

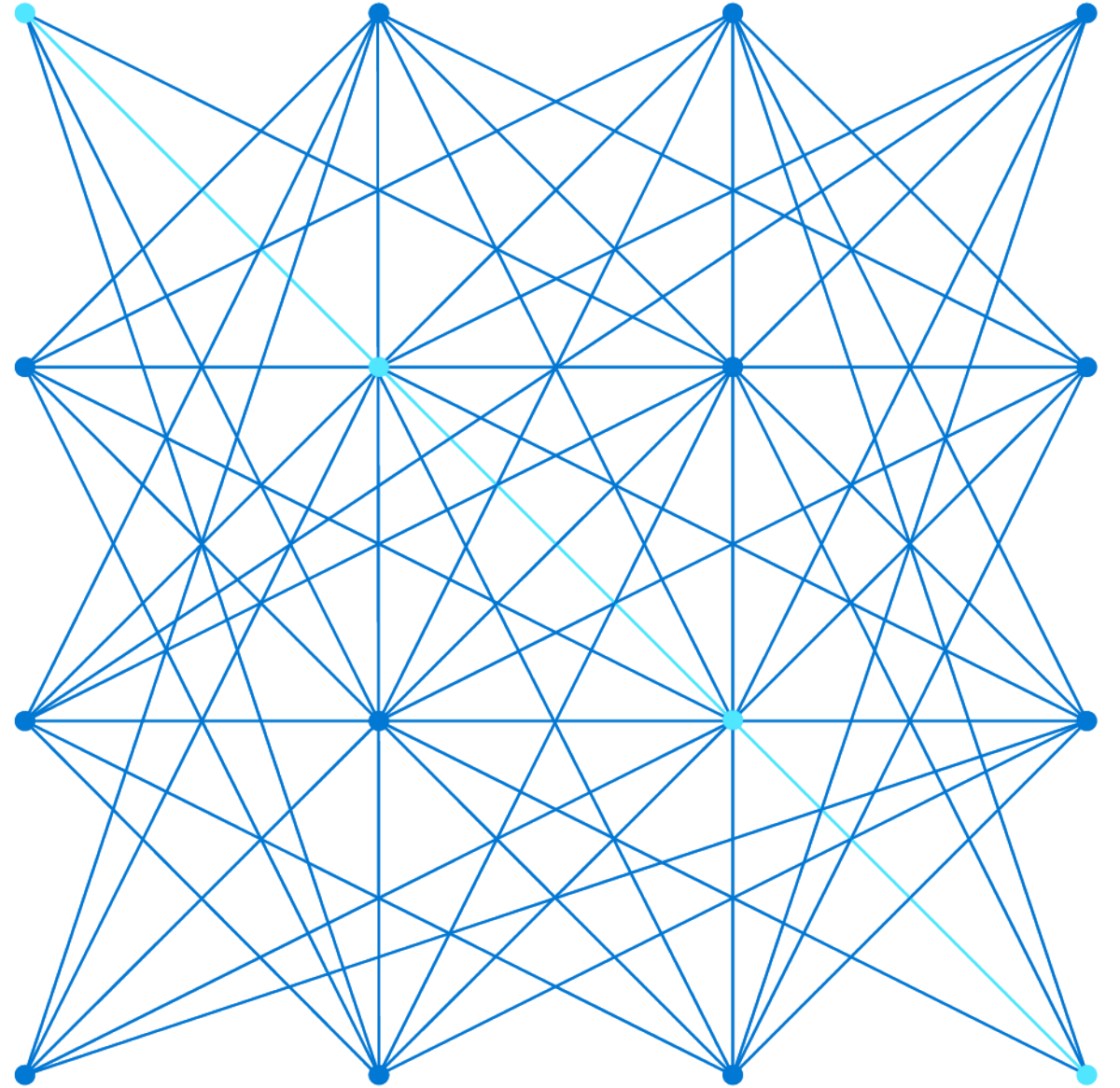
Online Role-based training resources:

Microsoft Learn

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

DA-100 Analyzing Data with Power BI

<Name>, <Title>



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.

