

Exercise: Building a dashboard

1. Download all the provided .pbix files.
2. Upload to a created workspace in Power BI Service.

The screenshot shows the Power BI Service interface for the 'Adventure Works' workspace. The left sidebar includes options like Home, Copilot, Create, Browse, OneLake catalog, Apps, Metrics, and Workspaces (Adventure Works). The main area displays a list of items:

Name	Status	Type	Task	Owner	Refreshed	Next refresh	Endorsement	Sensitivity	Included in app
Adventure-Works-Customer-Report	Report	—	Adventure ...	12/3/2025, 5:11...	—	—	—	—	No
Adventure-Works-Customer-Report	Semantic m...	—	Adventure ...	12/3/2025, 5:1...	N/A	—	—	—	No
Adventure-Works-Customer-Report.pbix	Dashboard	—	Adventure ...	—	—	—	—	—	No
Adventure-Works-Order-Report	Report	—	Adventure ...	12/3/2025, 5:11...	—	—	—	—	No
Adventure-Works-Order-Report	Semantic m...	—	Adventure ...	12/3/2025, 5:1...	N/A	—	—	—	No

A modal window titled 'Import' is open, showing options to 'Get' data from 'From this computer', 'OneDrive', or 'SharePoint'. Below the table, a section titled 'Task flow' provides instructions for managing tasks assigned to items.

3. Once everything is uploaded, proceed to creating a new dashboard.

The screenshot shows the Power BI Service interface for the 'Adventure Works' workspace. A red arrow points to the '+ New item' button in the top navigation bar. A second red arrow points to the 'Dashboard' item in the 'Visualize data' section of the 'New item' modal.

The 'New item' modal is open, displaying various visualization options:

- Dashboard**: Build a single-page data story.
- Exploration (preview)**: Use lightweight tools to analyze your data and uncover trends.
- Graph model (preview)**: Explore data and build algorithms with Graph
- Graph queryset (preview)**: Build and execute queries against a graph model
- Map (preview)**: Visualize and explore live geospatial data with real-time, interactive map views. [Learn more](#)
- Paginated Report (preview)**: Display tabular data in a report that's easy to print and share.
- Real-Time Dashboard**: Visualize key insights to share with your team.
- Report**: Create an interactive presentation of your data.
- Scorecard**: Define, track, and share key goals for your organization.

4. Proceed to pin live reports to the dashboard from one of the uploaded reports.

The screenshot shows a Power BI report titled "Adventure Works Product Sales Report" with four visualizations: a line chart of Order Total by Product Color, a bar chart of Order Total by Product Category, a pie chart of Order Total by Product Size, and a bar chart of Order Total by Month. The "Pin to a dashboard" option is highlighted in the context menu.

5. Select the created dashboard within the Power BI Service, then *Pin Live*

The dialog box displays a preview of the report and the title "Adventure Works Product... PRODUCT SALES REPORT". It asks "Where would you like to pin to?" with two options: "Existing dashboard" (selected) and "New dashboard". A dropdown menu shows "Adventure Works Executive Summary" as the target dashboard. A note at the bottom states: "Pin live page enables changes to reports to appear in the dashboard tile when the page is refreshed." At the bottom are "Pin live" and "Cancel" buttons.

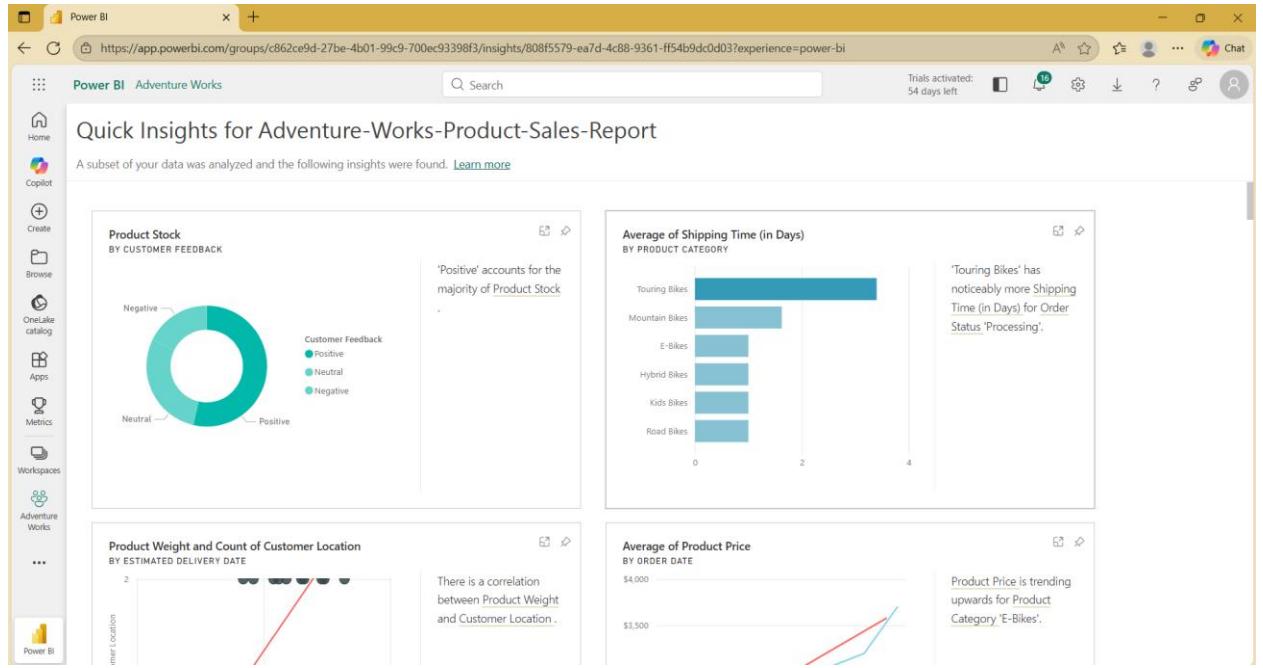
*** Repeat these steps to all of the uploaded reports

6. Lastly, add quick insights. Locate the *Report* type of the uploaded reports, click the ellipsis then find *Quick Insights*.

