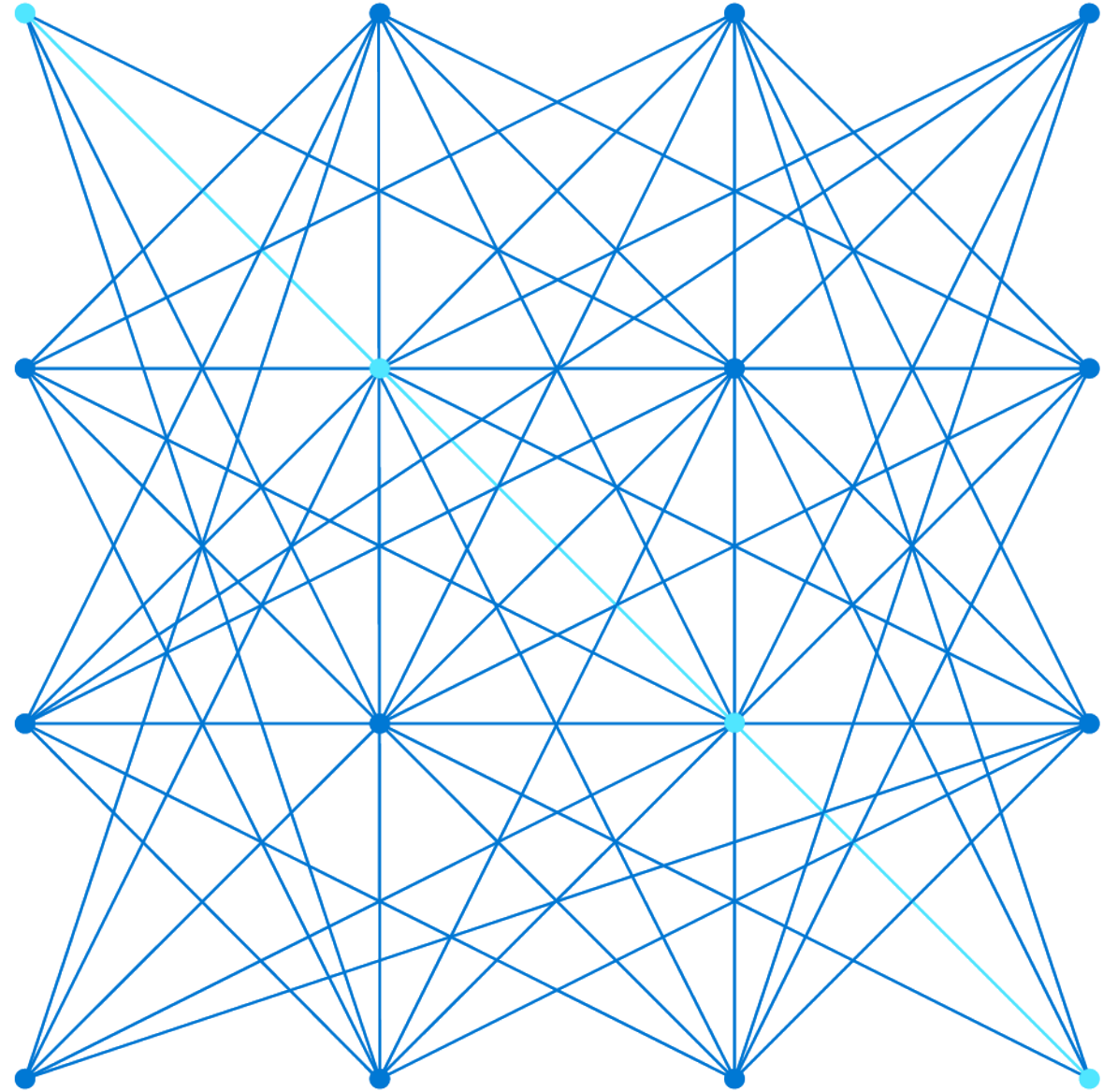


Online Role-based training resources:

**Microsoft Learn**

<https://docs.microsoft.com/en-us/learn/>

# PL-300 Analyzing Data with Power BI



# **Module 9: Create Paginated Reports in Power BI**

# Learning Objectives

You will learn the following concepts:

