

# Modern Excel Analyst in a Day

Lab 03B

## Excel & Power BI service – better together

# Overview

**The estimated time to complete this lab is 30 minutes.**

In this lab, you will complete the following tasks:

1. Use Excel to create a pivot table from a Dataset published in the Power BI service
2. Add Sparkline Charts

**NOTE:** This lab has been created based on the sales activities of the *fictitious* Wi-Fi company called SureWi which has been provided by P3 Adaptive <https://p3adaptive.com/>. The data is property of P3 Adaptive and has been shared with the purpose of demonstrating Excel and Power BI functionality with industry sample data. Any use of this data must include this attribution to P3 Adaptive.

# Exercise 1: Use Excel to create a Pivot Table from a Data Set in the Power BI service

In this exercise, you will use Excel to connect to a published Data Set in the Power BI service.

## Task 1: Launch Excel

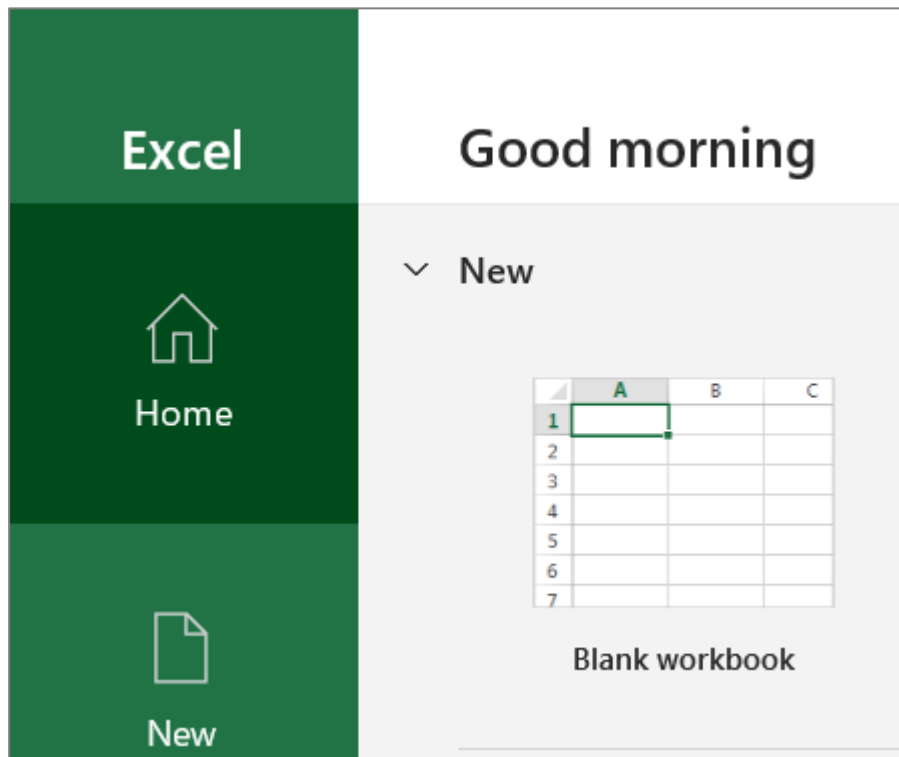
In this task, you will launch a new blank worksheet to get started.

1. Launch Excel.



Note: If you have not already signed in to your O365 account, you may be prompted to sign in – use your work email address and password to sign into your account.

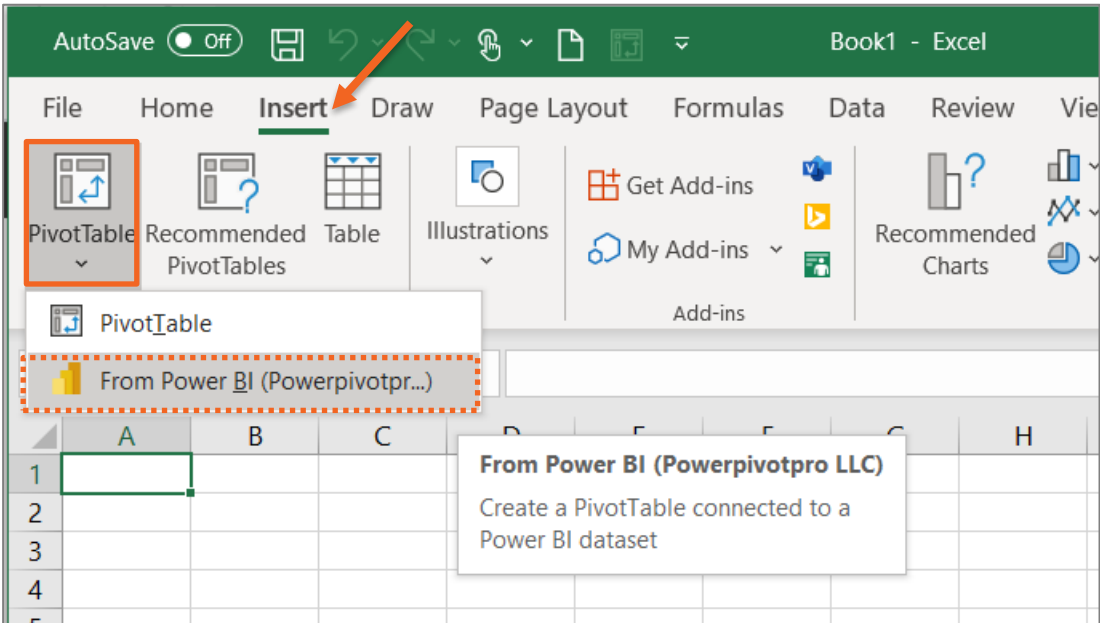
2. Create a new blank workbook.



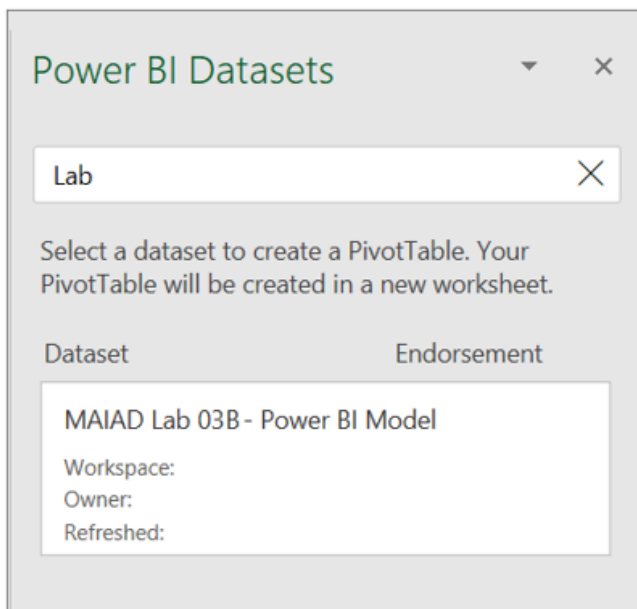
## Task 2: Use Insert new Pivot Table from Power BI

In this task, you will create a new Pivot Table workspace connected to a published data set in the Power BI service.

