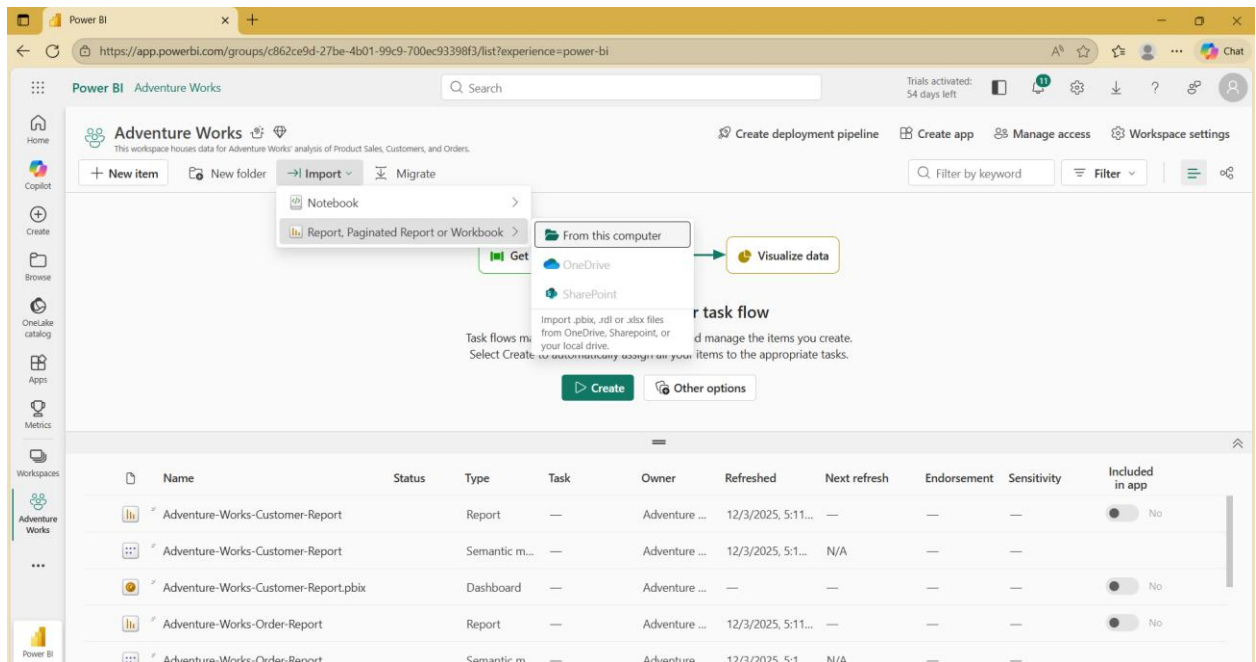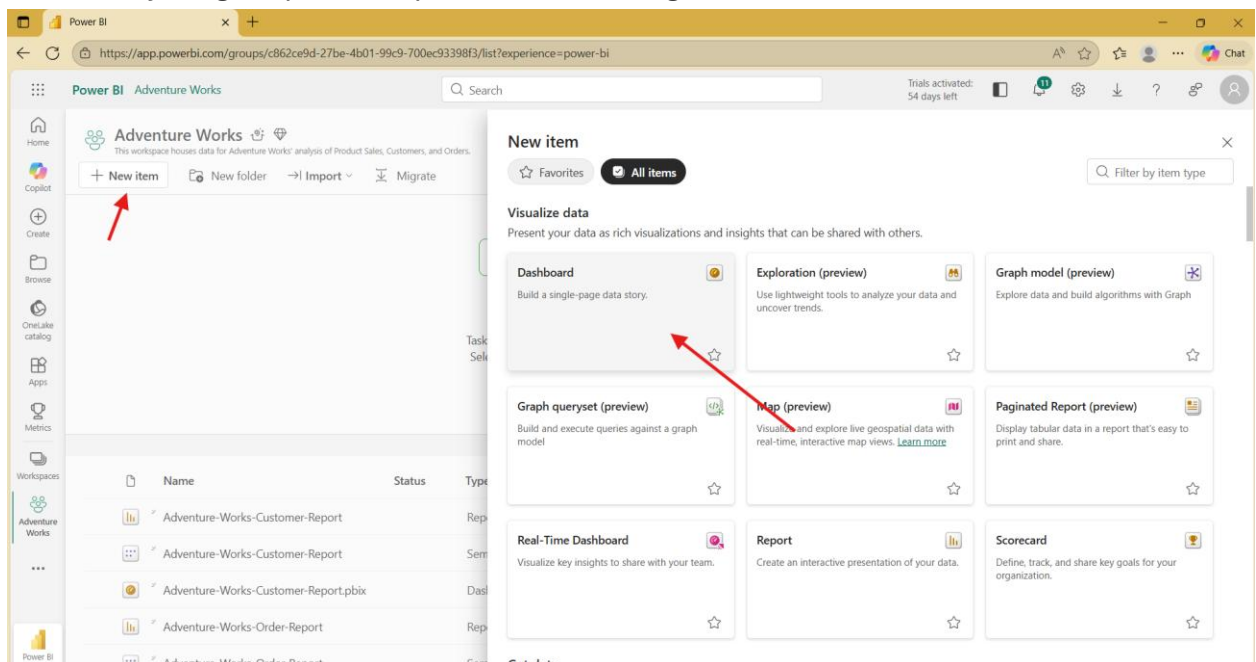