

Lab Exercise2: Create a Power BI Dashboard

Scenario

You have created a management report showing Adventure Works sales data, and have published this to the Microsoft Power BI portal. Next, you will create a dashboard on the portal, so managers can use this to bring data together in one place.

The main tasks for this exercise are as follows:

- Create a New Dashboard
- Add Chart Items to the Dashboard
- Customize the Dashboard
- Display the Dashboard in Full Screen Mode

Task 1: Create a New Dashboard

1. Create a dashboard in the Power BI portal.
2. Name the new dashboard.

Task 2: Add Chart Items to the Dashboard

1. Pin the SalesYTD by FirstName chart to the Adventure Works Sales dashboard.
2. Pin the LineTotal by Product chart to the Adventure Works Sales dashboard.
3. Pin the Annual Sales and Annual Revenue chart to the Adventure Works Sales dashboard.

Task 3: Customize the Dashboard

1. Reorder the sequence of the charts on the Adventure Works Sales dashboard.
2. Change the size of the SalesYTD chart to span the width of the above charts.
3. Change the titles and subtitles of the charts.

Task 4: Display the Dashboard in Full Screen Mode

1. Use Enter Full Screen Mode to display the report for presentations or on a TV.
2. When in the full screen mode, use the Fit to Screen feature to remove excess space and fill more of the screen.

3. Click a chart and use the Focus mode to display and zoom in on a single tile.
4. Use Pin visual to create a new dashboard from the current dashboard.
5. Close Internet Explorer, and then close Power BI Desktop.

Results: After this exercise, a dashboard will be created on the Power BI portal.