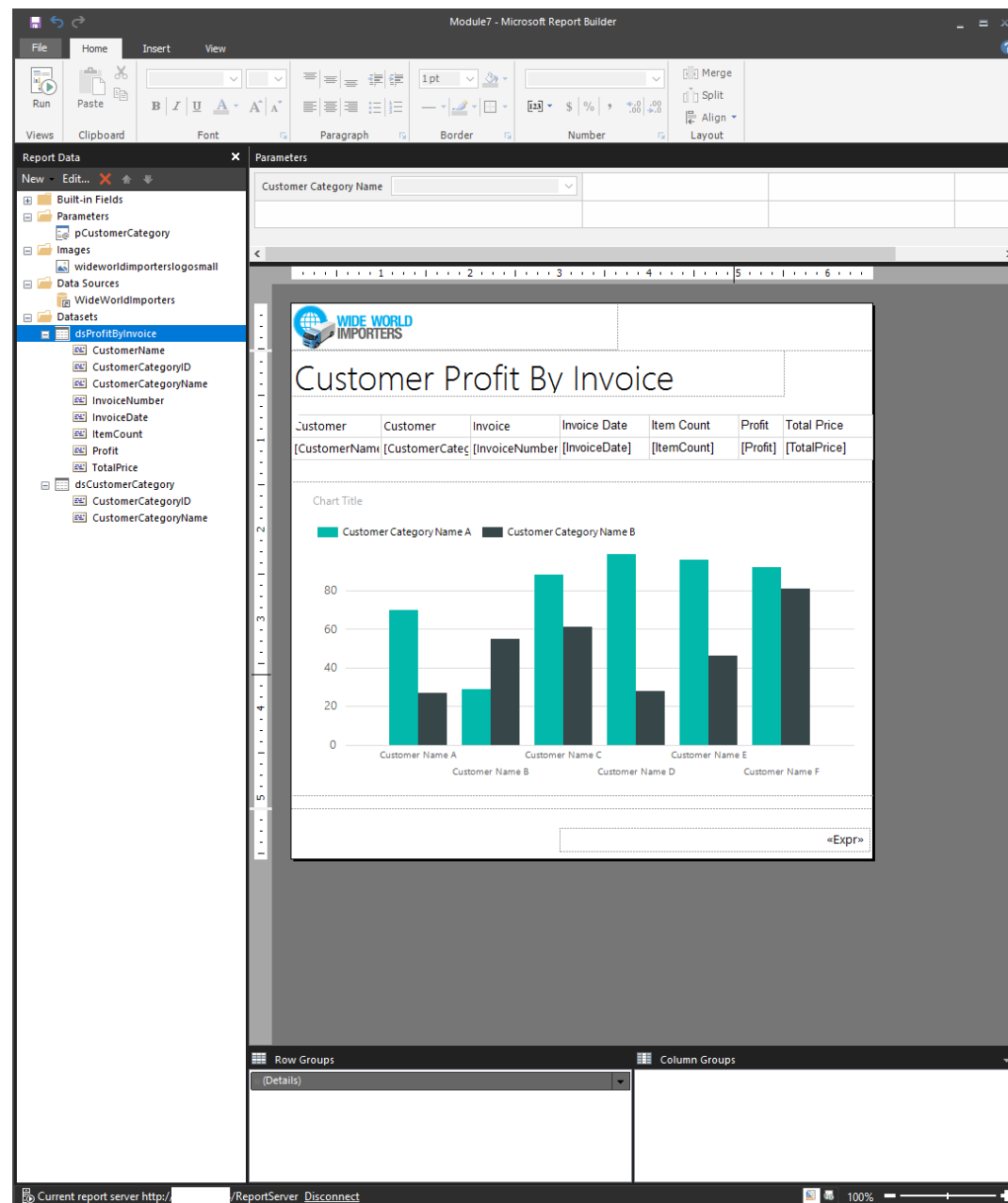
The image shows two overlapping windows from the Power BI ecosystem. The background window is 'Retail-Analysis-new-filters-share-dataset - Power BI Desktop', displaying a data table with columns: Category, Name, PostalCode, District, City, Chain, This Year Sales Goal, and This Year Sales. The foreground window is 'Retail-analysis-shared-dataset.rdl - Power BI Report Builder', showing a paginated report titled 'Retail Analysis'. The report displays a table with the same columns as the data source. A pink arrow points from the 'Total' row in the Power BI Desktop table to the 'Total' row in the Power BI Report Builder table. The report builder window also shows a navigation bar with 'First', 'Previous', 'Next', 'Last', and 'Back' buttons, and a 'Page Setup' button. The status bar at the bottom of the report builder window shows '100%' zoom.

