Lab Exercise 3: Creating a Power BI Dashboard

Scenario

The reports that you have created are ready to present to senior management. However, you have decided that you will first publish them to the Power BI service, to demonstrate its true potential by creating a dashboard.

The main tasks for this exercise are as follows:

- Publish Reports from Power BI Desktop
- Create a Power BI Dashboard

Task 1: Publish Reports from Power BI Desktop

1. Publish the report.
2. Sign in to Power BI.
3. Publish the report to My Workspace.
4. When the report has published, click Open 'AdventureWorksLTSales.pbix' in Power BI.
5. In Internet Explorer, sign in to Power BI if you are prompted to do so.
6. View the report in Power BI.
7. Remain signed in to Power BI for the next task.

Task 2: Create a Power BI Dashboard

1. In the My Workspace pane, under Reports, select AdventureWorksLT Sales.
2. On the Target Sales visual, click Pin visual, and then create a new dashboard called AdventureWorksLT Sales.
3. Pin the Top Selling Customers visual to the AdventureWorksLT Sales dashboard.
4. Pin the Orders by Main Category visual to the AdventureWorksLT Sales dashboard.
5. Pin the Top 10 Selling Bikes visual to the AdventureWorksLT Sales dashboard.
6. Pin the Sales by Main Category visual to the AdventureWorksLT Sales dashboard.
7. Open the dashboard from the link under the My Workspace pane.
8. On the Target Sales tile, open the menu, and then in Tile details, give the chart a subtitle of Sales target for 2016.

9. On the Top Selling Customers tile, open the menu, and then in Tile details, give the chart a subtitle of Customers selling the most products.

10. Open the Top 10 Selling Bikes tile in Focus mode. Filter LineTotal from 32000 to 40000.

11. Click Back to AdventureWorksLT Sales.

12. Click Enter Full Screen Mode. Notice that the browser is hidden.

13. Press Esc to exit full-screen mode and close Internet Explorer.

14. Close Power BI Desktop, and then close Excel and SQL Server Management Studio without saving any changes.

Results: After this exercise, you should have published a report to the Power BI service and used the visuals to create a dashboard.