**Microsoft**
**Power Platform**

# 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**.
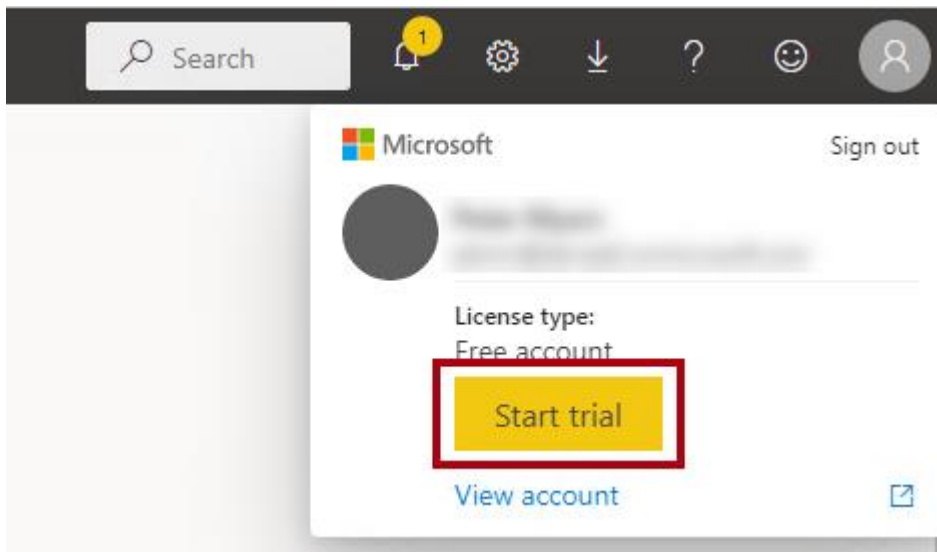


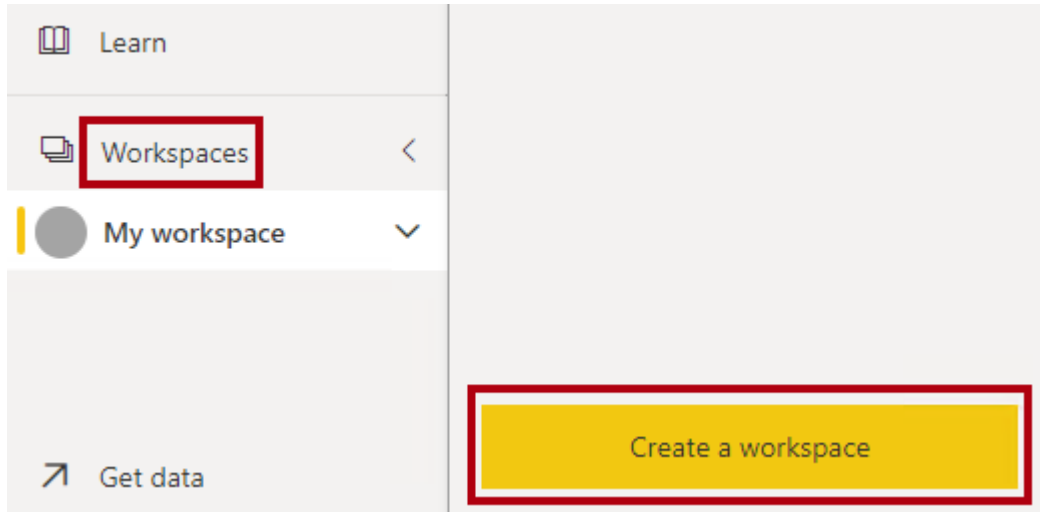3. When prompted to upgrade the license for free, click **Start Trial**.



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.
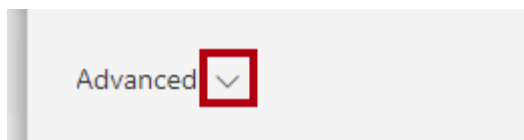


8.  In the **License Mode** section, users can select whichever mode they prefer. Paginated Reports are now supported in all types of workspaces. For this lab we will create a Pro workspace.

*Paginated Reports has been changed to now be available for all workspace license modes.*
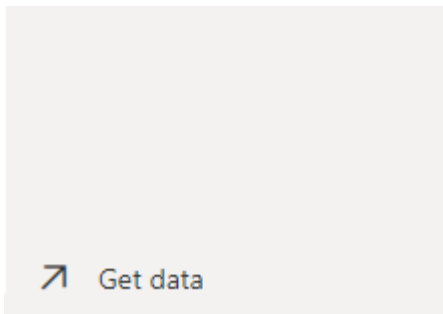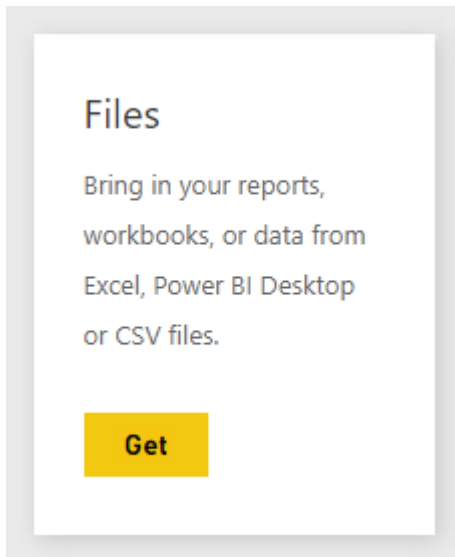
9. Click **Save**.



# Task 3: Upload a Power BI Desktop file

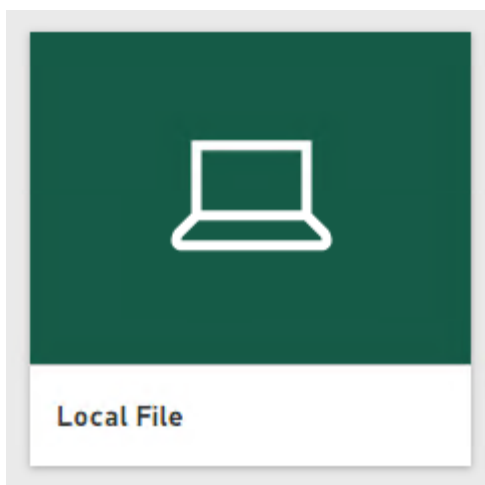In this task, you will upload a Power BI Desktop file to the workspace.

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**.
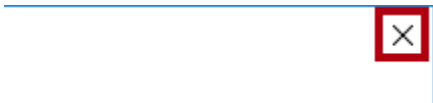


18.  At the top-right of the Power BI Report Builder window, click **Sign In**.
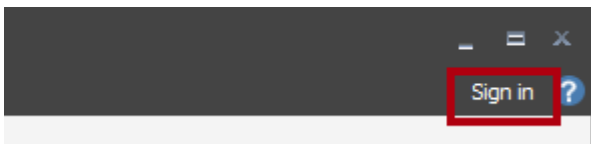


19.  Complete the sign in process using the same account you used to sign into the Power BI service.

20.  Close Power BI Report Builder.

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# 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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