Category	Name	PostalCode	District	City	Chain	This Year Sales Goal	This Year Sales
010-Womens	Akron Fashions Direct	44313	FD - 03	Akron, OH	Fashions Direct	\$58,613	\$38,853
010-Womens	Alexandria Lindsays	22310	LI - 02	Alexandria, VA	Lindsays	\$12,904	\$6,651
010-Womens	Altoona Fashions Direct	16602	FD - 01	Altoona, PA	Fashions Direct	\$54,559	\$36,243
010-Womens	Anderson Lindsays	29621	LI - 04	Anderson, SC	Lindsays	\$10,072	\$6,258
010-Womens	Asheville Lindsays	28803	LI - 04	Asheville, NC	Lindsays		
010-Womens	Athens Lindsays	30606	LI - 05	Athens, GA	Lindsays		
010-Womens	Augusta Lindsays	30909	LI - 05	Augusta, GA	Lindsays		
010-Womens	Beavercreek Fashions Direct	45431	FD - 03	Beavercreek, OH	Fashions Direct		
010-Womens	Beckley Fashions Direct	25801	FD - 03	Beckley, WV	Fashions Direct		
010-Womens	Bel Air Fashions Direct	21009	FD - 01	Bel Air, MD	Fashions Direct		
010-Womens	Belle Vernon Fashions Direct	15013	FD - 04	Belle Vernon, PA	Fashions Direct		
010-Womens	Bowling Green Fashions Direct	44512	FD - 03	Bowling Green, OH	Fashions Direct		
010-Womens	Bowling Green Lindsays	20715	LI - 01	Bowling Green, OH	Lindsays		
010-Womens	Bowling Green Lindsays	43104	LI - 05	Bowling Green, OH	Lindsays		
010-Womens	Buffalo Lindsays	30519	LI - 05	Buffalo, NY	Lindsays		
010-Womens	Cartersville Lindsays	30120	LI - 05	Cartersville, GA	Lindsays		
010-Womens	Cary Lindsays	27518	LI - 03	Cary, NC	Lindsays		
010-Womens	Cedarburg Fashions Direct	53122	FD - 04	Cedarburg, WI	Fashions Direct		
010-Womens	Chambersburg Lindsays	17201	LI - 01	Chambersburg, PA	Lindsays		
010-Womens	Charleston Fashions Direct	25387	FD - 02	Charleston, WV	Fashions Direct		
010-Womens	Charlotte Lindsays	28227	LI - 04	Charlotte, NC	Lindsays		
010-Womens	Chattanooga Lindsays	37421	LI - 05	Chattanooga, TN	Lindsays		
010-Womens	Chattanooga Lindsays	37315	LI - 03	Chattanooga, TN	Lindsays		
Total							