- Paginated Reports
  - What are they?
  - When they should be used
  - Charts and Tables
  - Publishing a paginated report

# Lesson 1: Paginated Report Overview



# Introduction to Paginated Reports

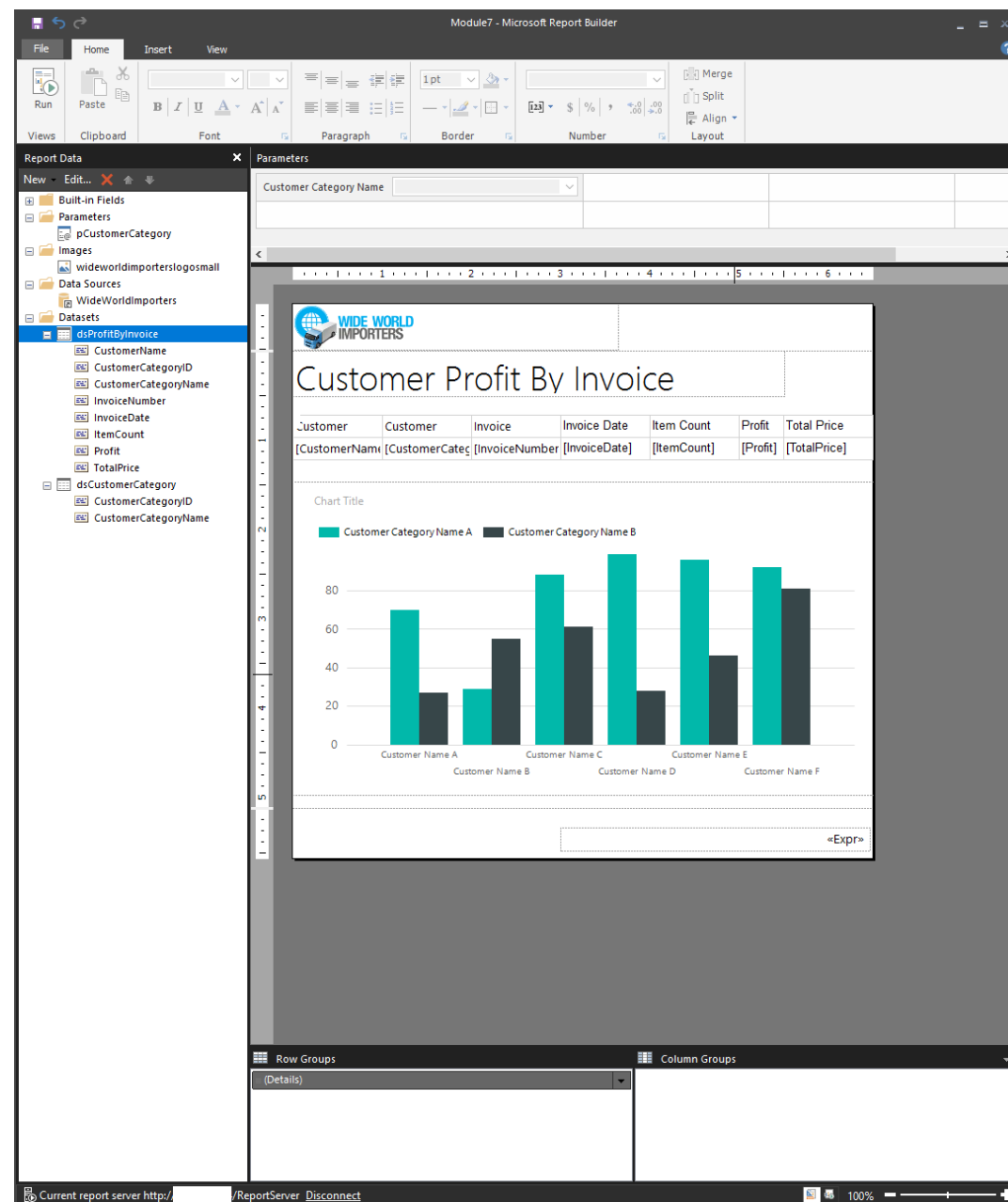
- Descendant of SQL Server Reporting Services.
- Created in Power BI Report Builder.
- Part of Power BI Premium.

