Microsoft
Power Platform

Power BI
Paginated Reports
in a Day

Lab 01A – January 2021 release

Get Started

Overview

The estimated time to complete this lab is 15 minutes.

In this lab, you will sign in to the Power BI service, upgrade to the Power BI Premium per User trial license, create a workspace, upload a Power BI Desktop file, and install and sign in to Power BI Report Builder.

Exercise 1: Get started

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

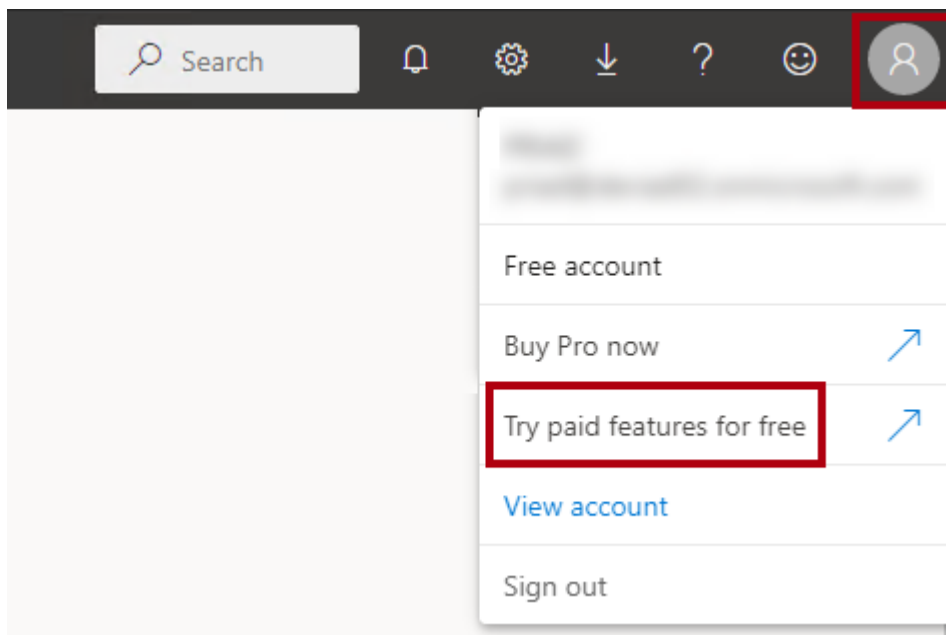## Task 1: Sign in to Power BI

In this task, you will sign in to Power BI and accept the Power BI [Premium per User](#) trial license.

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

   Important: You can use your own account providing you can create a workspace on Premium capacity (possibly using the Premium per User license).

   Some lab tasks involve publishing your report to a Power BI service workspace. You can only open a paginated report in the Power BI service when it is saved to a workspace on dedicated capacity and that has the paginated reports workload enabled—or, you have the Power BI Premium per User license (trial or paid).

2. In the Power BI service, at the top-right, click the user icon, and then select **Try Paid Features for Free**.

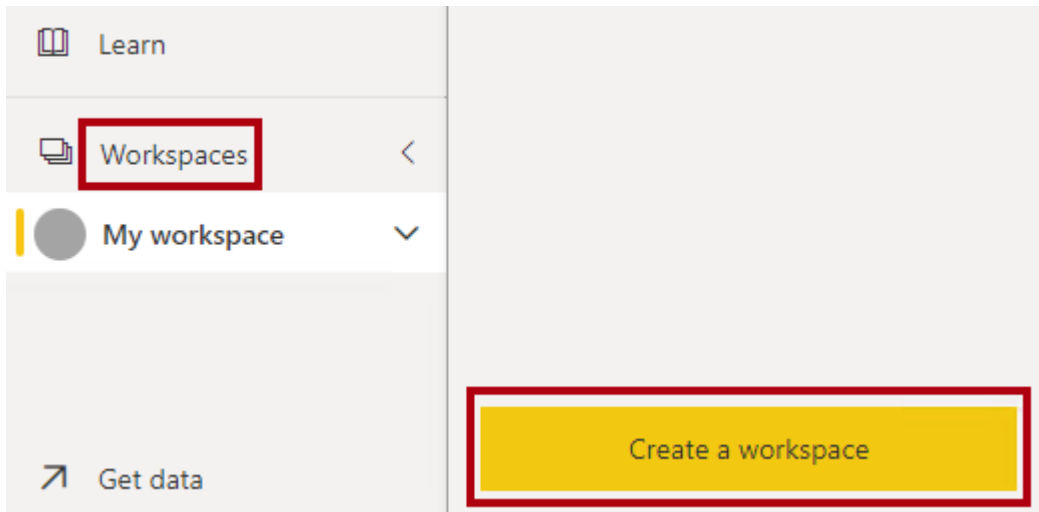3. When prompted to upgrade to the Premium Per User license for free, click **Start Trial**.

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

Task 2: Create a workspace

In this task, you will create a workspace on the PPU capacity.

1. 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).

2. 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.
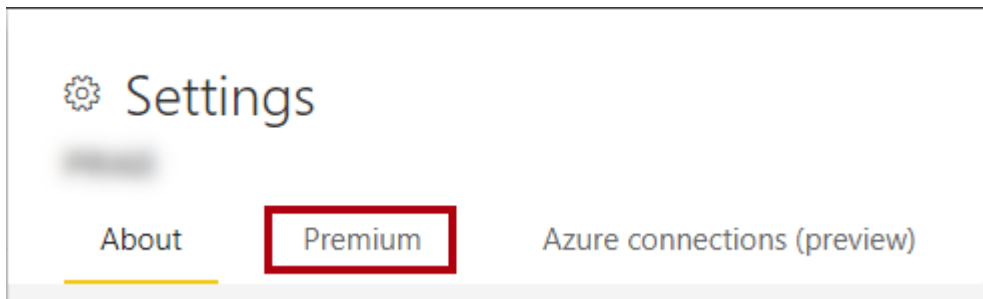
3. Click **Save**.