3. Select the Insert tab on the Main Excel main ribbon menu.
4. Choose PivotTable > From Power BI.

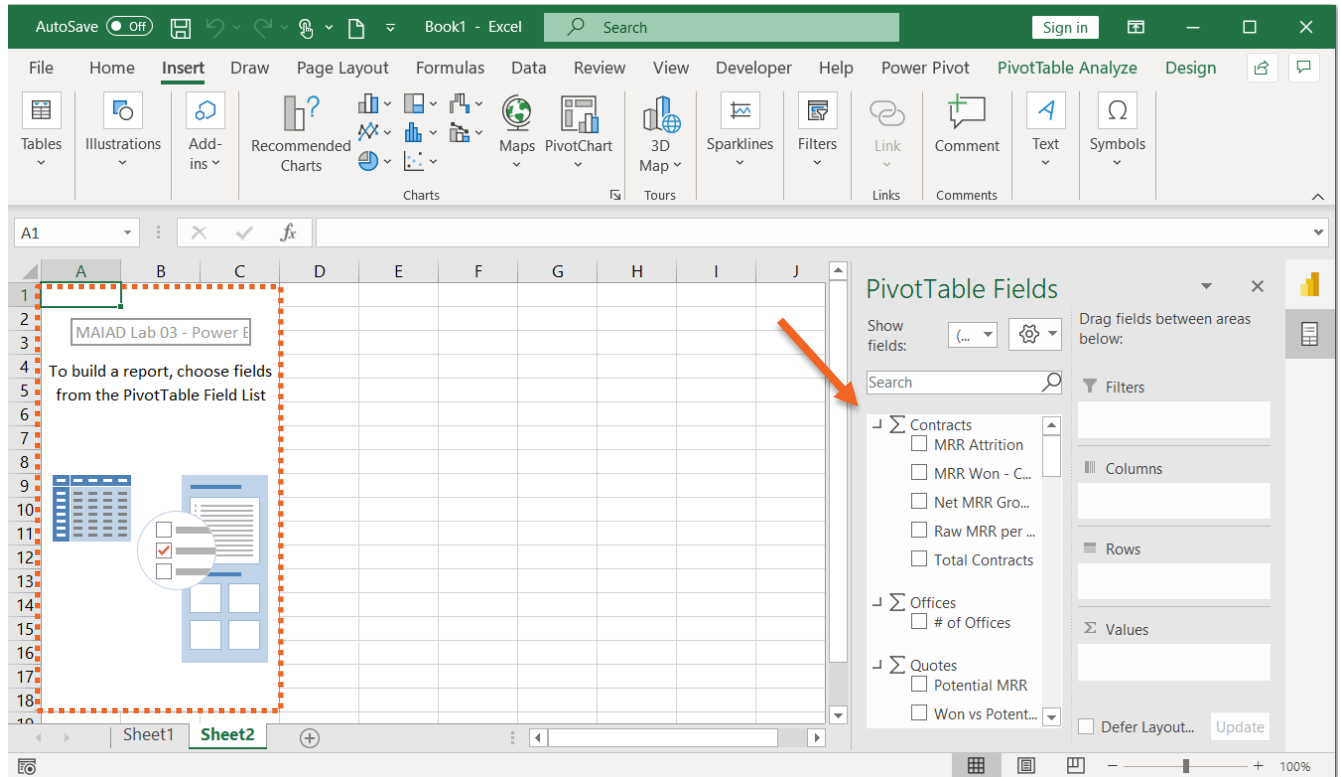


5. If you have many published Data Sets, you can use the Search option to type in "Lab", then select the "MAIAD Lab 03 - Power BI Model" data set from the available data set options.

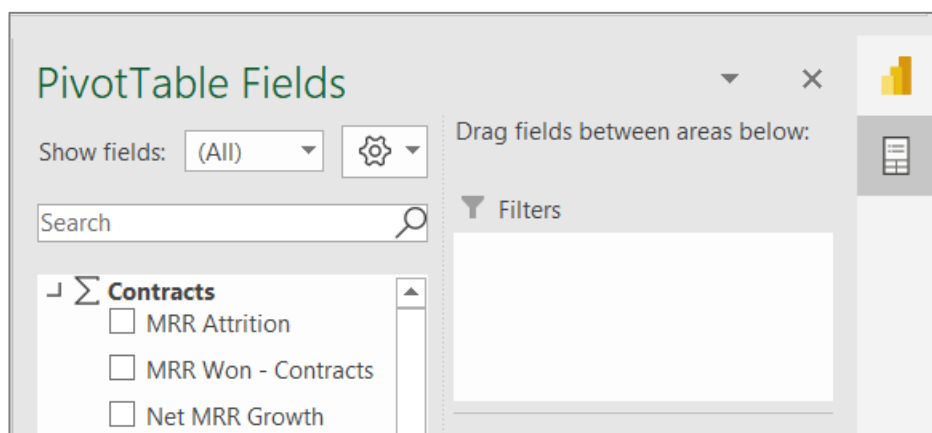


6. Notice you have a new Pivot Table workspace and the PivotTable Fields with Measure and Field tables.

Note: Measure tables are identified by the summation icon. This behaviour occurs when Excel connects to a Power BI data set. All Measures that can ONLY go into the Values of the PivotTable Fields will be located in the summation icon table name. And any of the columns or calculated columns that are used for Filters, Columns, or Rows are located in a table icon of the same name.



