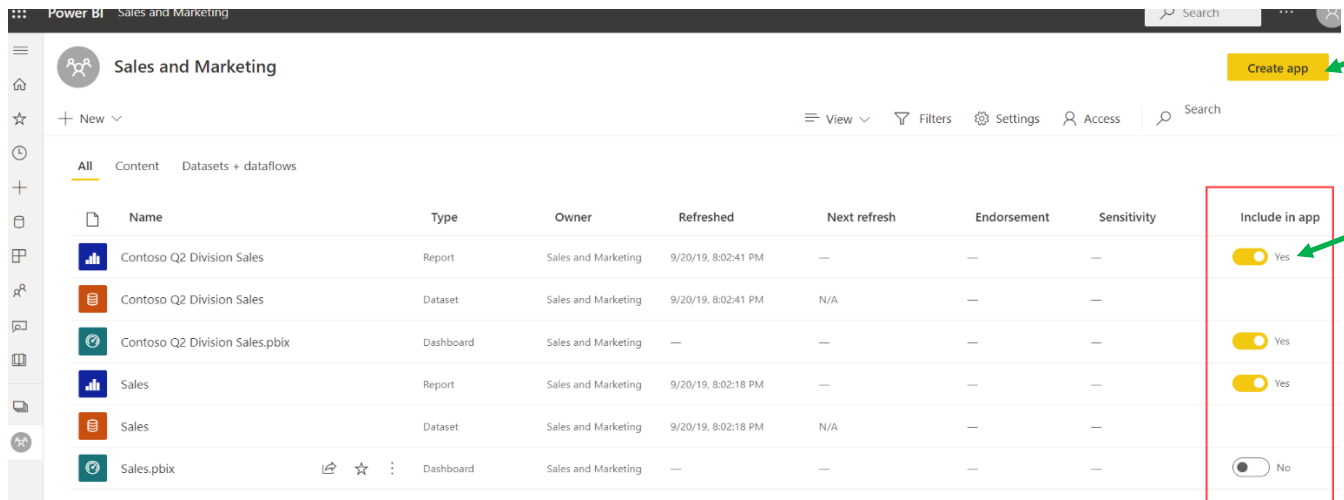


- Use a workspace



Publish an app: When the dashboards and reports in your workspace are ready, you choose which to publish as an app.

- Choose the dashboards and reports you want to include from the workspace list view in the app.
- Select the **Create app** button.



- Complete all the required fields within the **Setup**, **Navigation** and **Permissions** tabs.

The screenshot shows the 'Setup' tab of the Power BI app creation wizard. It contains several input fields for configuring the app.

Build your app

App name *

Description *

200 characters left

Support site

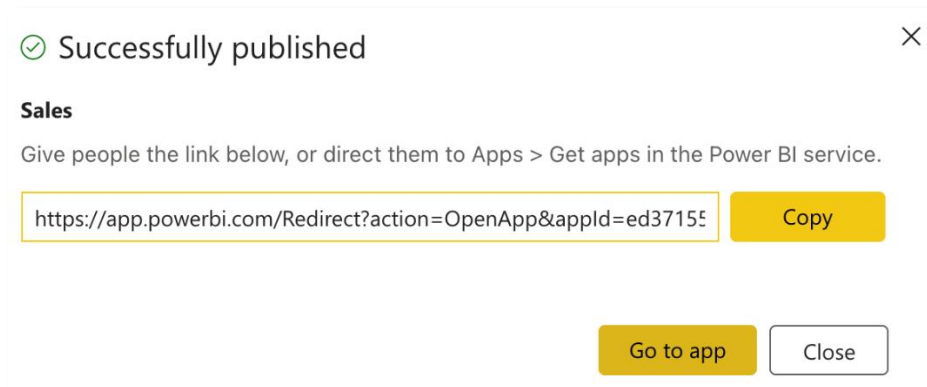
App logo

App theme color

- After you select the **Publish app**, you will see a message confirming that it is ready to publish. Select **Publish**.

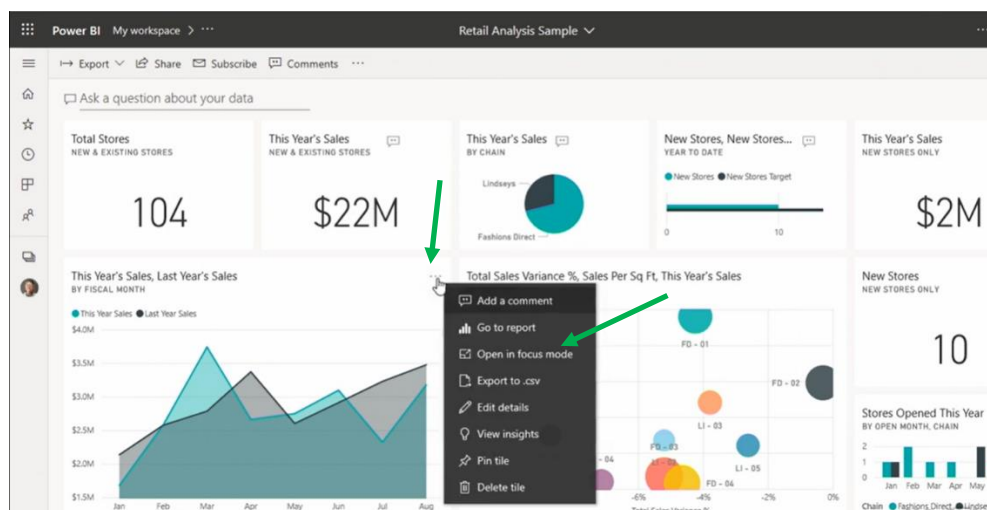


- In the **Successfully published** dialogue box, you can copy the URL that's a direct link to this app.



- Create a QR code to share a tile

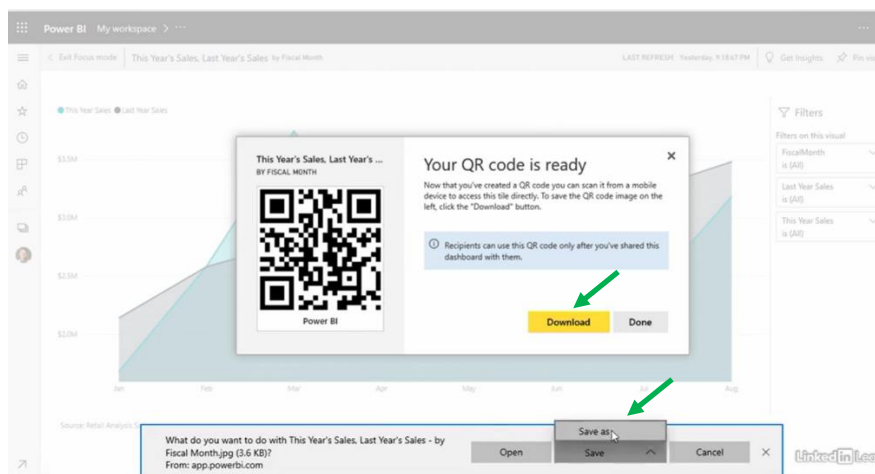
Open a dashboard in the Power BI service.



Then...



Then...



2. Let your tutor know if you need assistance, or see (<https://docs.microsoft.com/en-us/power-bi/collaborate-share/service-how-to-collaborate-distribute-dashboards-reports>)

3. Now, answer the **questions** on the Learning site (see Chapter Quiz).

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