Category	Name	Postal Code	District	City	Chain	This Year Sales	This Year Sales Goal
000-Home	Charleston Fashions Direct	25387	FD - 02	Charleston, WV	Fashions Direct	\$112,833	\$120,038
000-Kids	Charleston Fashions Direct	25387	FD - 02	Charleston, WV	Fashions Direct	\$107,181	\$118,115
000-Home	Harrisburg Fashions Direct	17109	FD - 01	Harrisburg, PA	Fashions Direct	\$101,743	\$101,428
000-Home	Washington Fashions Direct	15301	FD - 04	Washington, PA	Fashions Direct	\$102,851	\$119,482
000-Mens	Huntington Fashions Direct	25705	FD - 02	Huntington, WV	Fashions Direct	\$100,125	\$104,549
000-Home	Morgantown Fashions Direct	26501	FD - 01	Morgantown, WV	Fashions Direct	\$100,120	\$98,848
000-Home	Century II Fashions Direct	15102	FD - 04	West Mifflin, PA	Fashions Direct	\$98,491	\$93,851
000-Mens	Charleston Fashions Direct	25387	FD - 02	Charleston, WV	Fashions Direct	\$97,037	\$114,815
000-Sneaks	Charleston Fashions Direct	25387	FD - 02	Charleston, WV	Fashions Direct	\$94,062	\$87,738
000-Home	Uniontown Fashions Direct	15401	FD - 04	Uniontown, PA	Fashions Direct	\$95,826	\$83,958
000-Home	Huntington Fashions Direct	25705	FD - 02	Huntington, WV	Fashions Direct	\$95,061	\$100,532
000-Mens	North Canton Fashions Direct	44720	FD - 03	North Canton, OH	Fashions Direct	\$93,947	\$98,790
000-Kids	Huntington Fashions Direct	25705	FD - 02	Huntington, WV	Fashions Direct	\$93,367	\$87,553
000-Home	North Hills Fashions Direct	15237	FD - 04	West Mifflin, PA	Fashions Direct	\$91,179	\$88,872
000-Mens	Harrisburg Fashions Direct	17109	FD - 01	Harrisburg, PA	Fashions Direct	\$91,118	\$90,893
000-Home	Greensburg Fashions Direct	15601	FD - 04	Greensburg, PA	Fashions Direct	\$90,459	\$95,541
000-Mens	Winchester Fashions Direct	22802	FD - 01	Winchester, VA	Fashions Direct	\$90,137	\$90,171
000-Kids	Harrisburg Fashions Direct	17109	FD - 01	Harrisburg, PA	Fashions Direct	\$88,192	\$87,297

When are they the right fit?

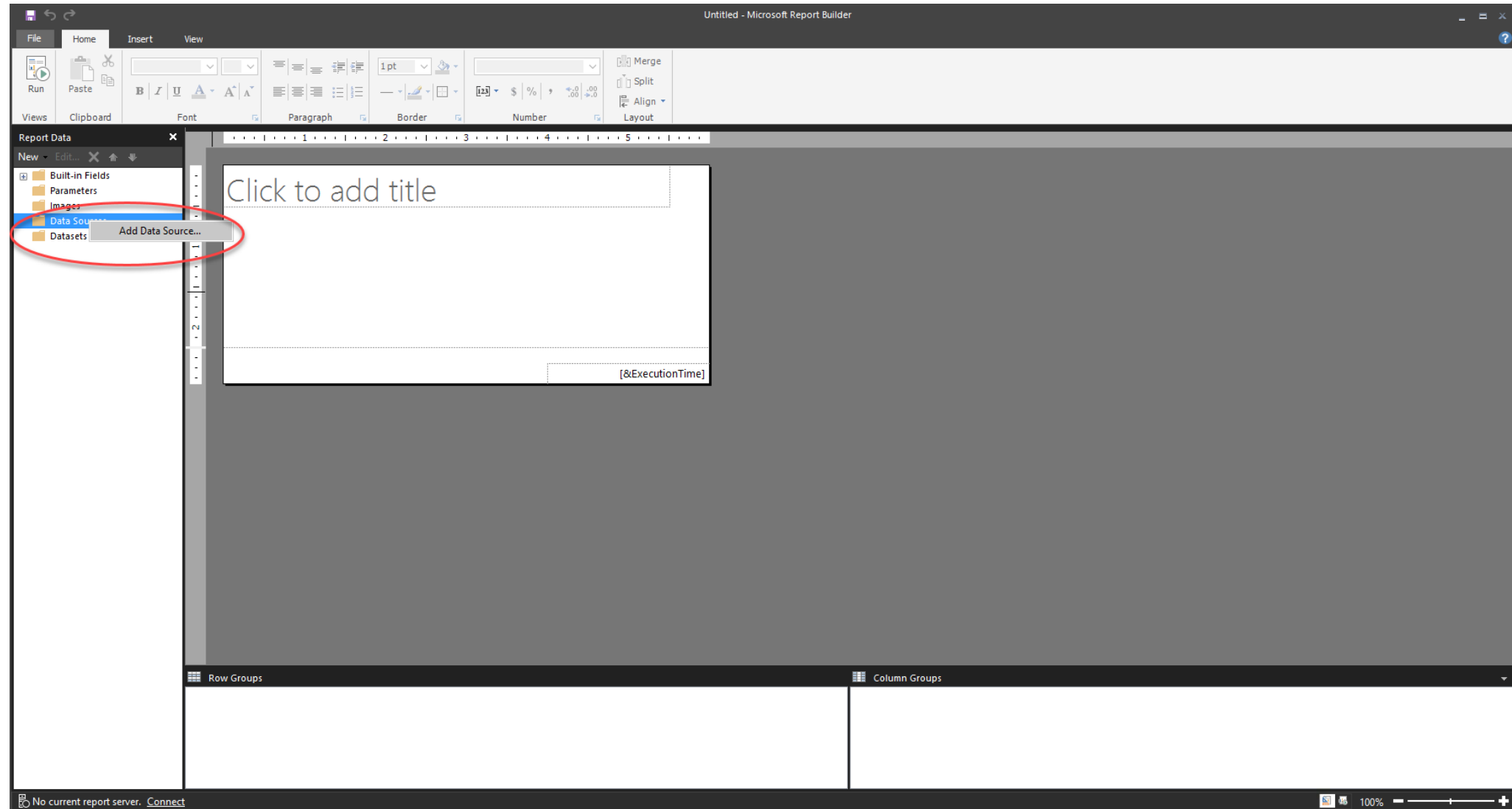
- Operational reports with tables of detail.
- Headers and footers are needed.
- Customized sort orders.
- Clickable headers.
- Rendering tabular data.