    To support paginated reports, the workspace must reside on a Premium capacity. You will now alter the settings of the workspace to use the PPU trial capacity.
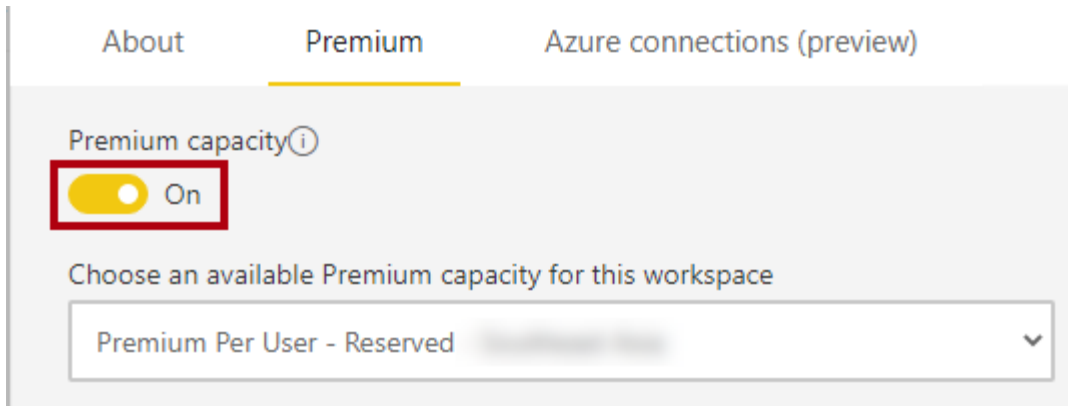
4. At the top-right, along the menu bar, click **Settings**.

5. In the **Settings** pane, select the **Premium** tab.

6. Enable the **Premium Capacity** setting, and notice that the capacity is set to Premium per User.
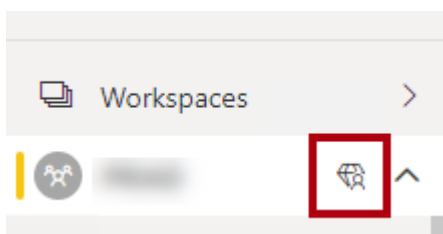

7. Click **Save**.

8. When alerted about changing workspace access, click **Continue**.

9. In the **Navigation** pane, notice the PPU icon (diamond with a user) next to the workspace name.
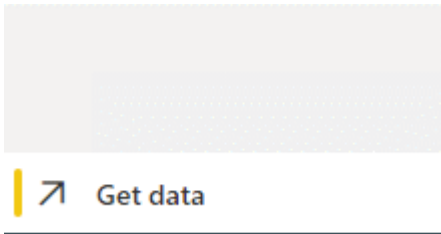

The icon indicates that the workspace uses a PPU capacity. It means only other PPU Power BI users can open the workspace.
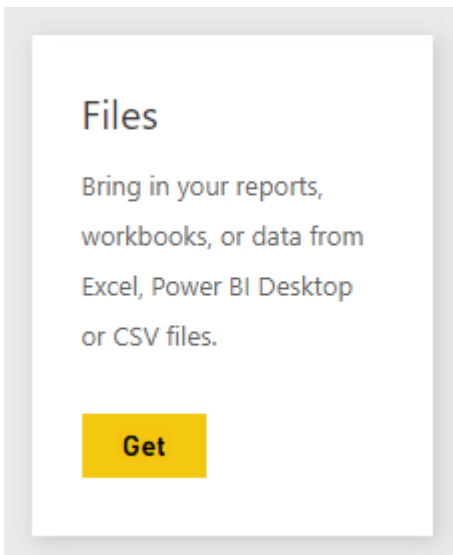
Task 3: Upload a Power BI Desktop file

In this task, you will upload a Power BI Desktop file to the workspace.
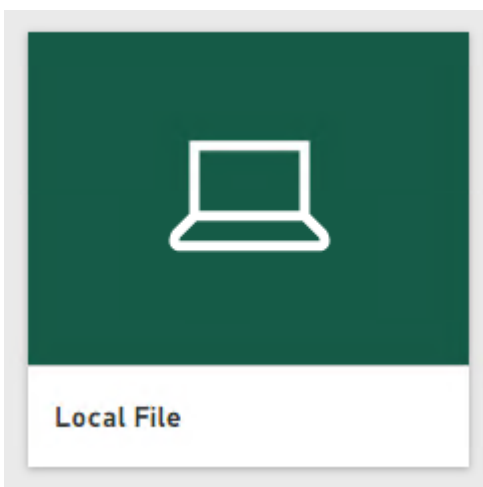
1. To upload a Power BI Desktop file, at the bottom of the **Navigation** pane, click **Get Data**.

    ↗ Get data

2. Click the **Files** tile.

    Files

    Bring in your reports, workbooks, or data from Excel, Power BI Desktop or CSV files.

    Get

3. Click the **Local File** tile.

    Local File

4. 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**.*

Task 4: Install Power BI Report Builder

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

1. In the web browser, navigate to: https://aka.ms/pbireportbuilder

2. 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.

3. Open Power BI Report Builder.

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

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

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

7. Close Power BI Report Builder.

Summary

In this lab, you signed in to the Power BI service, upgraded to the Power BI Premium per User trial license, created a workspace, uploaded a Power BI Desktop file, and installed and signed in to Power BI Report Builder.

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