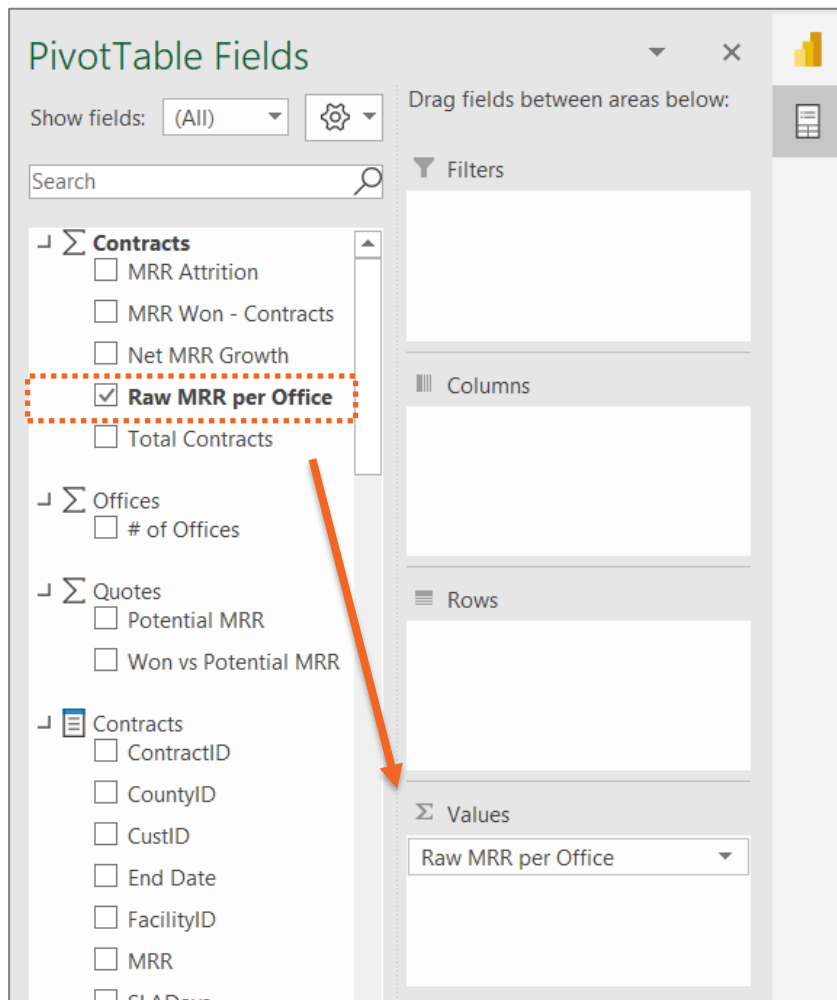
Note: On the right-hand side of the PivotTable Fields window, notice the icons that allow you to toggle the window between Power BI Datasets or PivotTable Fields.



### Task 3: Add Measures to the PivotTable Fields Values

In this task, you will populate the PivotTable with Measure fields from the Power BI Dataset connection.

7. From the Contracts measure table, drag the [Raw MRR per Office] measure to the Values section in the PivotTable Fields List.

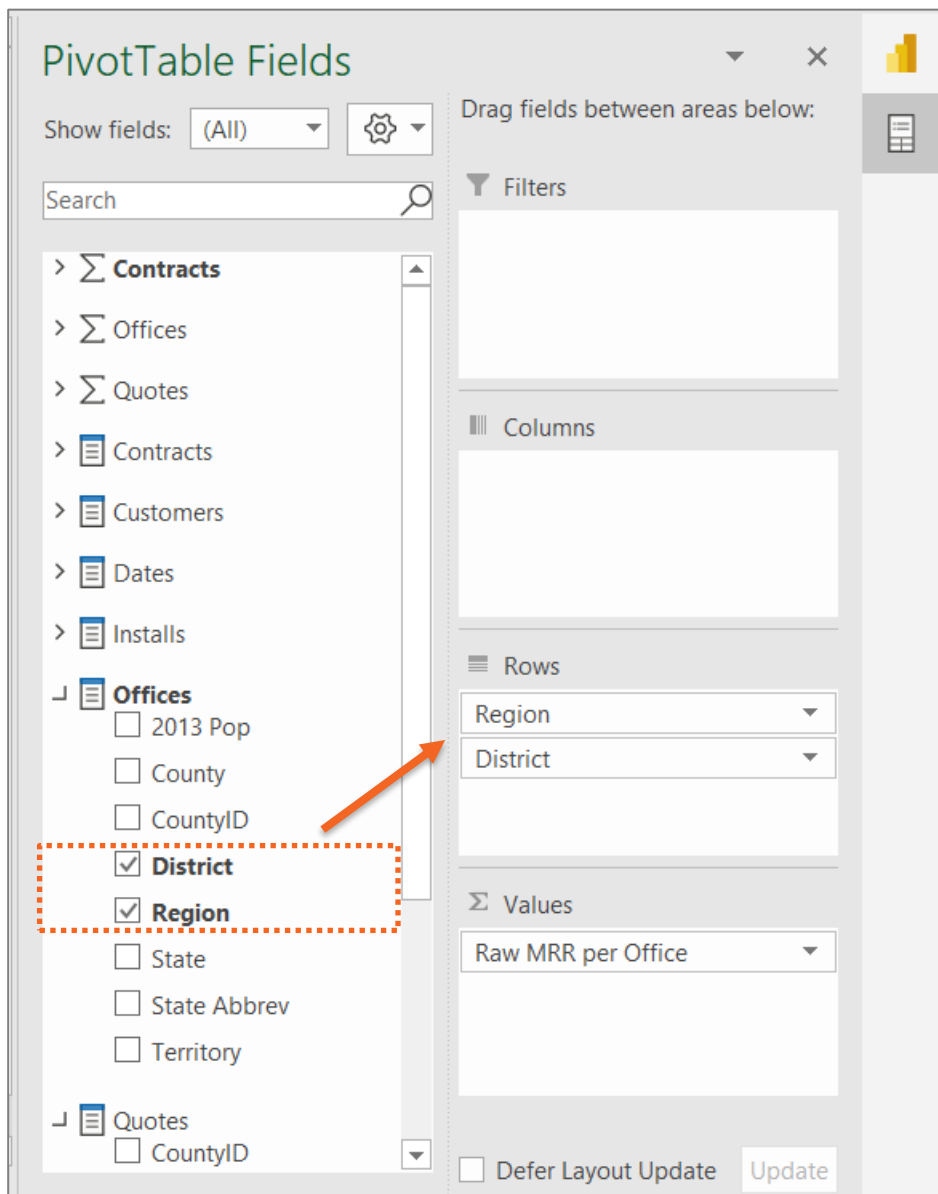


### Task 4: Add Fields to the PivotTable Fields Rows

In this task, you will populate the PivotTable with Lookup fields from the Power BI Dataset connection.

8. From the Offices field table, drag the [Region] and [District] fields to the Rows section in the PivotTable Fields List.

