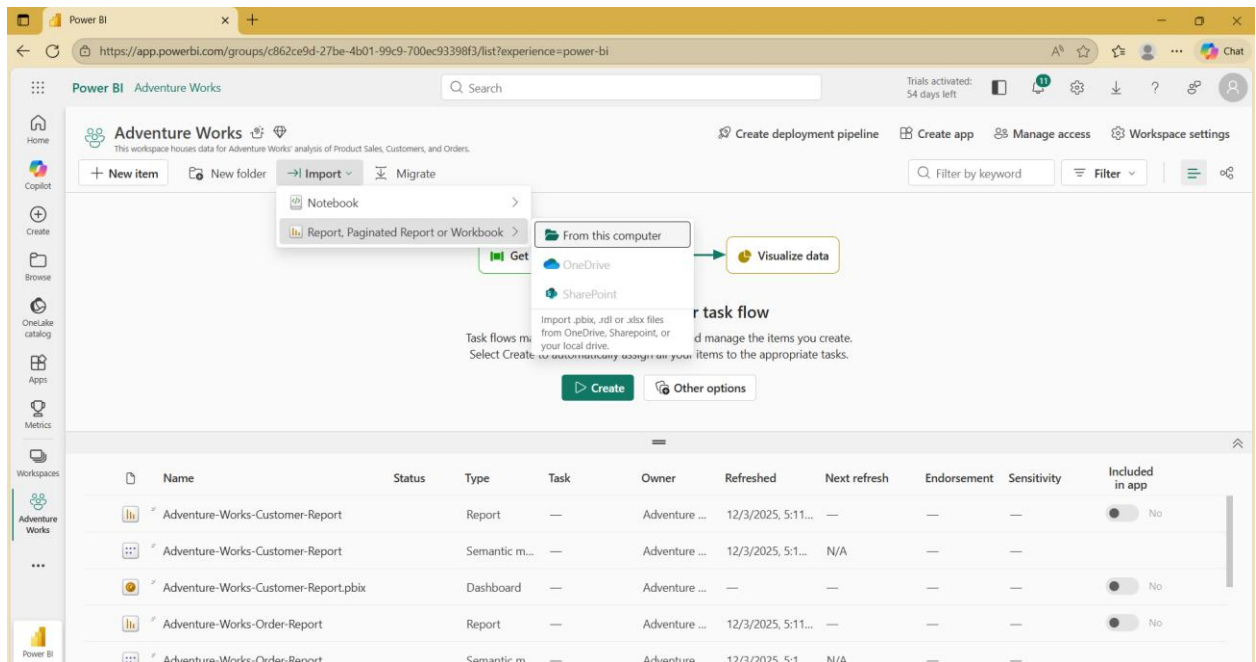
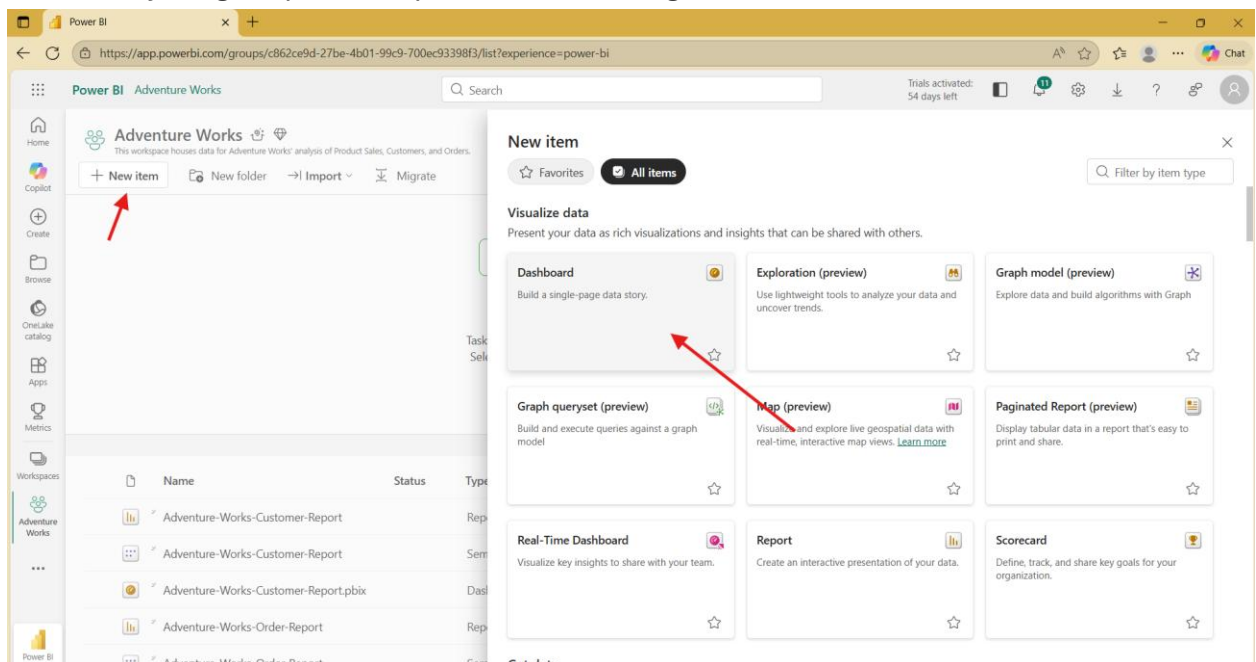


