SCENARIO

VanArsdel is a company that manufactures and sells sporting goods. The company has offices in the United States (US) and several other countries. Its sales comprise of US sales and International sales. VanArsdel’s sales come from its owned manufactured products, as well as other manufacturers’ products.

You have created reports with VanArsdel's US and International sales data using Power BI Desktop. Now it's the time to use Power BI service to display this report, create a dashboard, share it, and set a scheduled refresh for the dataset.

LAB OVERVIEW

In this lab, you will upload a Power BI Desktop report to Power BI service. You will then pin several visualizations and create a dashboard. You will also use the natural language queries feature to create and pin new visualizations. To top it off, you will share this newly created dashboard and set a scheduled refresh so that the dashboard is always up-to-date.

Before starting this lab, you should review **Power BI Service** module in this course. Then, if you have not already done so, follow the instructions in the **Set up the Lab Environment** section of this course to set up the lab environment.

WHAT YOU’LL NEED

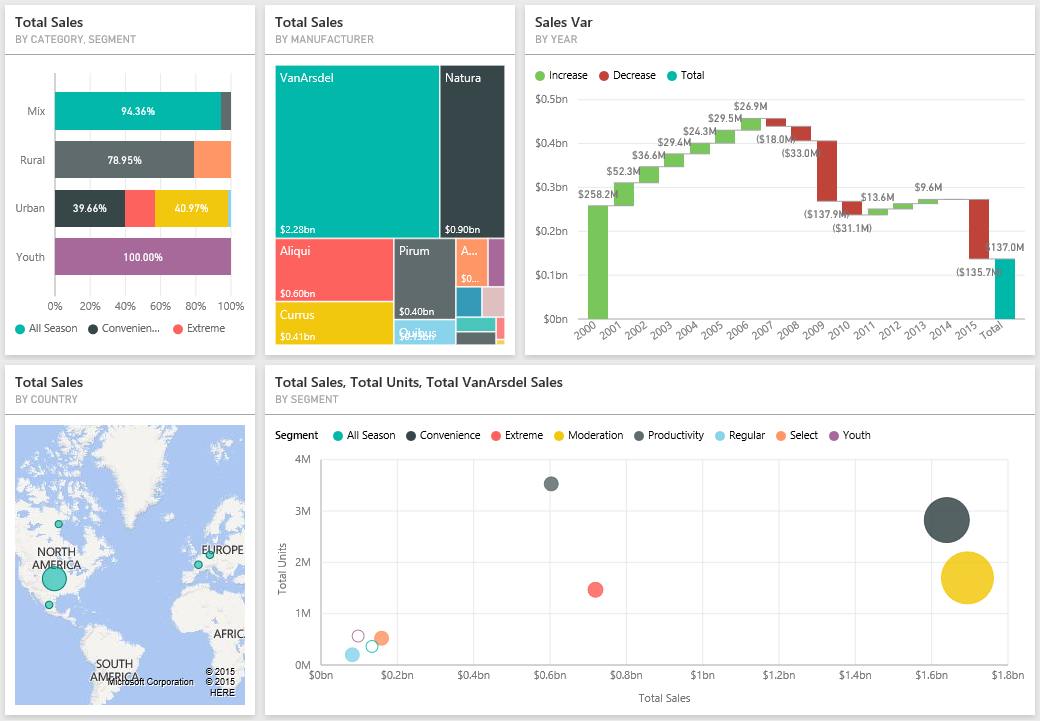
* A computer with the latest version of Power BI Desktop installed on it.
* The following Power BI Desktop file:
  + The “[Lab 4 - Starting.pbix](https://github.com/MicrosoftLearning/Analyzing-Visualizing-Data-PowerBI/raw/master/Lab4/Lab%204%20-%20Starting.zip)” file
* Power BI service account (You need to have a work / business email to sign up for Power BI service)

**Exercise 1**

First, you will upload a Power BI Desktop file to Power BI Service.

1. Start with the "[Lab 4 - Starting.pbix](https://github.com/MicrosoftLearning/Analyzing-Visualizing-Data-PowerBI/raw/master/Lab4/Lab%204%20-%20Starting.zip)" file.
2. Use the **Publish** button to publish the report. Sign in using the account you used to sign up for Power BI service.
3. Once the report is published, go to **http://www.powerbi.com** and sign in using your account.
4. If this is your first time publishing a report to Power BI service, you will notice that you now have a dataset named **Lab 4 - Starting** and a report named **Lab 4 - Starting**. You can rename both of these, but let's just leave them be for now.
5. Go to the **Lab 4 - Starting Report** and explore your published report. It looks similar to the one in Power BI Desktop file. Now you can start creating a dashboard by pinning some visualizations.
6. Go to the **Sales Report** tab and pin the chart showing **Total Sales by Category and Segment** (100% Stacked Bar Chart). Select to create a **New dashboard** and name it **VanArsdel Sales**.
7. Pin the treemap chart, the scatter chart, and the map visualization to the **VanArsdel Sales** dashboard.
8. Go to the **Yearly Trend** tab and pin the waterfall chart that shows the **Sales Var by Year**.
9. Go to the **VanArsdel Sales** dashboard and review what you have created.
10. Resize and arrange the tiles as necessary.