**Note:** Lookup field tables are identified by the table with fields icon.



9. From the Dates field table, drag the [Year] field to the Columns section in the PivotTable Fields List.

	A	B	C	D	E	F	G	H	I
1	Raw MRR per Office	Column Labels							
2	Row Labels	2012	2013	2014	2015	2016	2017	2018	Grand Total
3	Central								
4	Heartland	\$9,967.97	\$18,295.24	\$19,959.92	\$17,870.00	\$19,033.74	\$20,301.25	\$9,164.66	\$114,592.77
5	Mountain Central	\$4,087.13	\$7,702.42	\$6,509.71	\$6,564.03	\$8,058.35	\$8,273.59	\$2,985.39	\$44,180.62
6	Plains	\$4,155.94	\$7,174.05	\$6,050.47	\$7,227.45	\$7,153.92	\$7,299.93	\$3,337.47	\$42,399.22
7	Northeast								
8	Mid Atlantic	\$22,338.77	\$38,064.71	\$47,430.63	\$47,369.86	\$44,334.43	\$41,305.90	\$21,083.23	\$261,927.53
9	New England	\$22,820.05	\$51,189.81	\$45,986.15	\$49,359.29	\$43,581.16	\$47,736.26	\$22,093.00	\$282,765.71
10	Northwest								
11	Mountain NW	\$2,540.22	\$7,404.78	\$7,045.67	\$6,899.86	\$8,130.26	\$6,988.95	\$3,329.26	\$42,338.99
12	Pacific NW	\$14,057.06	\$21,440.23	\$27,224.85	\$22,799.84	\$25,913.78	\$24,543.71	\$10,334.29	\$146,313.76
13	Southeast								
14	Atlantic SE	\$6,903.99	\$13,260.22	\$14,372.54	\$12,785.59	\$13,670.47	\$13,831.86	\$6,834.25	\$81,658.93
15	Gulf	\$9,847.56	\$19,639.45	\$18,014.83	\$18,592.65	\$20,739.35	\$19,741.54	\$9,361.89	\$115,937.26
16	Southeast Core	\$4,280.61	\$8,450.81	\$8,873.50	\$8,681.61	\$9,302.08	\$8,297.30	\$4,605.74	\$52,491.65
17	Southwest								
18	Pacific SW	\$50,131.39	\$103,900.86	\$96,213.14	\$96,988.14	\$100,779.83	\$104,490.29	\$42,122.68	\$594,626.31
19	Southwest Core	\$10,195.07	\$19,505.00	\$18,407.76	\$19,893.17	\$18,203.61	\$20,973.30	\$8,598.69	\$115,776.60

PivotTable Fields

Show fields: (All) [Settings icon]

Search [Search icon]

- └ [Table icon] **Dates**
  - ☐ Date
  - ☐ DayNumberOfMonth
  - ☐ MonthLongName
  - ☐ MonthNumberOfYear
  - ☐ MonthShortName
  - ☐ QuarterNumberOfYear
  - ☐ WeekdayLongName
  - ☐ WeekdayNumber
  - ☐ WeekdayShortName
  - ☐ WeekNumberOfYear
  - ☒ **Year**

Drag fields between areas below:

Filters

Columns

Year [Dropdown]

Rows

Region [Dropdown]

District [Dropdown]

Values

Raw MRR per Office [Dropdown]

☐ Defer Layout Update [Update]

## Task 5: Add Slicers

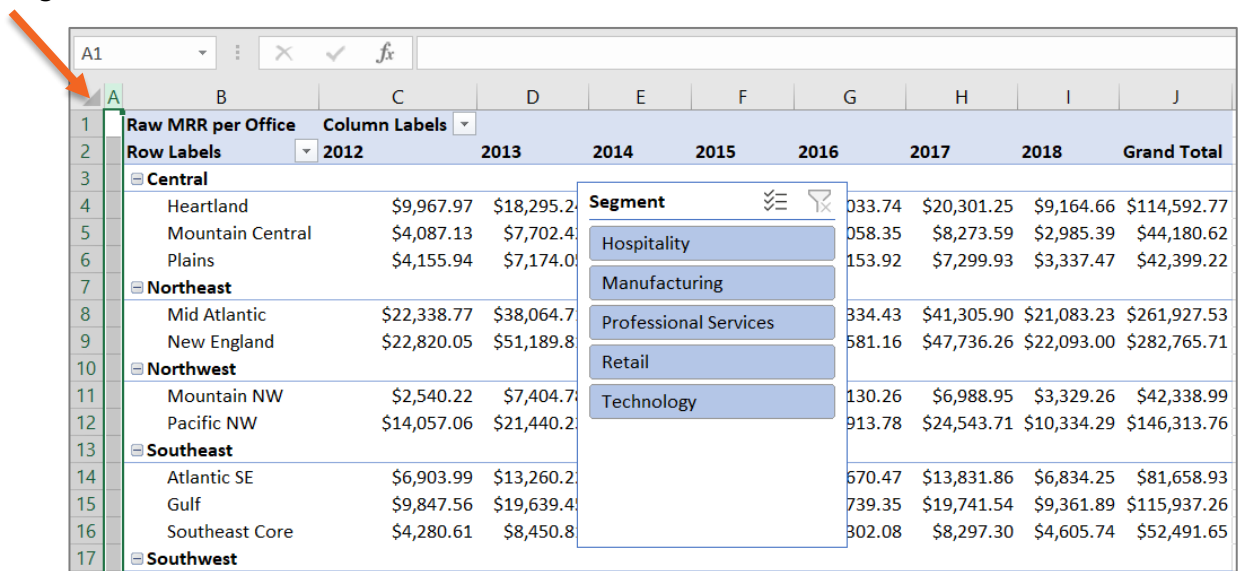
In this task, you will Add Slicers connected to the Pivot Table.

10. If the PivotTable Fields list does not display, click on the Pivot Table to make it *active* and then use a right click and choose Show Field List.
11. In the PivotTable Fields, locate the Customers Lookup fields table, right click on the [Company Size] field.
12. Select the Add as Slicer option.  
  
**Note: The Slicer will just appear in a random location the worksheet – we will reposition the Slicer in the next task.**
13. You can also add a Slicer from the Main ribbon menu. Click on the Pivot Table to make it active and then click on the PivotTable Analyze tab in the Main ribbon menu.
14. Click the Insert Slicer button.
15. From the Customers Lookup fields table, click the checkbox next to the [Segment] field.