# Exercise: Building a dashboard

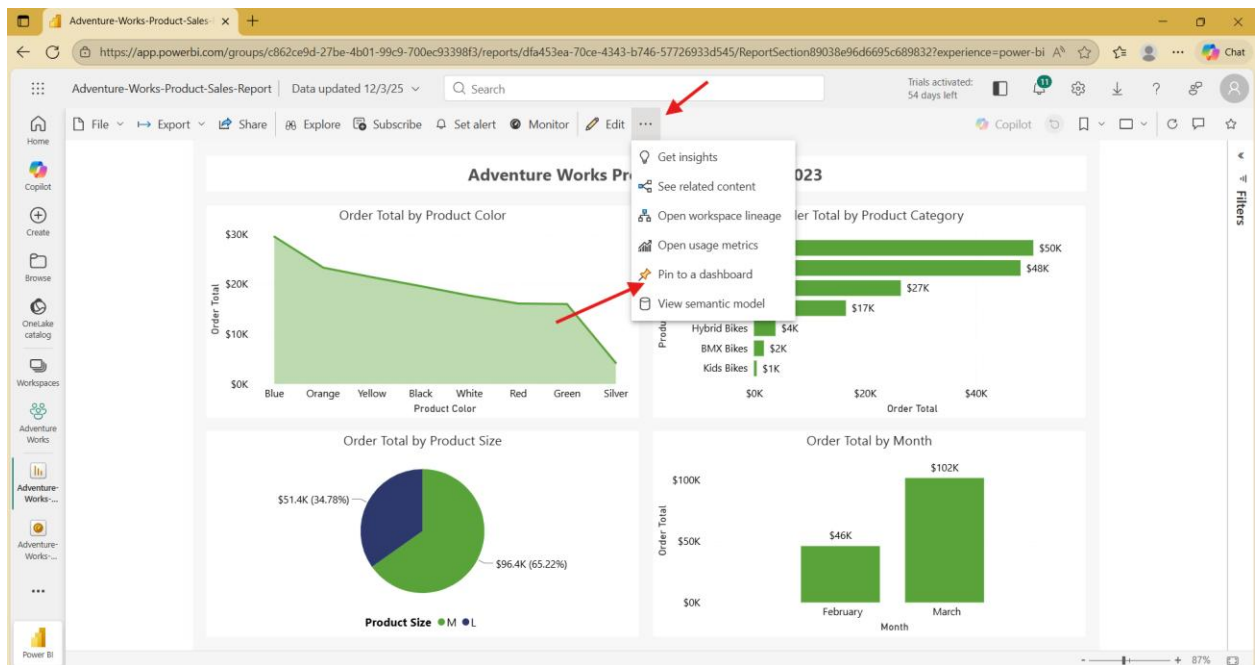
1. Download all the provided .pbix files.
2. Upload to a created workspace in Power BI Service.