The image shows two overlapping windows from the Power BI ecosystem. The background window is 'Retail-Analysis-new-filters-share-dataset - Power BI Desktop', displaying a data table with columns: Category, Name, PostalCode, District, City, Chain, This Year Sales Goal, and This Year Sales. The foreground window is 'Retail-analysis-shared-dataset.rdl - Power BI Report Builder', showing a paginated report titled 'Retail Analysis'. The report is a table with the same columns as the data in the background. A pink arrow points from the 'Overview' tab in the background window to the report in the foreground window. The report is on page 1 of 26, as indicated by the navigation controls.

Category	Name	Postal Code	District	City	Chain	This Year Sales	This Year Sales Goal
000-Home	Charleston Fashions Direct	25387	RD - 02	Charleston, WV	Fashions Direct	\$112,833	\$120,038
000-Kids	Charleston Fashions Direct	25387	RD - 02	Charleston, WV	Fashions Direct	\$107,181	\$118,115
000-Home	Harrisburg Fashions Direct	17108	RD - 01	Harrisburg, PA	Fashions Direct	\$101,743	\$101,428
000-Home	Washington Fashions Direct	15301	RD - 04	Washington, PA	Fashions Direct	\$102,851	\$119,482
000-Mens	Huntington Fashions Direct	25705	RD - 02	Huntington, WV	Fashions Direct	\$100,125	\$104,549
000-Home	Morgantown Fashions Direct	26501	RD - 01	Morgantown, WV	Fashions Direct	\$100,120	\$98,848
000-Home	Century III Fashions Direct	15102	RD - 04	West Mifflin, PA	Fashions Direct	\$98,481	\$93,851
000-Mens	Charleston Fashions Direct	25387	RD - 02	Charleston, WV	Fashions Direct	\$97,037	\$114,815
000-Shoes	Charleston Fashions Direct	25387	RD - 02	Charleston, WV	Fashions Direct	\$94,062	\$89,738
000-Home	Uniontown Fashions Direct	15401	RD - 04	Uniontown, PA	Fashions Direct	\$95,826	\$83,958
000-Home	Huntington Fashions Direct	25705	RD - 02	Huntington, WV	Fashions Direct	\$95,061	\$100,532
000-Mens	North Canton Fashions Direct	44720	RD - 03	North Canton, OH	Fashions Direct	\$93,947	\$98,790
000-Kids	Huntington Fashions Direct	25705	RD - 02	Huntington, WV	Fashions Direct	\$93,367	\$87,553
000-Home	North Hills Fashions Direct	15237	RD - 04	West Mifflin, PA	Fashions Direct	\$91,179	\$88,872
000-Mens	Harrisburg Fashions Direct	17108	RD - 01	Harrisburg, PA	Fashions Direct	\$91,118	\$90,893
000-Home	Greensburg Fashions Direct	15601	RD - 04	Greensburg, PA	Fashions Direct	\$90,459	\$95,541
000-Mens	Winchester Fashions Direct	22802	RD - 01	Winchester, VA	Fashions Direct	\$90,137	\$90,171
000-Kids	Harrisburg Fashions Direct	17108	RD - 01	Harrisburg, PA	Fashions Direct	\$88,192	\$87,297

# When are they the right fit?

- Operational reports with tables of detail.
- Headers and footers are needed.
- Customized sort orders.
- Clickable headers.
- Rendering tabular data.