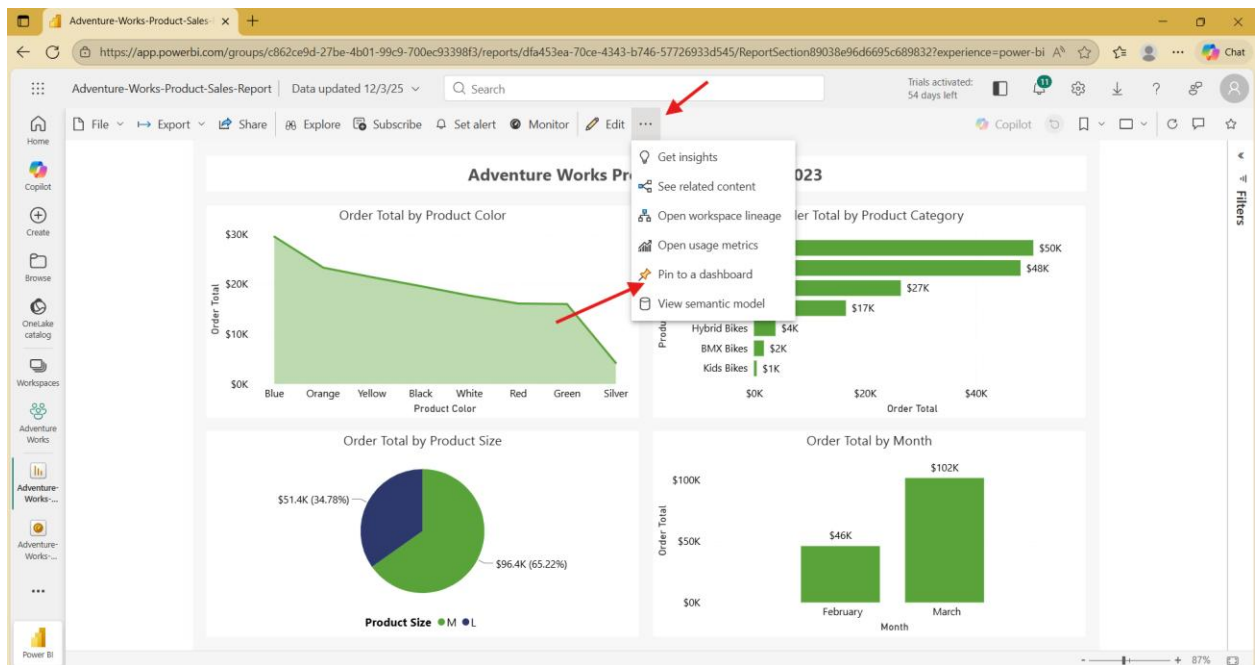# Exercise: Building a dashboard