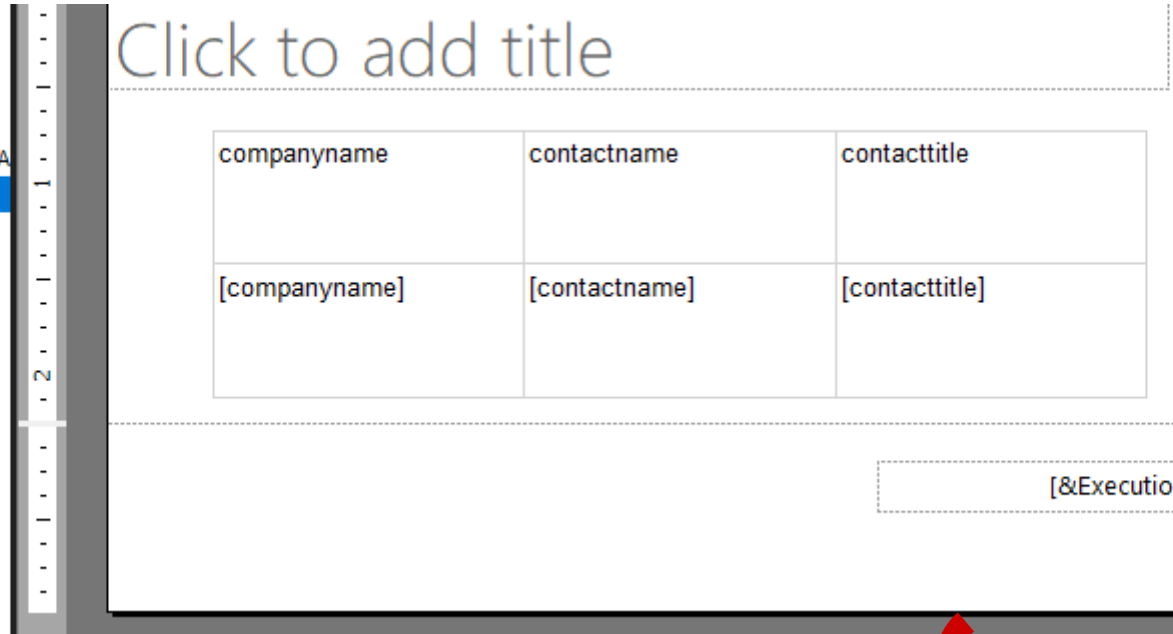
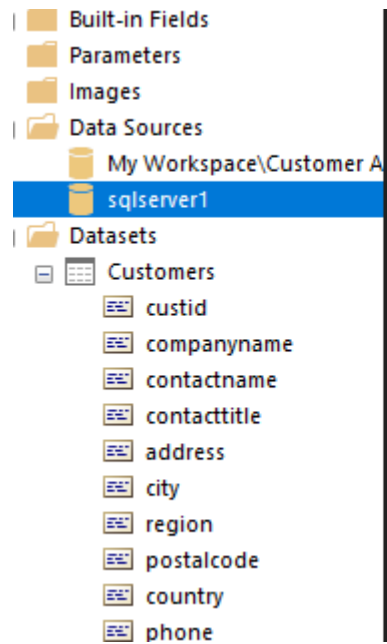
Lesson 2: Creating Paginated Reports