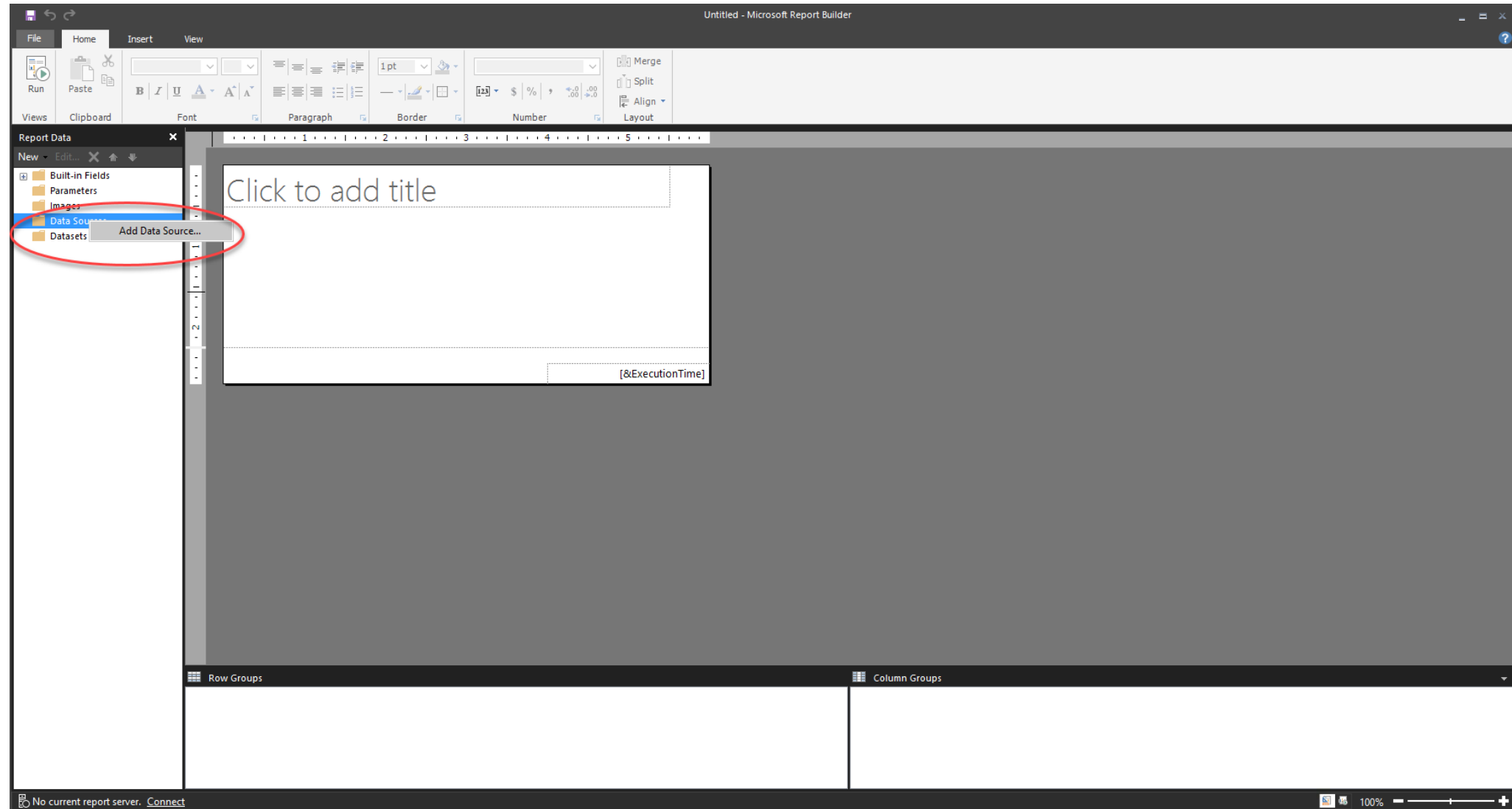


# Lesson 2: Creating Paginated Reports





# Getting Data



# Create a Paginated Report

- Built-in Fields
- Parameters
- Images
- Data Sources
  - My Workspace\Customer A
  - sqlserver1
- Datasets
  - Customers
    - custid
    - companyname
    - contactname
    - contacttitle
    - address
    - city
    - region
    - postalcode
    - country
    - phone

Click to add title

companyname	contactname	contacttitle
[companyname]	[contactname]	[contacttitle]

[&Execution1]