## Task 6: Move & Format Slicers

In this task, you will insert blank Rows and Columns to make space for the Slicers to create a mindful report design for the end users.

16. Right-click on Column A and Insert 1 blank column to the left of the Pivot Table.
17. Right-click on Column A to resize the Column Width to 1.



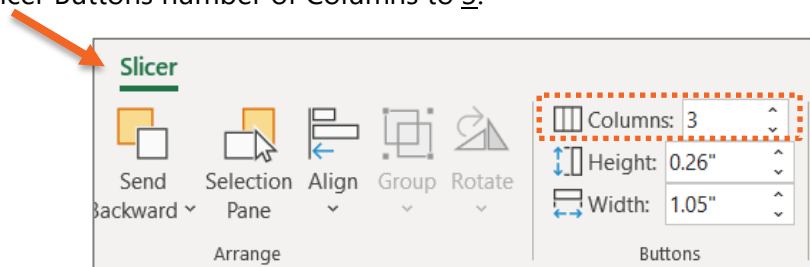
The screenshot shows an Excel worksheet with a PivotTable and a Slicer. The PivotTable is located in the range B2:J17. The Slicer is located in the range D6:G17. The Slicer is titled 'Segment' and has five categories: Hospitality, Manufacturing, Professional Services, Retail, and Technology. The PivotTable has 'Row Labels' in column B and 'Grand Total' in column J. The columns are labeled with years from 2012 to 2018. The rows are grouped by region: Central, Northeast, Northwest, Southeast, and Southwest. The data is as follows:

Row Labels	2012	2013	2014	2015	2016	2017	2018	Grand Total
<b>Central</b>								
Heartland	\$9,967.97	\$18,295.2						
Mountain Central	\$4,087.13	\$7,702.4						
Plains	\$4,155.94	\$7,174.0						
<b>Northeast</b>								
Mid Atlantic	\$22,338.77	\$38,064.7						
New England	\$22,820.05	\$51,189.8						
<b>Northwest</b>								
Mountain NW	\$2,540.22	\$7,404.7						
Pacific NW	\$14,057.06	\$21,440.2						
<b>Southeast</b>								
Atlantic SE	\$6,903.99	\$13,260.2						
Gulf	\$9,847.56	\$19,639.4						
Southeast Core	\$4,280.61	\$8,450.8						
<b>Southwest</b>								

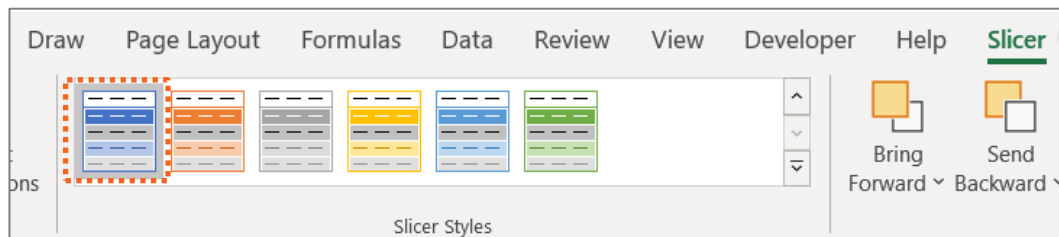
18. Right-click in Row 1 and Insert 1 blank row above the Pivot Table.
19. Use CTRL+Y to repeat the insert 5 times to create a total of 6 blank rows above the Pivot Table. This will provide space for our Slicers above the Pivot Table.



20. Drag the Company Size slicer above the Pivot Table.
21. With the Company Size slicer selected, choose the Slicer tab on the Main ribbon menu.
22. Change the Slicer Buttons number of Columns to 3.



23. Change the Slicer Style color to Dark Blue.



24. Drag the Segment slicer above the Pivot Table and to the right of the Company Size slicer.
25. With the Segment slicer selected, choose the Slicer tab in the Main ribbon menu.
26. Change the Slicer Buttons number of Columns to 5.
27. Change the Color to Dark Blue.

Row Labels	2012	2013	2014	2015	2016	2017	2018	Grand Total
<b>Central</b>								
Heartland	\$9,967.97	\$18,295.24	\$19,959.92	\$17,870.00	\$19,033.74	\$20,301.25	\$9,164.66	\$114,592.77
Mountain Central	\$4,087.13	\$7,702.42	\$6,509.71	\$6,564.03	\$8,058.35	\$8,273.59	\$2,985.39	\$44,180.62
Plains	\$4,155.94	\$7,174.05	\$6,050.47	\$7,227.45	\$7,153.92	\$7,299.93	\$3,337.47	\$42,399.22
<b>Northeast</b>								
Mid Atlantic	\$22,338.77	\$38,064.71	\$47,430.63	\$47,369.86	\$44,334.43	\$41,305.90	\$21,083.23	\$261,927.53
New England	\$22,820.05	\$51,189.81	\$45,986.15	\$49,359.29	\$43,581.16	\$47,736.26	\$22,093.00	\$282,765.71
<b>Northwest</b>								
Mountain NW	\$2,540.22	\$7,404.78	\$7,045.67	\$6,899.86	\$8,130.26	\$6,988.95	\$3,329.26	\$42,338.99
Pacific NW	\$14,057.06	\$21,440.23	\$27,224.85	\$22,799.84	\$25,913.78	\$24,543.71	\$10,334.29	\$146,313.76
<b>Southeast</b>								

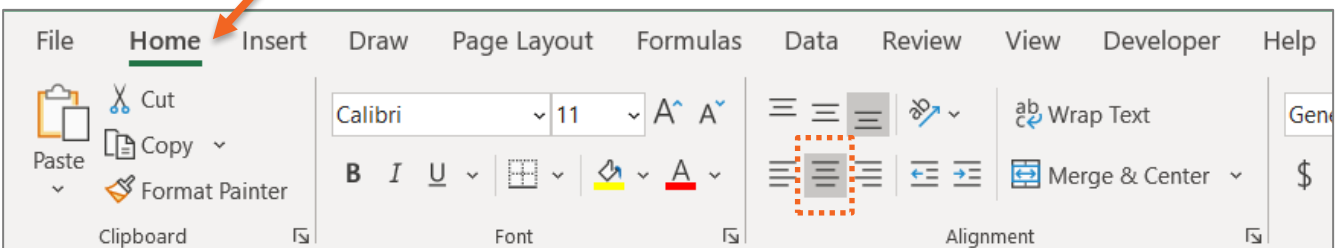
## Task 7: Add Report Title & Format Pivot Table

In this task, you will add a title for the Report and apply final formatting to the Pivot Table.

