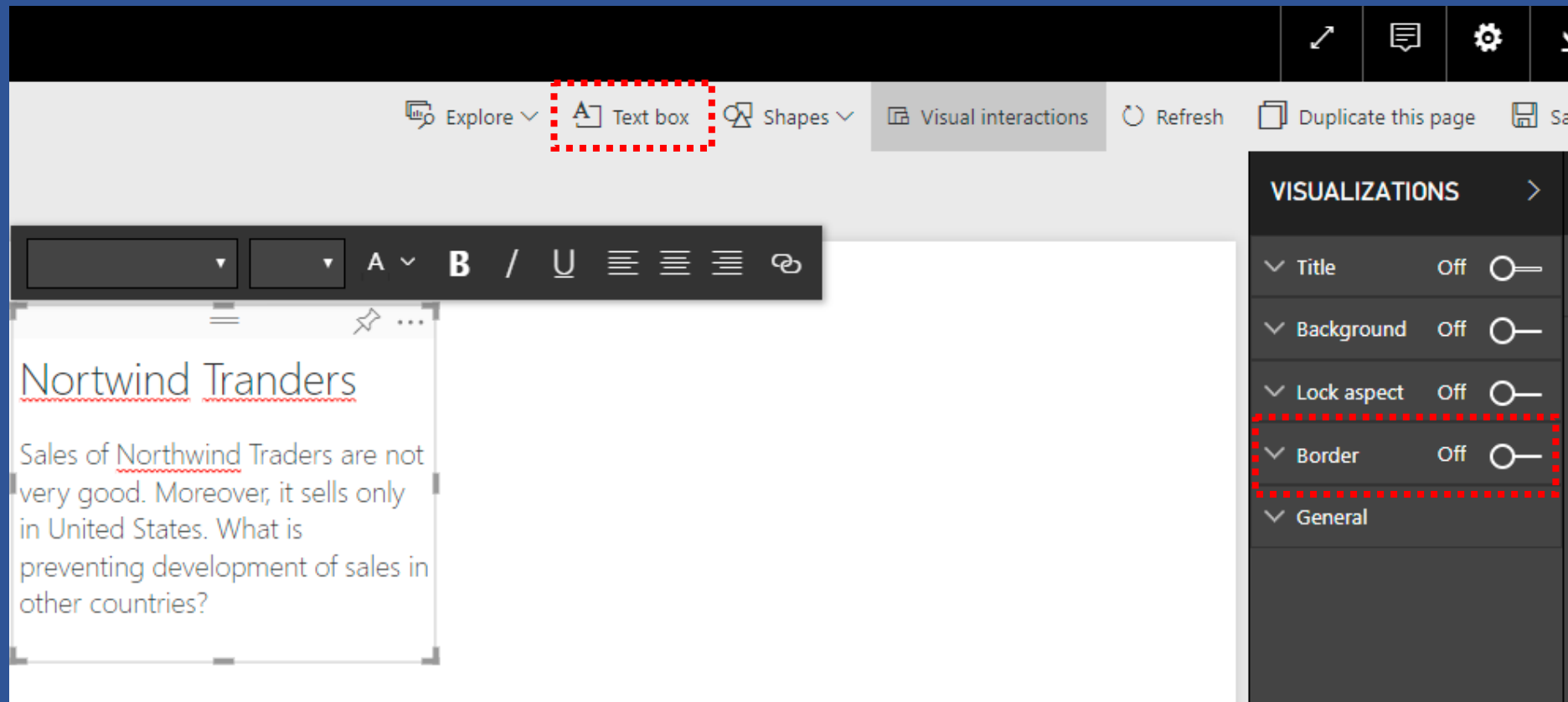# Decorating the report

Microsoft Power BI
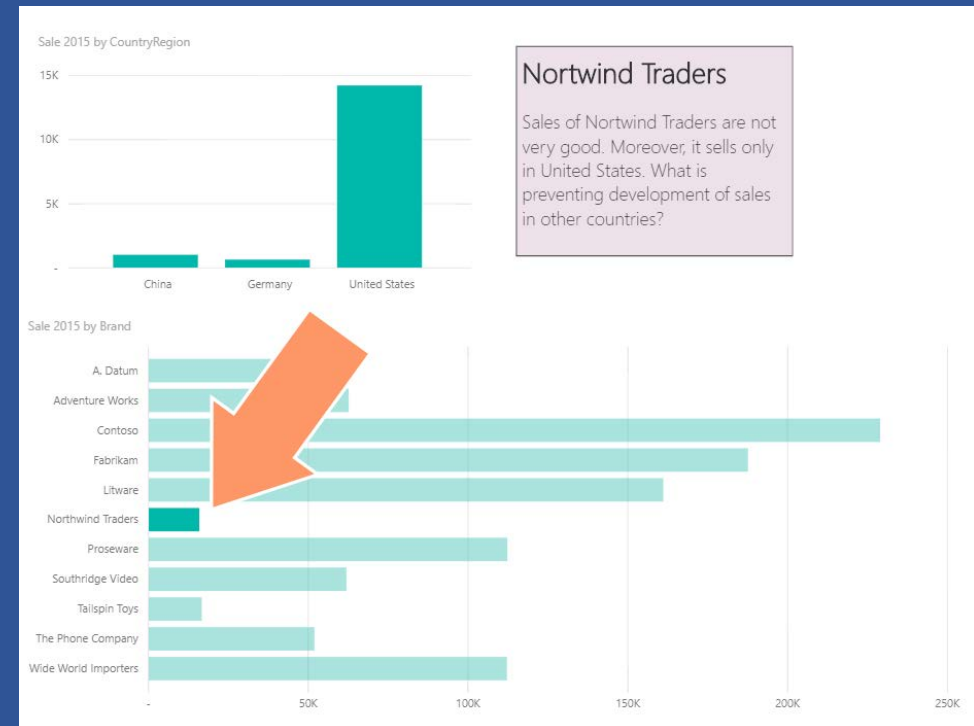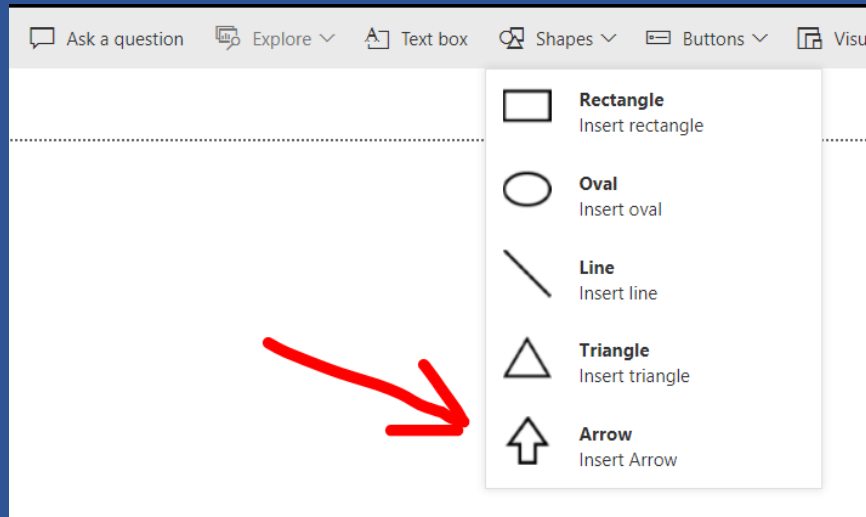
Adding text box

1. Change font size
2. Add border and background color

Microsoft Power BI

Adding arrow

Microsoft Power BI

Saving the report

Report name = Northwind Trader

Microsoft Power BI

- After you save the report, it appears in the My Workspace pane, in the Reports section.

- You can now access it any time you sign in to Power BI.