1. Download all the provided .pbix files.

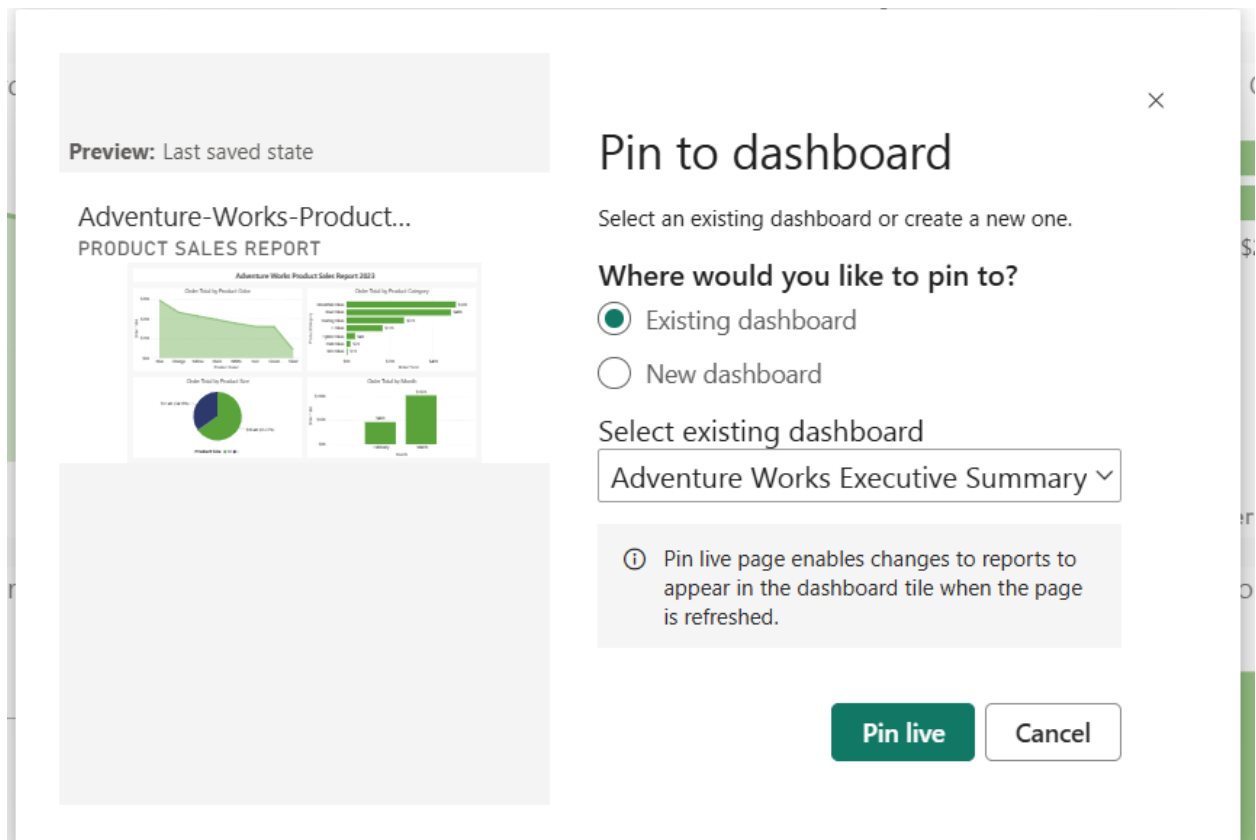2. Upload to a created workspace in Power BI Service.

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

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

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

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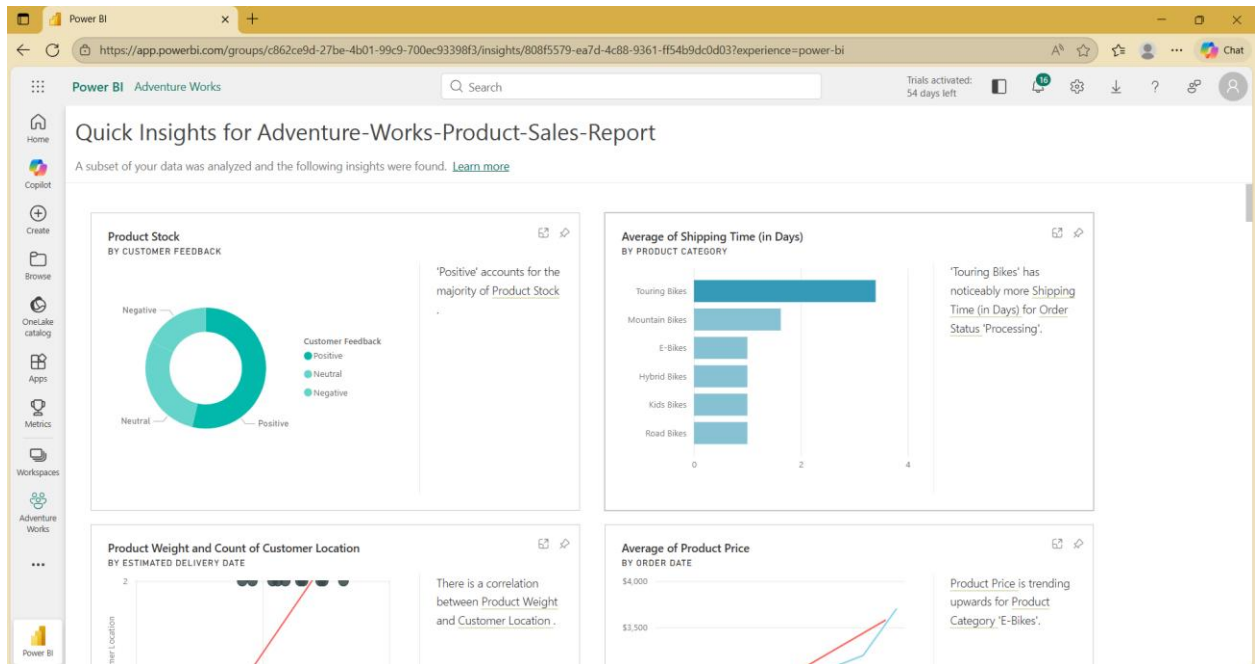
6. Lastly, add quick insights. Locate the *Report* type of the uploaded reports, click the ellipsis then find *Quick Insights*.

7. 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.

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