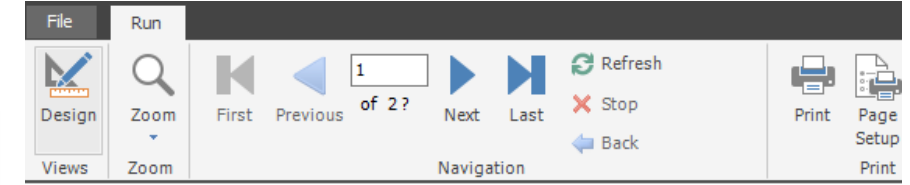
Getting Data



Create a Paginated Report



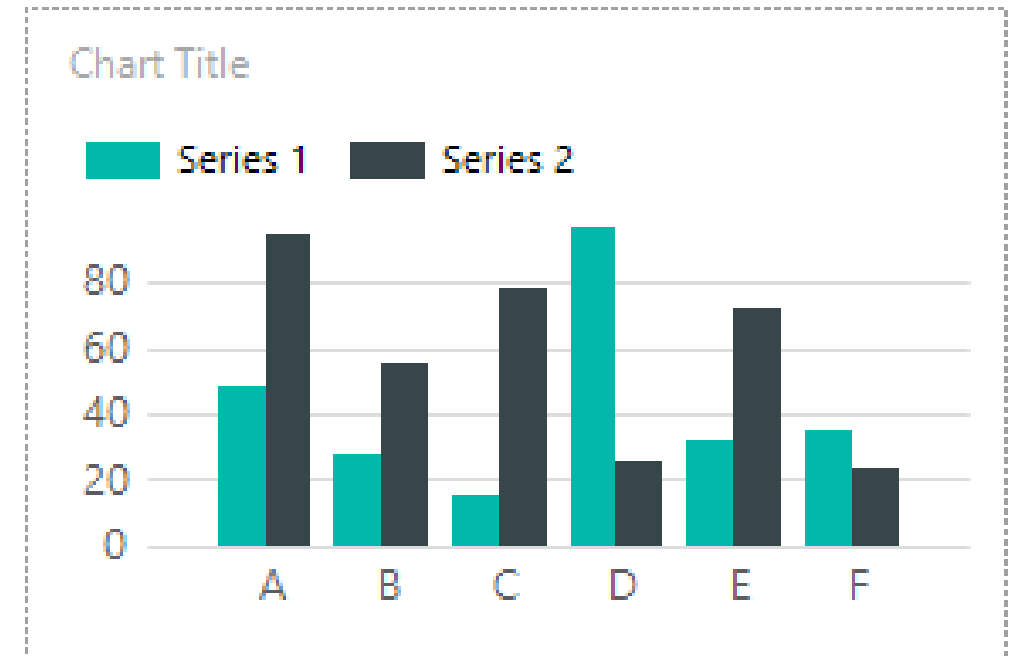
