

Power BI

Paginated Reports

in a Day

Lab 01A – December 2022 release

Get Started

Overview

The estimated time to complete this lab is 15 minutes.

In this lab, you will sign into the Power BI service, create a workspace, upload a Power BI Desktop file, and install and sign into Power BI Report Builder.

Exercise 1: Get started

In this exercise, you will download, install and setup Power BI Report Builder.

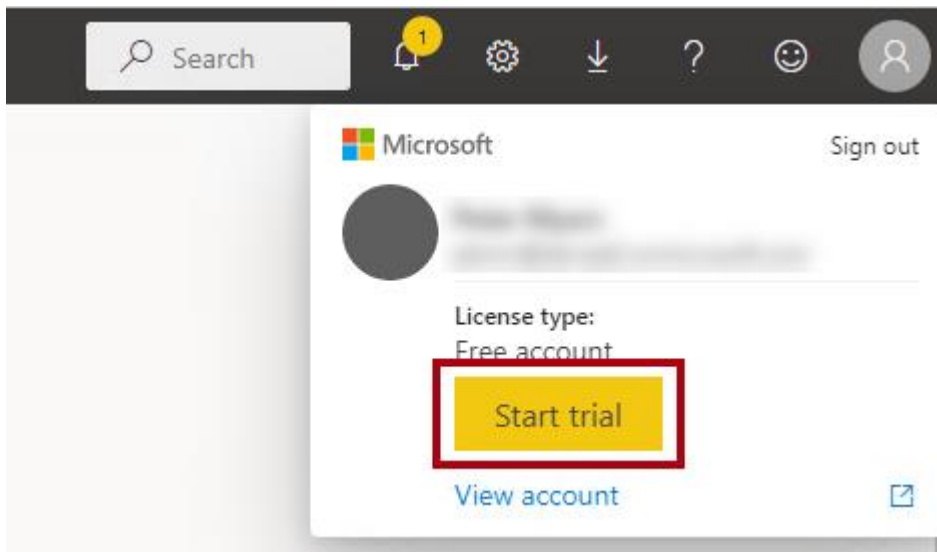
Task 1: Sign into Power BI

In this task, you will sign into Power BI service. Users who do not have a Pro license can sign up for a trial.

1. In a web browser, use the credentials provided to you to sign into the Power BI service at:
<https://powerbi.com>

Important: You can use your own Power BI account. Some lab tasks involve publishing your report to a Power BI service workspace. So, you will need some sort of paid or trial license to create a workspace to deploy your paginated reports to.

2. If users do not have at least a Pro license, at the top-right, click the user icon, and then select **Start Trial**.



3. When prompted to upgrade the license for free, click **Start Trial**.

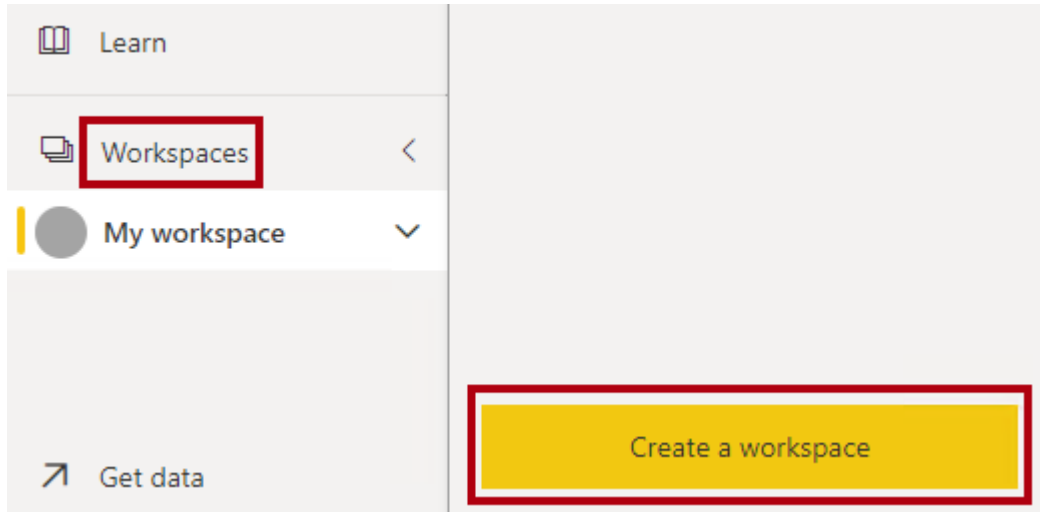


4. When the license is upgraded, click **Got It**.

Task 2: Create a workspace

In this task, you will create a workspace.

5. To create a workspace, in the **Navigation** pane (located at the left), click **Workspaces**, and then click **Create a Workspace** (located at the bottom of the fly-out pane).