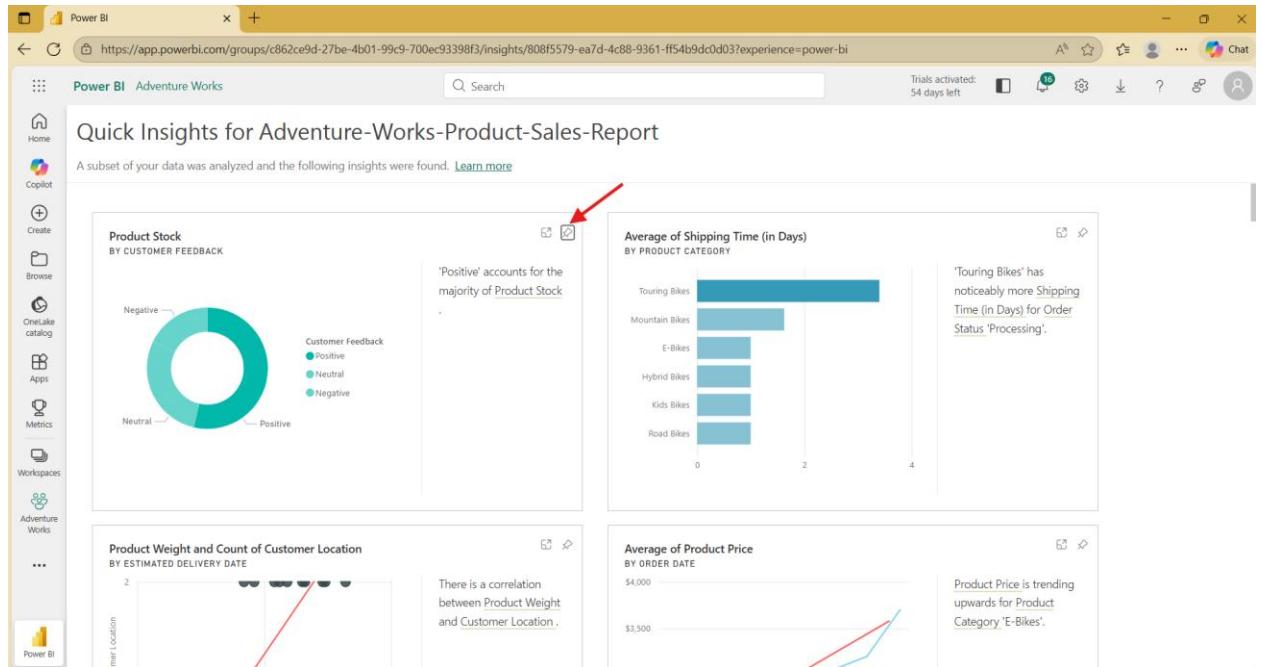
The screenshot shows the Power BI workspace interface. On the left, there's a sidebar with various navigation options like Home, Copilot, Create, Browse, OneLake catalog, Apps, Metrics, and Workspaces. The 'Adventure Works' workspace is selected. The main area displays a task flow diagram: Get data → Store data → Visualize data. Below it, there's a section titled 'Let us build your task flow' with instructions about task flows. The main content area shows a table of items:

Name	Status	Type	Task	Owner	Refreshed	Next refresh	Endorsement	Sensitivity	Included in app
Adventure-Works-Order-Report	Completed	Semantic model	—	Adventure ...	12/3/2025, 5:1...	N/A	—	—	No
Adventure-Works-Order-Report.pbix	Pending	Dashboard	—	Adventure ...	—	—	—	—	No
Adventure-Works-Product	Pending	Report	—	Adventure ...	12/3/2025, 5:12...	—	—	—	No
Adventure-Works-Product-Sales-Report	Pending	Semantic model	—	Adventure ...	12/3/2025, 5:1...	N/A	—	—	No
Adventure-Works-Product-Sales-Report.pbix	Pending	Dashboard	—	Adventure ...	—	—	—	—	No

A red arrow points from the ellipsis menu of the third row ('Adventure-Works-Product') to a context menu. This context menu contains options: 'Quick insights' (highlighted), 'Save a copy', and 'Settings'. Another red arrow points from the 'Quick insights' button in this context menu to a modal window titled 'Insights are ready'. The modal message says 'You have insights for Adventure-Works-Product-Sales-Report.' and has a 'View insights' button.



- From the generated insights, you can also pin this to the created dashboard. Just click on the pin icon at the top right of the visualizations.



X

Product Stock BY CUSTOMER FEEDBACK



Feedback Category	Percentage
Positive	~60%
Neutral	~25%
Negative	~15%

Pin to dashboard

Select an existing dashboard or create a new one.

Where would you like to pin to?

Existing dashboard

New dashboard

Select existing dashboard

*** Repeat these steps to all of the uploaded reports