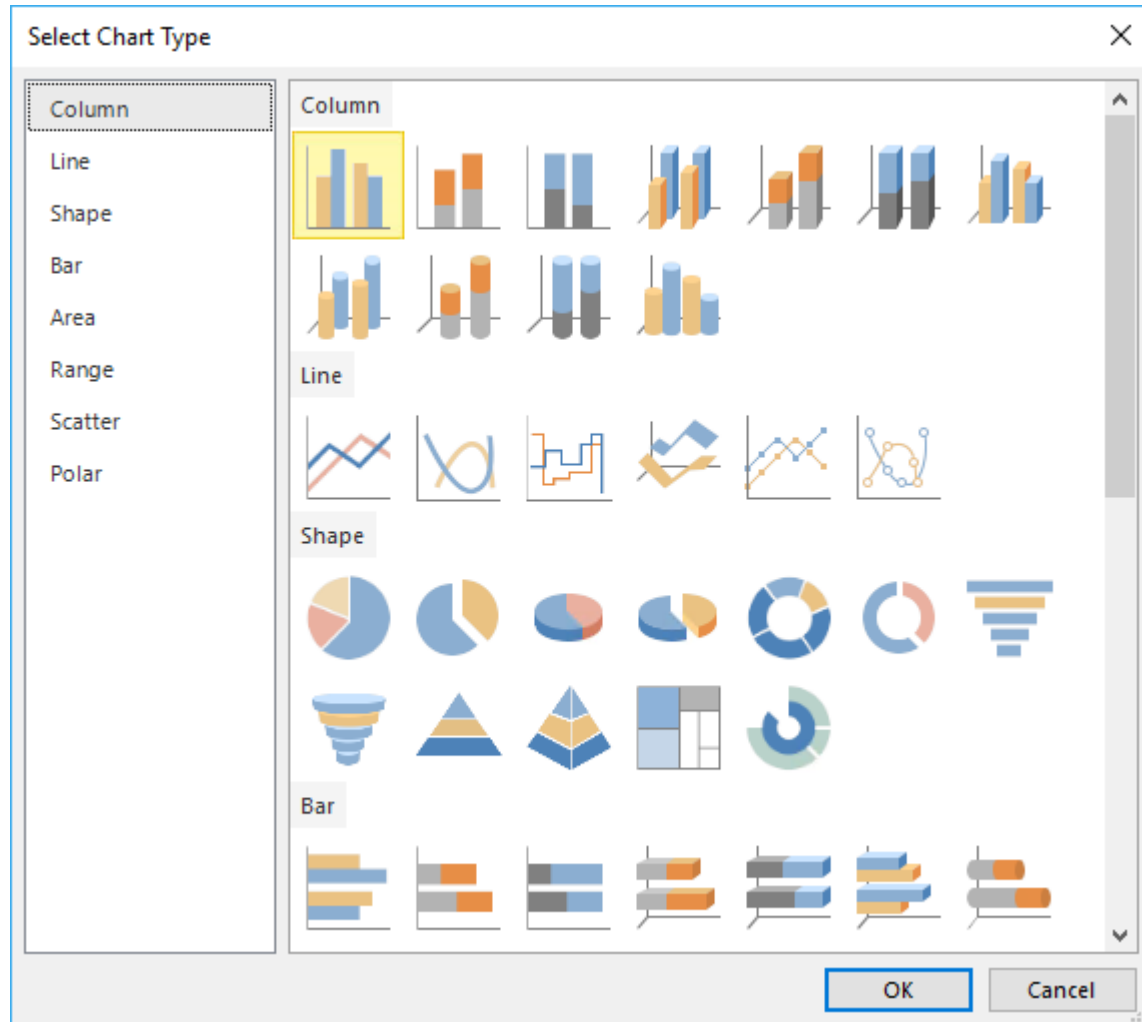
Similar to Power BI, add visuals to the design surface.