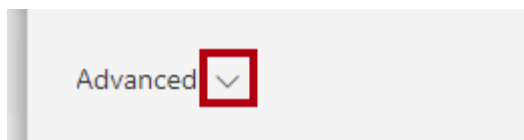


Users using their own Power BI accounts may be restricted by their organization and will not be able to create a workspace, despite having a valid license.

6. In the **Create a Workspace** pane, in the **Workspace Name** box, enter a name for your workspace.

The workspace name can be any valid name. Note, however, that the workspace name must be unique within the Power BI tenant.

7. Expand the **Advanced** section.



8. In the **License Mode** section, users can select whichever mode they prefer. Paginated Reports are now supported in all types of workspaces. For this lab we will create a Pro workspace.

License mode ⓘ

☒ Pro

☐ Premium per user

☐ Premium per capacity

☐ Embedded ⓘ

Paginated Reports has been changed to now be available for all workspace license modes.

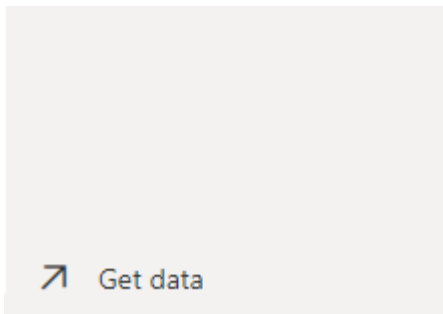
9. Click **Save**.



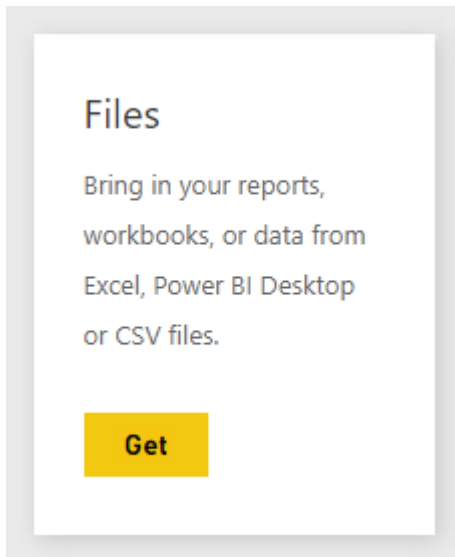
Task 3: Upload a Power BI Desktop file

In this task, you will upload a Power BI Desktop file to the workspace.

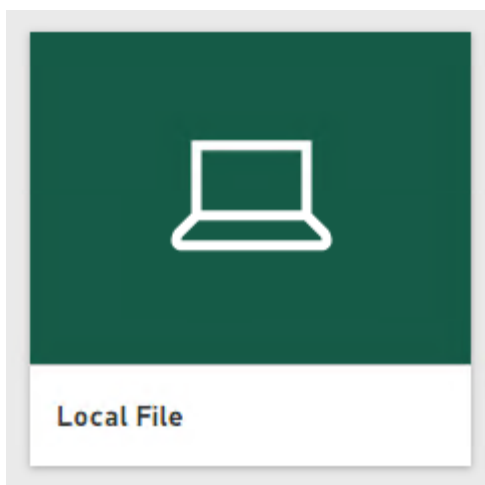
10. To upload a Power BI Desktop file, at the bottom of the **Navigation** pane, click **Get Data**.



11. Click the **Files** tile.



12. Click the **Local File** tile.



13. In the **Open** window, select the **<CourseFolder>\PowerBIPRIAD\Lab01A\Assets\Sales Analysis.pbix** file.

*This file will be used as a data source in **Lab 05A**. In **Lab 07A**, you will modify the report to embed a paginated report.*

Task 4: Install Power BI Report Builder

In this task, you will install and setup Power BI Report Builder.

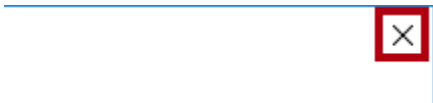
14. In the web browser, navigate to: <https://aka.ms/pbireportbuilder>

15. Follow the instructions to download and install the software.

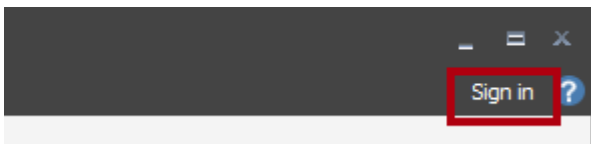
Important: You can download the software in many different (spoken) languages. However, note that the labs instructions and screenshots use the English version.

16. Open Power BI Report Builder.

17. To close the **Getting Started** window, at the top-right, click **X**.



18. At the top-right of the Power BI Report Builder window, click **Sign In**.



19. Complete the sign in process using the same account you used to sign into the Power BI service.

20. Close Power BI Report Builder.

Summary

In this lab, you signed into the Power BI service, created a workspace, uploaded a Power BI Desktop file, and installed and signed into Power BI Report Builder.

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