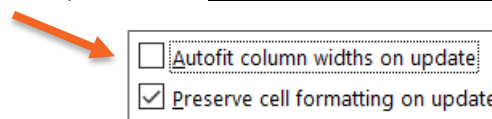
28. In cell B2, enter the Report title "**MAIAD – Lab 03B – Excel & Power BI service – better together**" and use CTRL + B to make the font bold.
29. In cell B8, enter the Pivot Table row title "**By Region & District**".
30. In cell C7, enter the Pivot Table column title "**By Year**".

	A	B	C	D	E	F	G	H	I	J	
1											
2		MAIAD – Lab 03B – Excel & Power BI service – better together									
3		Company Size			Segment						
4		<div>Large</div> <div>Medium</div> <div>Small</div>			<div>Hospitality</div> <div>Manufacturing</div> <div>Professional Ser...</div> <div>Retail</div> <div>Technology</div>						
5											
6											
7		Raw MRR per Office		By Year							
8		By Region & District		2012	2013	2014	2015	2016	2017	2018	Grand Total
9		Central		\$6,258.68	\$11,397.93	\$11,272.15	\$10,914.72	\$11,769.13	\$12,345.93	\$5,359.78	\$69,318.31
10		Heartland		\$9,967.97	\$18,295.24	\$19,959.92	\$17,870.00	\$19,033.74	\$20,301.25	\$9,164.66	\$114,592.77
11		Mountain Central		\$4,087.13	\$7,702.42	\$6,509.71	\$6,564.03	\$8,058.35	\$8,273.59	\$2,985.39	\$44,180.62
12		Plains		\$4,155.94	\$7,174.05	\$6,050.47	\$7,227.45	\$7,153.92	\$7,299.93	\$3,337.47	\$42,399.22
13		Northeast		\$22,593.22	\$45,003.80	\$46,666.95	\$48,421.65	\$43,936.18	\$44,705.55	\$21,617.08	\$272,944.43

31. Click in the Pivot Table to make it active.
32. Select Design from the Main ribbon menu > Subtotals button > Subtotals at Top of Group option. This will create Subtotals for each Region in the Pivot Table.
33. Highlight Columns C to J and with a right-click, change the Column Width to 12.
34. With the Columns C to J still highlighted, select the Center Alignment from the Home tab on the Main ribbon menu.



35. Expand the Segment Slicer so that each of the values are fully visible to the end user.
36. Right-click on the Pivot Table and select PivotTable Options...
37. From the Layout & Format tab, de-select the Autofit column widths on update checkbox.



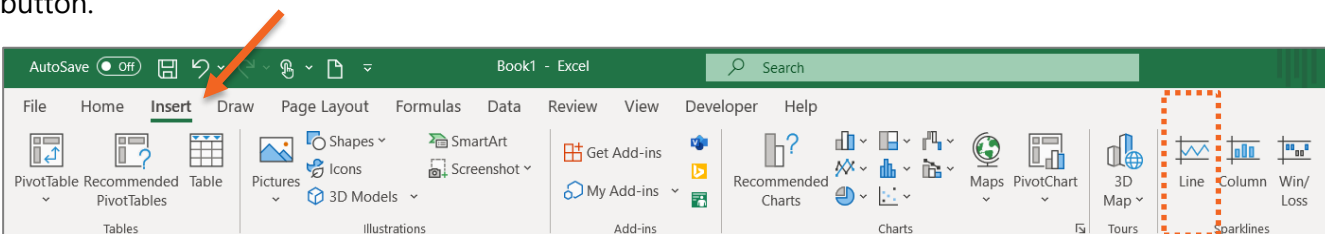
# Exercise 2: Add Sparklines

In this exercise, you will create Sparkline charts to display the Year trend next to the Pivot Table.

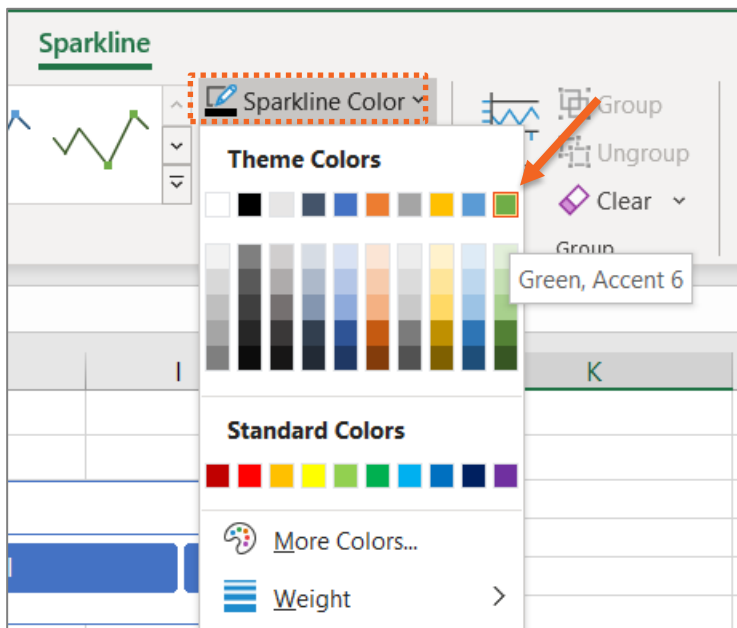
## Task 1: Create Sparkline chart

In this task, you will create a Sparkline chart – combining features in Excel with a Data Model published to the Power BI service.