Customer List

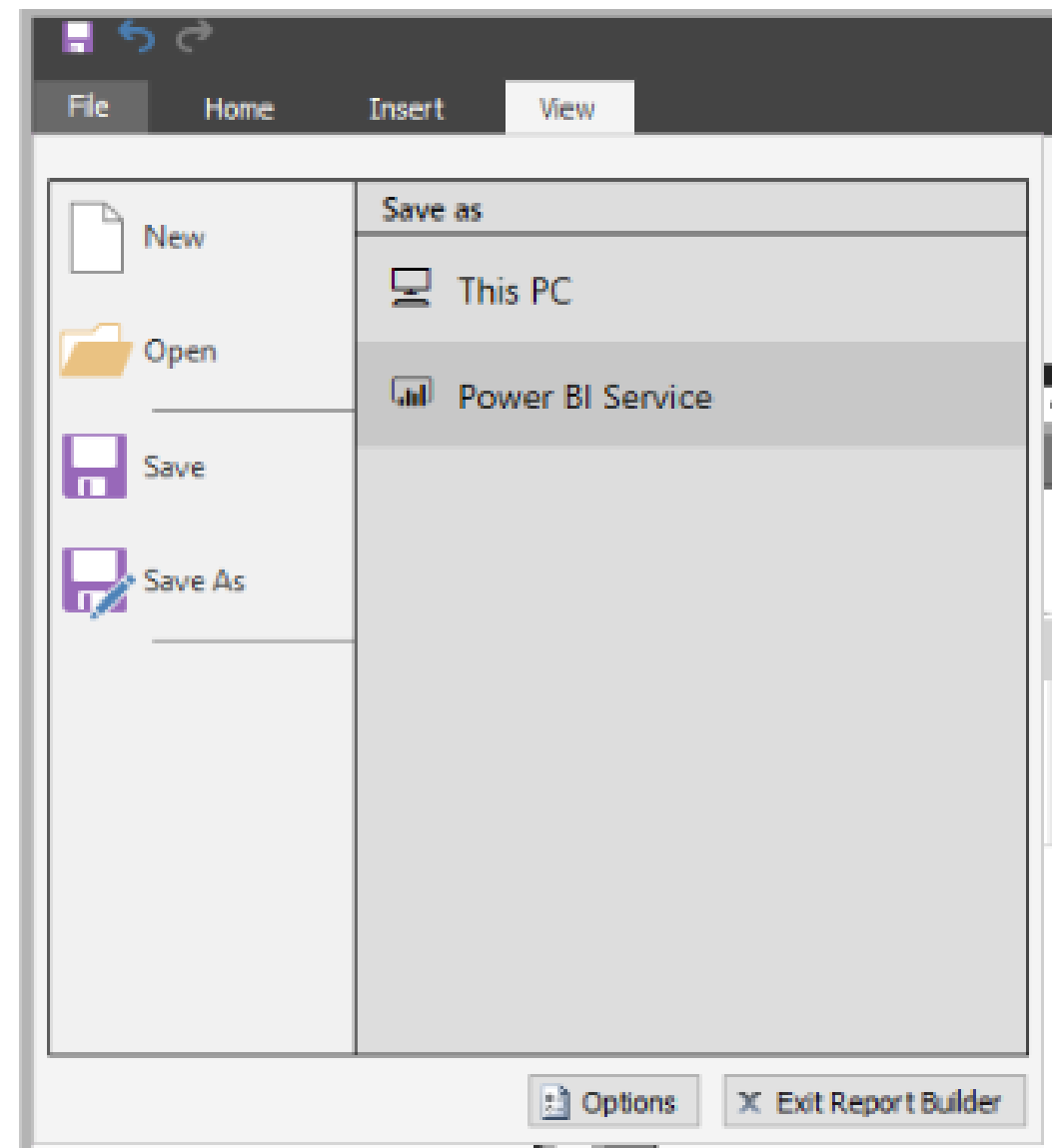
Company	Contact	Title	Phone
Customer NRZBB	Allen, Michael	Sales Representative	030-3456789
Customer MLTDN	Hassall, Mark	Owner	(5) 789-0123
Customer KBUDE	Strome, David	Owner	(5) 123-4567
Customer HFBZG	Cunningham, Conor	Sales Representative	(171) 456-7890
Customer HGVLZ	Higginbotham, Tom	Order Administrator	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

Work with Charts and Tables



Publish the Report

Publish your report to the Power BI service.



Review Questions

- Q01 – Why are parameters important in Power BI paginated reports?
- A01 – They allow the user to control aspects of how the report is rendered when the report is run.
- Q02 – Power BI paginated reports are created by using which tool?
- A02 – Power BI Report Builder.
- Q03 – Power BI paginated reports is an evolved technology that was built from which original tool?
- A03 – SQL Server Reporting Services.

Lab: Creating a Paginated Report

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

- DA-100 Create Paginated Reports

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



Azure Technical Trainer Role Based Training