File Run

Design Zoom Views Zoom

First Previous 1 of 2? Next Last Refresh Stop Back

Navigation

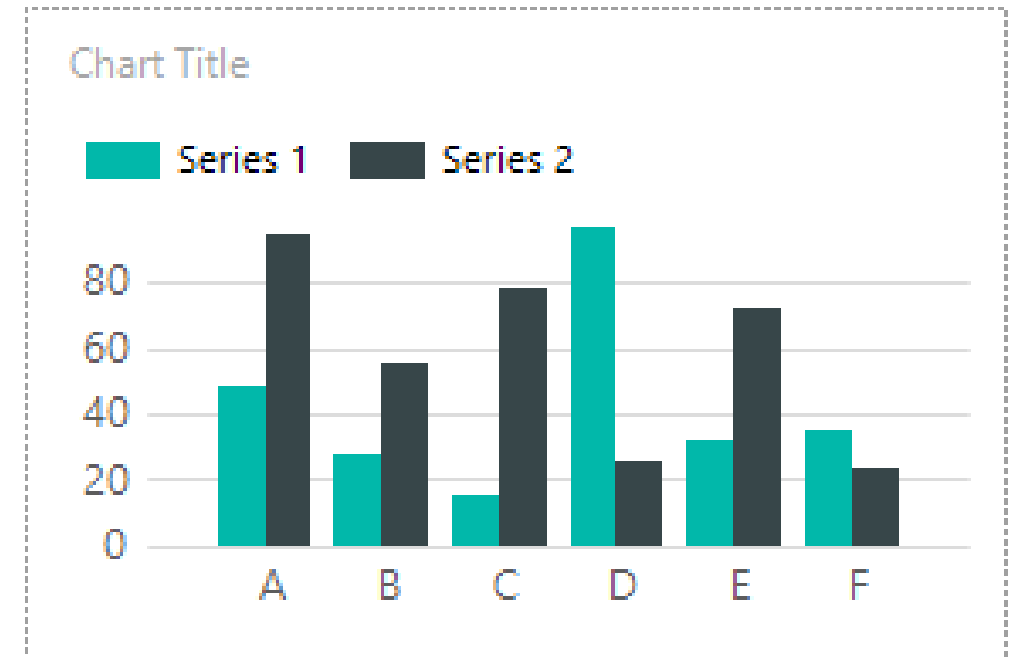
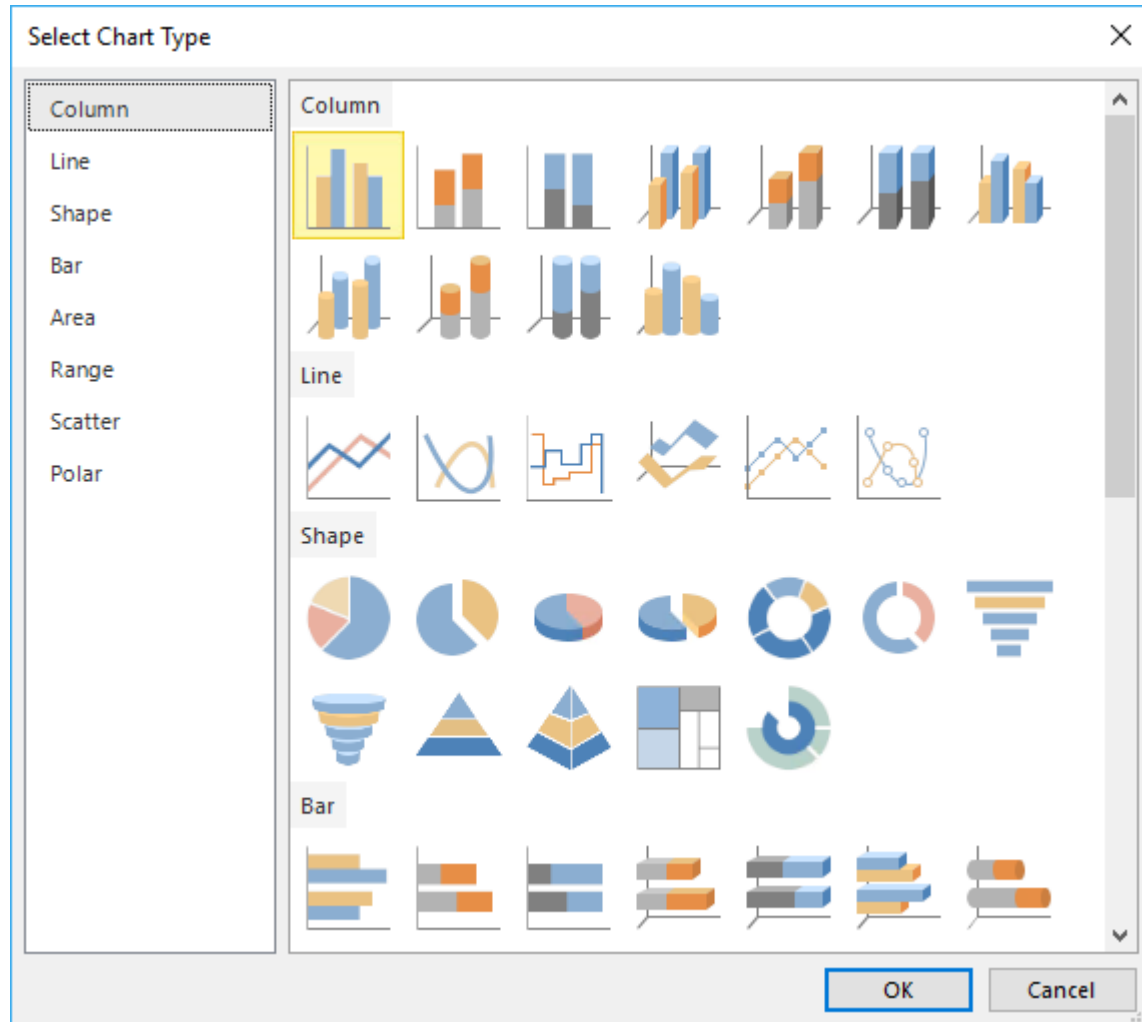
Print Page Setup Print