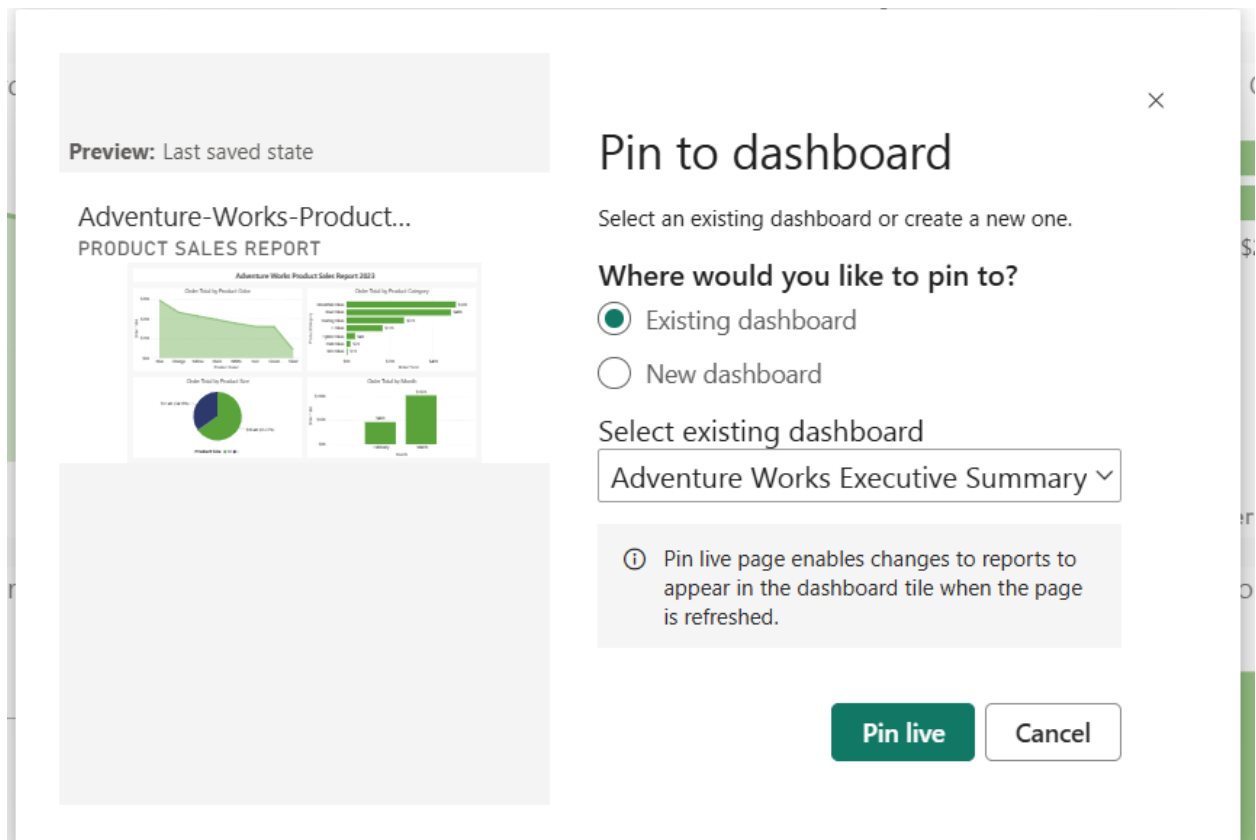
3. Once everything is uploaded, proceed to creating a new dashboard.



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

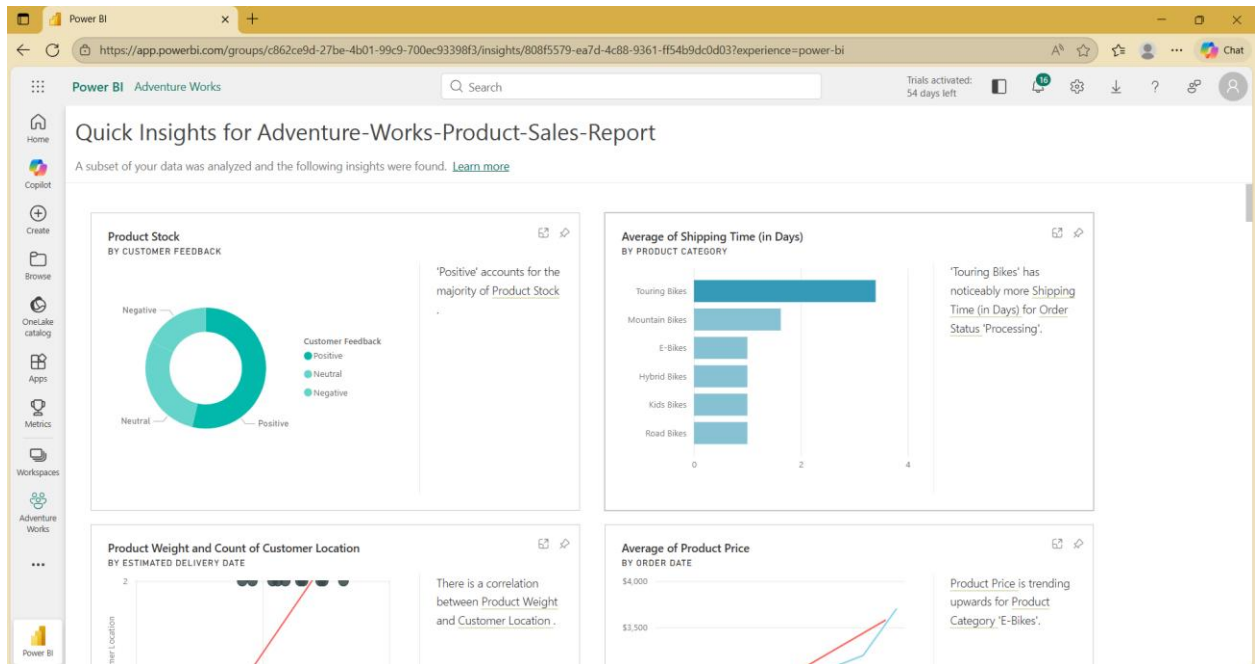
6. Lastly, add quick insights. Locate the *Report* type of the uploaded reports, click the ellipsis then find *Quick Insights*.