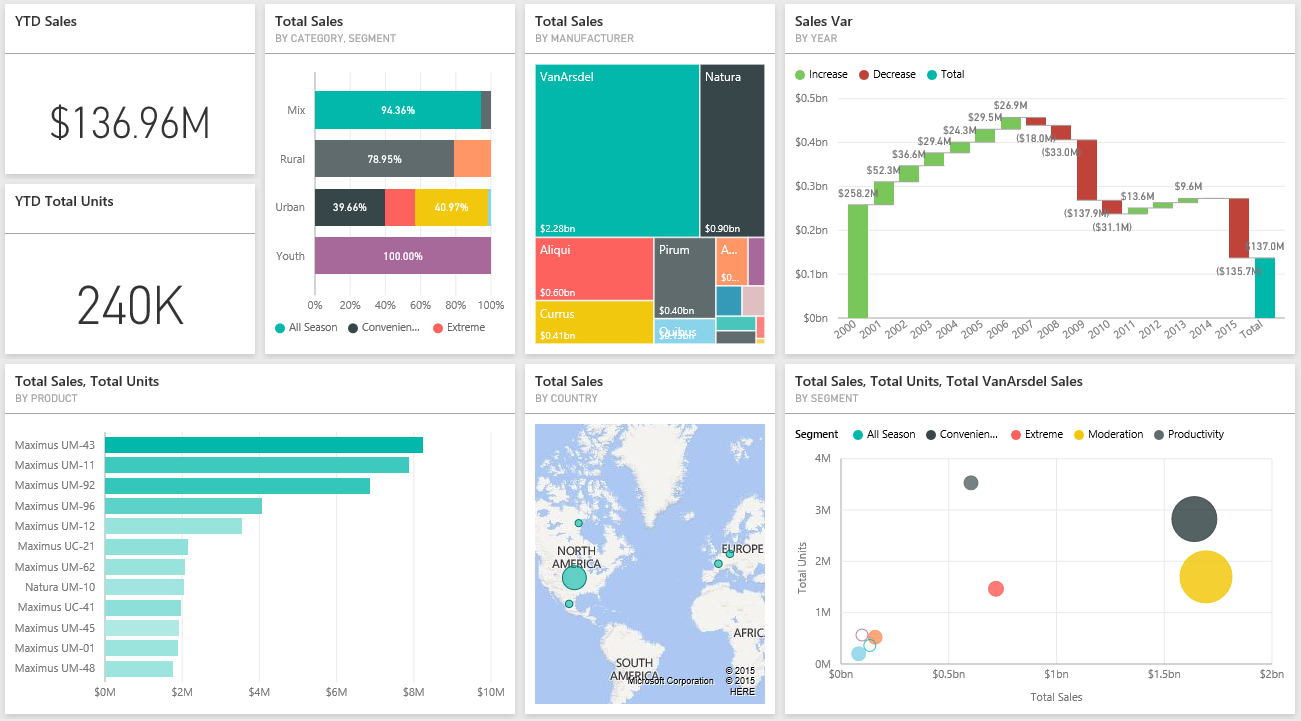
You should have something similar to the below:



Let's try the natural language query feature and create a few visualizations for your dashboard.

* 1. Type the question "What is year to date sales" in the text box for Q&A.
  2. Pin the answer to **VanArsdel Sales** dashboard.
  3. Type the question "What is year to date total units"
  4. Pin the answer to **VanArsdel Sales**dashboard.
  5. Type the question "What product has the highest total sales in 2015"
  6. Expand the Fields and Visualizations pane on the right of the screen.
  7. Drag the **Total Units** field from the **Sales** table to the **Color saturation**. Notice that the bar char color saturation changes according to the **Total Units** for that product.
  8. Pin the answer to **VanArsdel Sales**dashboard.
  9. Resize and arrange the tiles as necessary.

You should have something similar to the below:



**Exercise 2:**

Let's start sharing your newly created dashboard. For simplicity, let's share the dashboard to your own email address.

1. In the **VanArsdel Sales** dashboard, use the **Share** button to share your dashboard.
2. Enter your email address used for Power BI service and click **Share**.
3. Check your inbox to see an invite to view this dashboard.

Once you've uploaded your Power BI Desktop file to Power BI service, you can still make changes to it, and re-upload the file so that your changes is reflected in Power BI service.

1. Open the "Lab 4 - Starting.pbix" file.
2. Modify the **Total Sales by Category and Segment** chart (the one displayed using "100% stacked bar chart" visualization) on the **Sales Report** tab to use **Stacked Bar chart** visualization instead.
3. Re-publish the file to Power BI service and replace the existing dataset with this one.
4. Go to Power BI service and review the **Lab 4 - Starting Report** and examine whether the change you made is reflected.