Power BI
Dashboard in a Day Lab 0
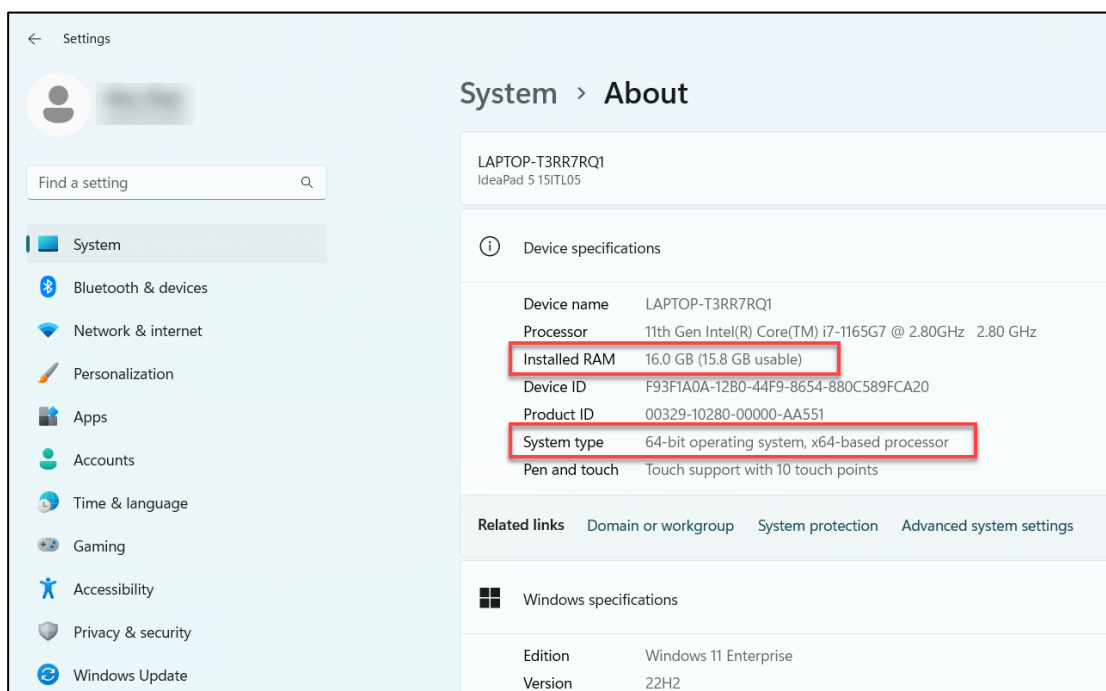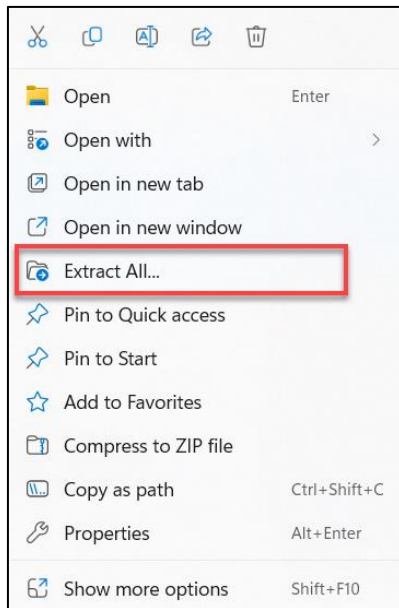
Contents

Lab Prerequisites

The following prerequisites and setup must be done for successful completion of the lab:

- You must be connected to the internet.

- You must have Microsoft Office installed.

- You must be signed up for Power BI: Go to http://aka.ms/pbidiadtraining and sign up for Power BI with a business email address. If you cannot sign up for Power BI, let the instructor know. If you have an existing account, please use the same URL as above to log in.

- You must have, at minimum, a computer with 2-cores and 4GB RAM running Windows 8, Windows Server 2008 R2, or later.

- You will need to have Microsoft Edge.

- You must verify if you have a 32-bit or a 64-bit operating system so you can install 32-bit or 64-bit applications. To check your operating system type:

  - Open **Control Panel**, select **System and Security**, and then choose **System**.

  - You will be able to identify if your operating system is 32-bit or 64-bit based on the **System type** field as shown in the screenshot below.

- You must download and unzip the Dashboard in a Day class content: Create a folder called **DIAD** on the C drive of your local computer. Copy all contents from the folder called **Attendee** to the **DIAD** folder you just created (C:\DIAD). If you are unfamiliar with how to unzip files, you will right-click on the **Attendee.zip** and select **Extract All…**

- You must download and install **Power BI Desktop** using any one of the options listed below:

  - If you have Windows 10 or later, use **Microsoft App Store** to download and install the **Power BI Desktop** app.

  - Download and install the **Microsoft Power BI Desktop** from https://aka.ms/pbiSingleInstaller.

  - If you already have the **Power BI Desktop** installed, ensure you have the latest version downloaded and installed.

- You must download and install the **Power BI Mobile App** on your mobile device.

  - If you are using an Apple product, download and install the M**icrosoft Power BI Mobile app** from the **Apple** store or visit this link: https://apps.apple.com/us/app/microsoft-power-bi/id929738808

  - If you are using an Android product, download and install the **Microsoft Power BI Mobile app** from the **Google Play** store or visit this link: https://play.google.com/store/apps/details?id=com.microsoft.powerbim

Document Structure

This document and the documents that follow have two main sections:

- **Power BI Desktop**: This section highlights the features available in Power BI Desktop and walks the user through the process of bringing in data from data sources, organizing data in a model and creating visualizations.
- **Power BI Service**: This section highlights the features available in Power BI Service including the ability to publish the Power BI Desktop model to the web, creating and sharing a dashboard, and Q&A.

The lab includes steps for the user to follow along together with associated screenshots that provide a visual aid. In the screenshots, sections are highlighted with red or orange boxes to indicate the area the user needs to focus on.

Users should use their own files from Lab 1 through Lab 5. The solutions provided for each lab are a final product to reference. The solutions are not meant to be the starting point for each lab.

> **NOTE:** *This lab uses real, anonymized data provided by ObviEnce, LLC. Visit their site to learn about their services: www.obvience.com. This data is property of ObviEnce, LLC and has been shared for the purpose of demonstrating Power BI functionality with industry sample data. Any use of this data must include this attribution to ObviEnce, LLC.*

Dataset

The dataset you will you use for the Dashboard in a Day class is a sales and **market share analysis**. This type of analysis is very common for a Chief Marketing Officer (CMO). Unlike the Chief Financial Officer (CFO), a CMO is focused not only on the company's performance internally (how well do our products sell) but also externally (how well do we do against competing products).

The company, VanArsdel, manufactures expensive retail products that can be used for fun as well as work. This company sells their products directly to consumers nationwide as well as in several other countries.

> **Please note:** There is a problem with the Nigeria International Sales data; this is by design so that users can learn how to shape data.

By the end of the class, you will build a report which will look like the screenshot below. The CMO can use this report to analyze VanArsdel's performance.