

Exercise 1 – Power BI Essentials

Objective

To add an Excel file as a Power BI data source, add some visualizations and a slicer.

Briefing

After reviewing the existing Power BI data file, you noticed that the regional list of directors is missing. You want to import this file and start creating a new report page.

Files

- Exercise1.pbix
- Regional Directors.xlsx

Steps

- In Power BI, open the starting file Exercise1.pbix
- Import the Excel file: Regional Directors.xlsx
 - Select “Home → Excel” or “Home → Get Data → Excel”
 - Browse to and select the file
 - Each sheet found in the Excel file will be shown, in this case there is only one, called “Directory”
 - Select the checkbox beside “Directory” and click “Load”
- Verify that the data was imported by:
 - Check that “Directory” appears in the Fields list
 - In the left-hand-side ribbon, select “Data”, now select “Directory” to see the data as a table
- Add two visualizations to the “Demographic Summary” page:
 - A pie chart showing New Hires as the Values and Gender as the Legend
 - A donut chart showing New Hires as the Values and Ethnicity as the Legend
- Add a slider with “Age Group” as the field
- Experiment with formatting, moving and resizing these visualizations
- Experiment with interacting with the visualizations and slicer to see how they interact with each other
- Review the other report pages and experiment with how the visualizations interact with each other