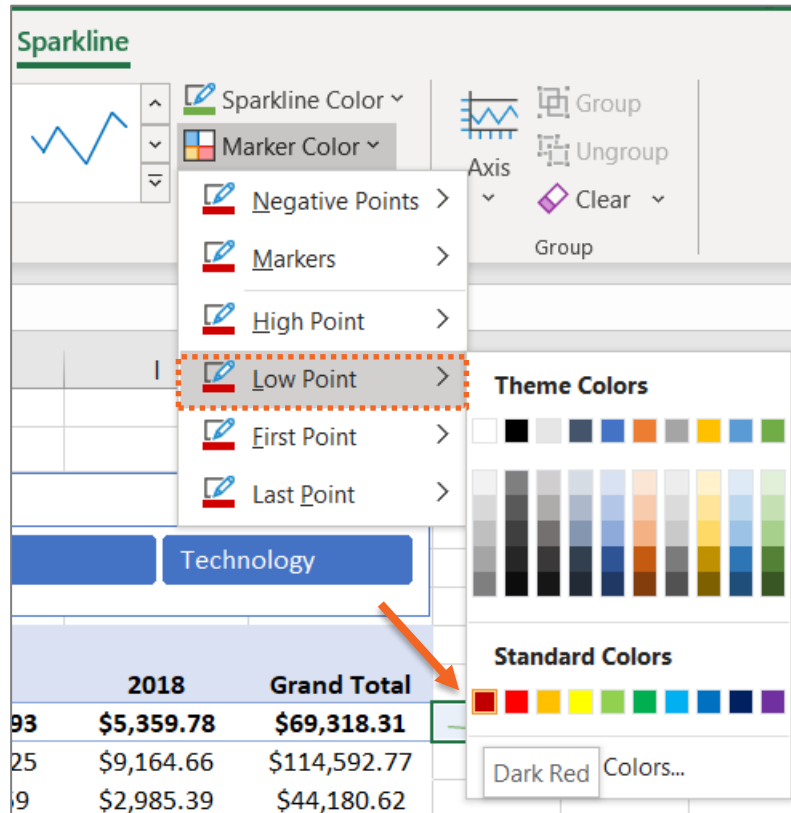
38. Position your cursor in cell K9 then choose Insert from the main ribbon menu and select the Line button.



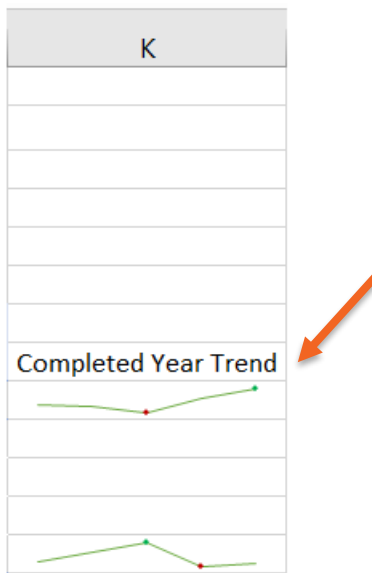
39. Enter the Data Range for the Central Region and the Years 2013 to 2017 (D9:H9). Then select the OK button.
40. From the Sparkline menu options, select the Sparkline Color drop down and change to Green, Accent 6.



41. From the Sparkline menu options, select the Marker Color drop down and add a Green, Accent 6 High Point. Then add a Dark Red Low Point.



42. In Column K, copy/paste the Sparkline for each of the Region rows.
43. In cell K8, enter the title "**Completed Year Trend**".



44. Hold the CTRL key and highlight each of the Region rows (9, 13, 16, 19, and 23) and then with a right-click, select the Row Height... and change to 20.

Company Size

Segment

Large

Medium

Small

Hospitality

Manufacturing

Professional Ser...

Retail

Technology

Raw MRR per Office

By Year

By Region & District

2012

2013

2014

2015

2016

2017

2018

Grand Total

Completed Year Trend

Central

\$6,258.68

\$11,397.93

\$11,272.15

\$10,914.72

\$11,769.13

\$12,345.93

\$5,359.78

\$69,318.31

Heartland

\$9,967.97

\$18,295.24

\$19,959.92

\$17,870.00

\$19,033.74

\$20,301.25

\$9,164.66

\$114,592.77

Mountain Central Plains

\$4,087.13

\$7,702.42

\$6,509.71

\$6,564.03

\$8,058.35

\$8,273.59

\$2,985.39

\$44,180.62

\$4,155.94

\$7,174.05

\$6,050.47

\$7,227.45

\$7,153.92

\$7,299.93

\$3,337.47

\$42,399.22

Northeast

\$22,593.22

\$45,003.80

\$46,666.95

\$48,421.65

\$43,936.18

\$44,705.55

\$21,617.08

\$272,944.43

Mid Atlantic

\$22,338.77

\$38,064.71

\$47,430.63

\$47,369.86

\$44,334.43

\$41,305.90

\$21,083.23

\$261,927.53

New England

\$22,820.05

\$51,189.81

\$45,986.15

\$49,359.29

\$43,581.16

\$47,736.26

\$22,093.00

\$282,765.71

Northwest

\$7,054.82

\$12,906.68

\$14,955.91

\$13,132.65

\$15,101.40

\$13,870.42

\$6,075.23

\$83,097.10

Mountain NW

\$2,540.22

\$7,404.78

\$7,045.67

\$6,899.86

\$8,130.26

\$6,988.95

\$3,329.26

\$42,338.99

Pacific NW

\$14,057.06

\$21,440.23

\$27,224.85

\$22,799.84

\$25,913.78

\$24,543.71

\$10,334.29

\$146,313.76

Row Height

?

×

Row height: 20

OK

Cancel

\$13,379.63

\$13,547.21

\$12,983.24

\$14,114.68

\$13,592.24

\$6,776.77

\$81,221.70

\$13,260.22

\$14,372.54

\$12,785.59

\$13,670.47

\$13,831.86

\$6,834.25

\$81,658.93

\$19,639.45

\$18,014.83

\$18,592.65

\$20,739.35

\$19,741.54

\$9,361.89

\$115,937.26

\$8,450.81

\$8,873.50

\$8,681.61

\$9,302.08

\$8,297.30

\$4,605.74

\$52,491.65

\$37,179.53

\$34,702.08

\$36,038.71

\$35,497.06

\$38,463.77

\$15,619.42

\$216,059.26

Pacific SW

\$50,131.39

\$103,900.86

\$96,213.14

\$96,988.14

\$100,779.83

\$104,490.29

\$42,122.68

\$594,626.31

Southwest Core

\$10,195.07

\$19,505.00

\$18,407.76

\$19,893.17

\$18,203.61

\$20,973.30

\$8,598.69

\$115,776.60

Grand Total

\$9,285.27

\$17,947.25

\$17,947.08

\$17,773.53

\$18,225.02

\$18,591.13

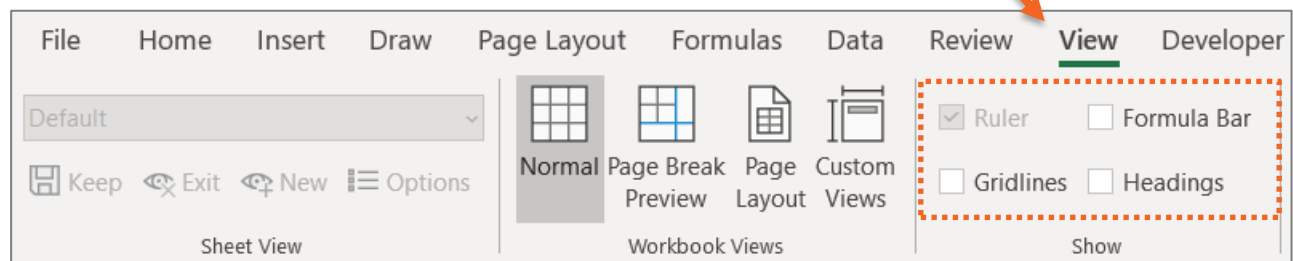
\$8,412.76

\$108,182.05

## Task 2: Final Formatting

In this task, you will create a final polished report by removing the Excel Headings and Gridlines.