- When you select a saved report, it opens and remains in read-only mode until you explicitly activate it for editing by clicking the Edit Report button.
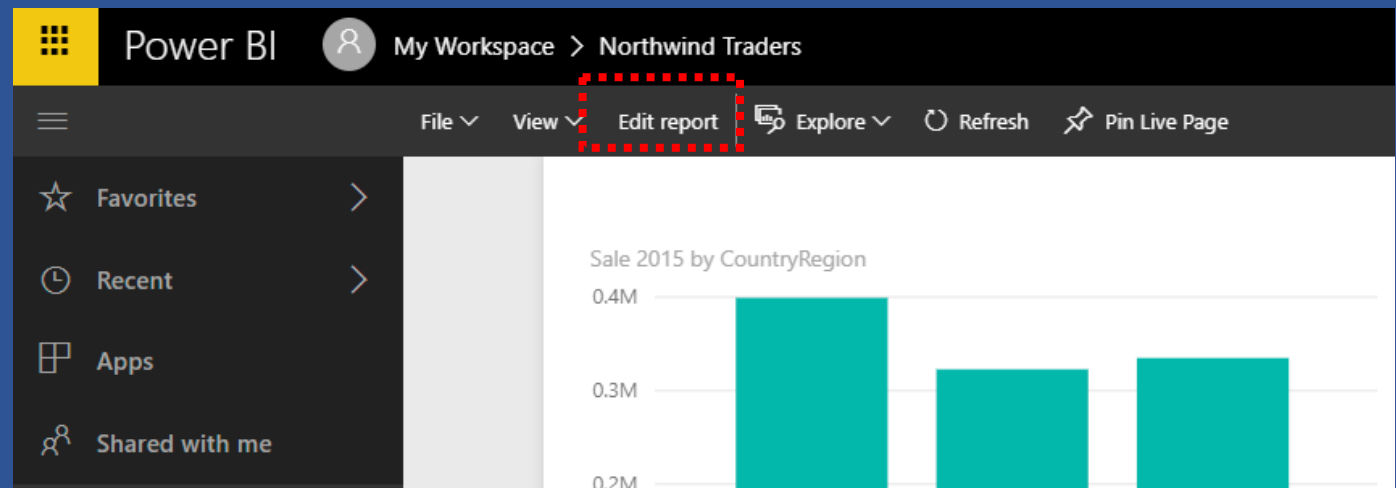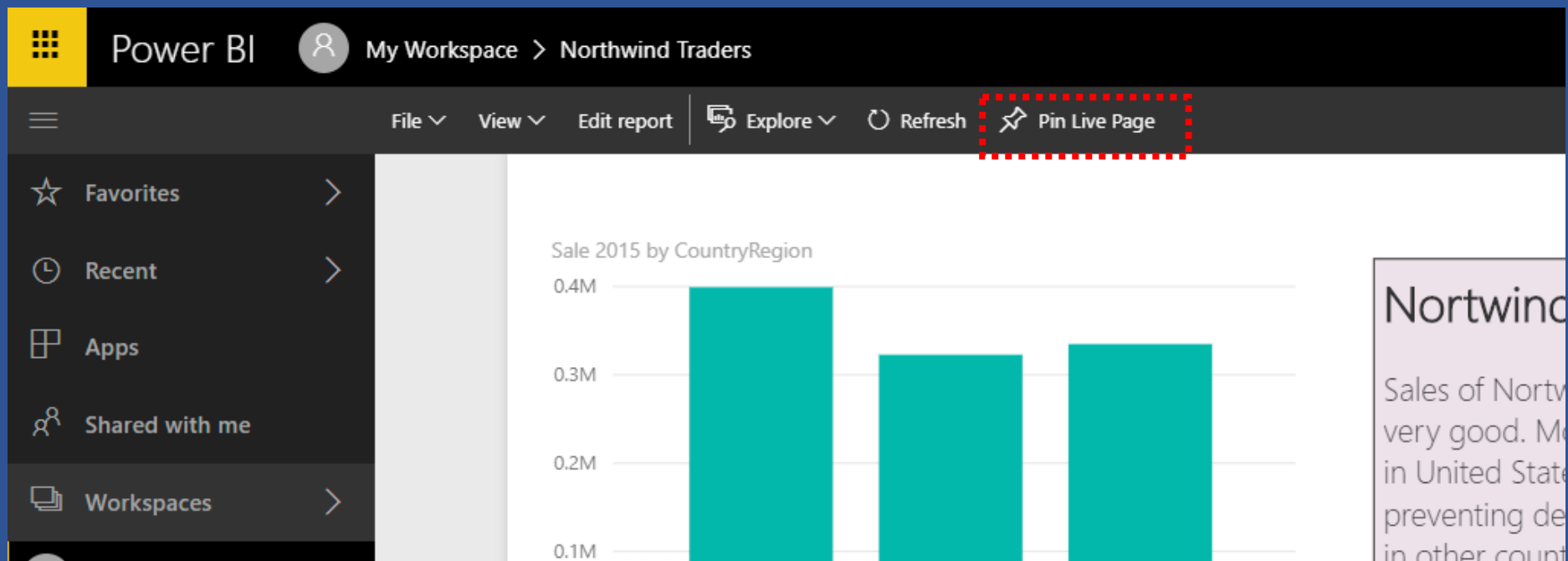
Microsoft Power BI
Pinning a report

Click to pin a report as a live page

Pin Visual VS Pin Live Page

Pinning a visualization
- Power BI saves it as it is
- Not include the visual interactions
- Click a visualization to open the source report

Pinning Live Page
- Keep visual interactions between components
- Click Live Page will not open the source report

Exercise