## Customer List

Company	Contact	Title	Phone
Customer NRZBB	Allen, Michael	Sales Representative	030-3456789
Customer MLTDN	Hassall, Mark	Owner	(5) 789-0123
Customer KBUDE	Strome, David	Owner	(5) 123-4567
Customer HFBZG	Cunningham, Conor	Sales Representative	(171) 456-7890
Customer HGVLZ	Higginbotham, Tom	Order Administrator	0921-67 89 01
Customer XHXJV	Poland, Carole	Sales Representative	0621-67890
Customer QXVLA	Bansal, Dushyant	Marketing Manager	67.89.01.23
Customer QUHWH	Ilyina, Julia	Owner	(91) 345 67 89
Customer RTXGC	Raghav, Amritansh	Owner	23.45.67.89

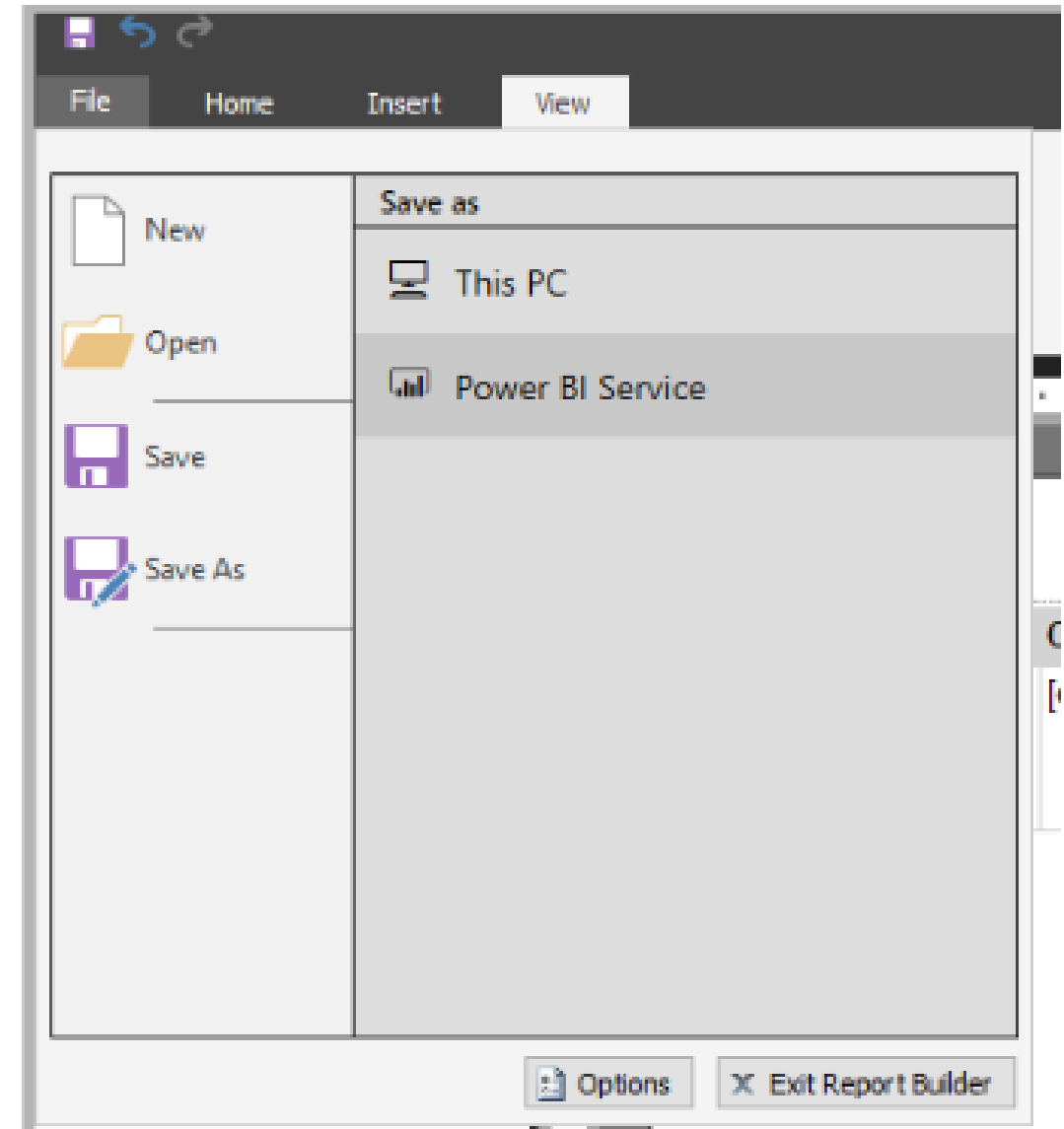
Similar to Power BI, add visuals to the design surface.

# Work with Charts and Tables



# Publish the Report

Publish your report to the Power BI service.



# Module Overview

We covered the following concepts:

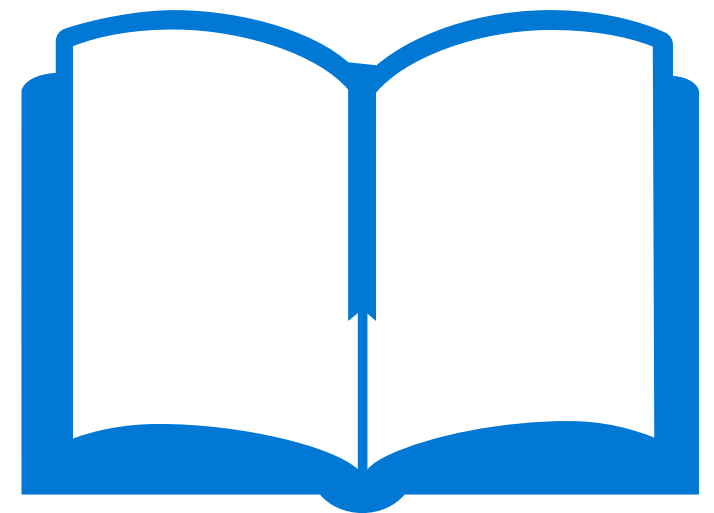
- Paginated Reports
  - What are they?
  - When they should be used
  - Charts and Tables
  - Publishing a paginated report



# References

- PL-300 Create Paginated Reports

<https://docs.microsoft.com/en-us/learn/modules/create-paginated-reports-power-bi/>



# Azure Technical Trainer Role Based Training