The first screenshot shows the Power BI Adventure Works workspace. A table lists several items, including reports. The 'Adventure-Works-Product-Sales-Report' is highlighted, and its ellipsis menu is open, showing the 'Quick insights' option. Red arrows point to the ellipsis and the 'Quick insights' option.

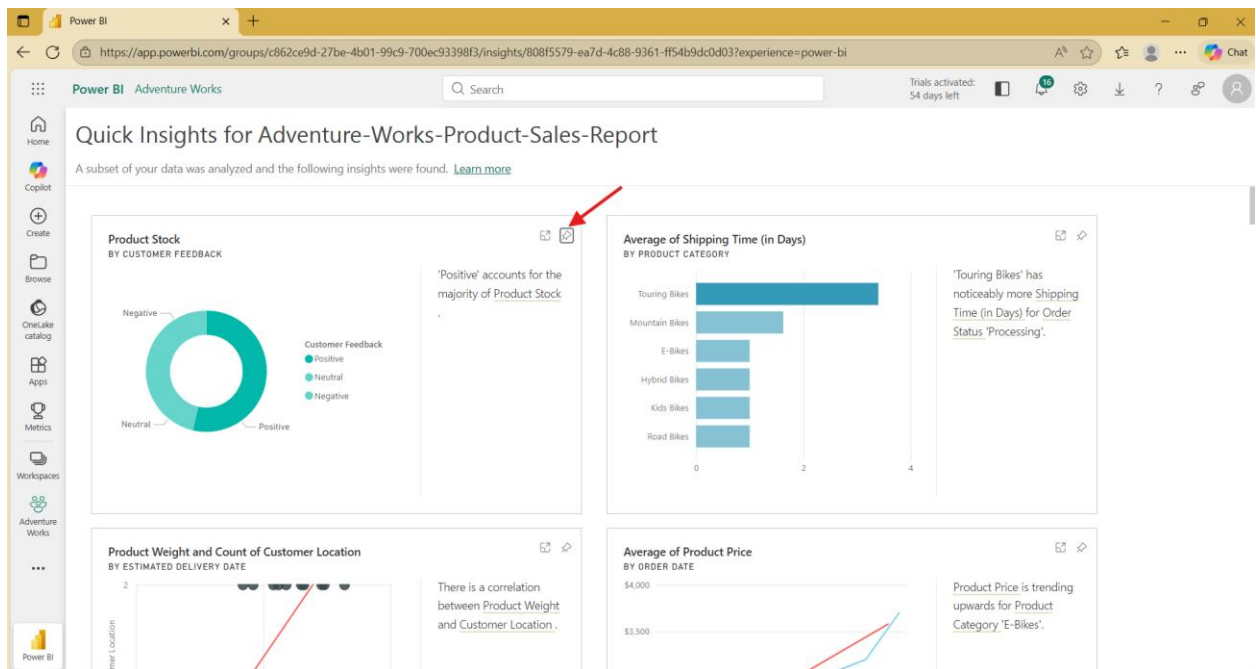
Name	Status	Type	Task	Owner	Refreshed	Next refresh	Endorsement	Sensitivity	Included in app
Adventure-Works-Order-Report		Semantic m...	—	Adventure ...	12/3/2025, 5:1...	N/A	—	—	
Adventure-Works-Order-Report.pbix		Dashboard	—	Adventure ...	—	—	—	—	No
Adventure-Works-Product-Sales-Report		Report	—	Adventure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

The second screenshot shows the same workspace after the 'Quick insights' action. A notification box titled 'Insights are ready' appears, stating 'You have insights for Adventure-Works-Product-Sales-Report.' and includes a 'View insights' button. A red arrow points from the 'View insights' button to the 'Adventure-Works-Product-Sales-Report' row in the table below.

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



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.



### Product Stock

BY CUSTOMER FEEDBACK

Negative

Neutral

Positive

Customer Fe...

Positive

Neutral

Negative

×

## 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

Adventure Works Executive Summary ▾

Pin

Cancel

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