45. From the main ribbon menu, select the View tab.
46. De-select the Formula Bar, Headings, and Gridlines check boxes.



47. Select the Pivot Table and use a right-click to display the PivotTable Options and de-select the Autofit column widths on update check box. This will keep the Pivot Table column widths when slicers are selected.

The screenshot shows the 'PivotTable Options' dialog box with the 'Layout & Format' tab selected. The 'PivotTable Name' is 'MAIAD Lab 03B - Power BI Model'. Under the 'Layout' section, 'Merge and center cells with labels' is unchecked, and 'When in compact form indent row labels' is set to 1 character(s). Under the 'Format' section, 'For error values show' is unchecked, 'For empty cells show' is checked, and 'Autofit column widths on update' is unchecked (highlighted with a red dashed box). 'Preserve cell formatting on update' is checked. The 'OK' button is highlighted with a blue border.

### Task 3: Save the Excel file

In this task, you will save the Excel file.

48. From the main ribbon menu, select File > Save.
49. Navigate to the file <**CourseFolder**>\**Attendee**\**Lab Materials**\**Lab 03B**\ folder.
50. Save the file as "**MAIAD Lab 03B – Solution.xlsx**".

# Summary

In this lab, you started in the Excel application and connected to a published data set in the Power BI service to create a Pivot Table with Slicers and Sparkline charts – demonstrating how Excel + Power BI is used better together!

MAIAD – Lab 03B – Excel & Power BI service – better together									
Company Size			Segment						
<div> <div>Large</div> <div>Medium</div> <div>Small</div> </div>			<div> <div>Hospitality</div> <div>Manufacturing</div> <div>Professional Ser...</div> <div>Retail</div> <div>Technology</div> </div>						
Raw MRR per Office	By Year								
By Region & District	2012	2013	2014	2015	2016	2017	2018	Grand Total	Completed Year Trend
<b>Central</b>	<b>\$6,258.68</b>	<b>\$11,397.93</b>	<b>\$11,272.15</b>	<b>\$10,914.72</b>	<b>\$11,769.13</b>	<b>\$12,345.93</b>	<b>\$5,359.78</b>	<b>\$69,318.31</b>	
Heartland	\$9,967.97	\$18,295.24	\$19,959.92	\$17,870.00	\$19,033.74	\$20,301.25	\$9,164.66	\$114,592.77	
Mountain Central Plains	\$4,087.13	\$7,702.42	\$6,509.71	\$6,564.03	\$8,058.35	\$8,273.59	\$2,985.39	\$44,180.62	
	\$4,155.94	\$7,174.05	\$6,050.47	\$7,227.45	\$7,153.92	\$7,299.93	\$3,337.47	\$42,399.22	
<b>Northeast</b>	<b>\$22,593.22</b>	<b>\$45,003.80</b>	<b>\$46,666.95</b>	<b>\$48,421.65</b>	<b>\$43,936.18</b>	<b>\$44,705.55</b>	<b>\$21,617.08</b>	<b>\$272,944.43</b>	
Mid Atlantic	\$22,338.77	\$38,064.71	\$47,430.63	\$47,369.86	\$44,334.43	\$41,305.90	\$21,083.23	\$261,927.53	
New England	\$22,820.05	\$51,189.81	\$45,986.15	\$49,359.29	\$43,581.16	\$47,736.26	\$22,093.00	\$282,765.71	
<b>Northwest</b>	<b>\$7,054.82</b>	<b>\$12,906.68</b>	<b>\$14,955.91</b>	<b>\$13,132.65</b>	<b>\$15,101.40</b>	<b>\$13,870.42</b>	<b>\$6,075.23</b>	<b>\$83,097.10</b>	
Mountain NW	\$2,540.22	\$7,404.78	\$7,045.67	\$6,899.86	\$8,130.26	\$6,988.95	\$3,329.26	\$42,338.99	
Pacific NW	\$14,057.06	\$21,440.23	\$27,224.85	\$22,799.84	\$25,913.78	\$24,543.71	\$10,334.29	\$146,313.76	
<b>Southeast</b>	<b>\$6,827.92</b>	<b>\$13,379.63</b>	<b>\$13,547.21</b>	<b>\$12,983.24</b>	<b>\$14,114.68</b>	<b>\$13,592.24</b>	<b>\$6,776.77</b>	<b>\$81,221.70</b>	
Atlantic SE	\$6,903.99	\$13,260.22	\$14,372.54	\$12,785.59	\$13,670.47	\$13,831.86	\$6,834.25	\$81,658.93	
Gulf	\$9,847.56	\$19,639.45	\$18,014.83	\$18,592.65	\$20,739.35	\$19,741.54	\$9,361.89	\$115,937.26	
Southeast Core	\$4,280.61	\$8,450.81	\$8,873.50	\$8,681.61	\$9,302.08	\$8,297.30	\$4,605.74	\$52,491.65	
<b>Southwest</b>	<b>\$18,558.70</b>	<b>\$37,179.53</b>	<b>\$34,702.08</b>	<b>\$36,038.71</b>	<b>\$35,497.06</b>	<b>\$38,463.77</b>	<b>\$15,619.42</b>	<b>\$216,059.26</b>	
Pacific SW	\$50,131.39	\$103,900.86	\$96,213.14	\$96,988.14	\$100,779.83	\$104,490.29	\$42,122.68	\$594,626.31	
Southwest Core	\$10,195.07	\$19,505.00	\$18,407.76	\$19,893.17	\$18,203.61	\$20,973.30	\$8,598.69	\$115,776.60	
<b>Grand Total</b>	<b>\$9,285.27</b>	<b>\$17,947.25</b>	<b>\$17,947.08</b>	<b>\$17,773.53</b>	<b>\$18,225.02</b>	<b>\$18,591.13</b>	<b>\$8,412.76</b>	<b>\$108,182.05</b>	

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