Power BI

Dashboard in an Hour

by Power BI Team, Microsoft

Contents

Problem Statement

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

Our company, VanArsdel, manufactures expensive electronic products that could be used for fun as well as work and it sells them directly to consumers in three major markets. VanArsdel and its competitors have retained a 3rd party marketing company to collect and anonymize industry sales so that all participants can benchmark themselves.

Sales data along with details of Product, Date and Geography are available in an Excel workbook. Data from these sources need to be brought together to analyze and report on.

Document Structure

This document has two main sections:

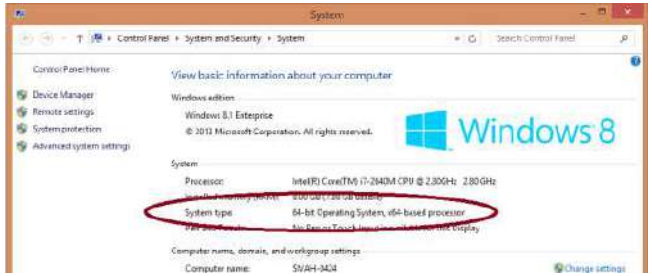
- **Power BI Desktop**: This section highlights the features available in Power BI Desktop and walks the user through the process of bringing in data from the data source, modeling and creating visualizations.
- **Power BI Service**: This section highlights the features available in Power BI Service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

The document flow is in a table format. On the left panel are steps the user needs to follow and in the right panel are screenshots to provide a visual aid for the users. In the screenshots, sections are highlighted with red boxes to highlight the action/area user needs to focus on.

Prerequisites

Following prerequisites and setup has to be complete for successful completion of the exercise:

- You must be connected to the internet
- **Signup for Power BI:** Go to http://aka.ms/diahtraining and sign up for Power BI with a business email address. If you cannot sign up for Power BI, let the instructor know
- Please go to http://app.powerbi,com and **Sign in** using your **Power BI account**
- At minimum, a computer with 2-cores and 4GB RAM running one of the following version of Windows: Windows 10, Windows 7, Windows 8, (64-bit preferred), Windows 8.1, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2
- Microsoft Power BI Desktop requires Internet Explorer 9 or greater
- Verify if you have 32-bit or 64-bit operating system to decide if you need to install the 32-bit or 64-bit applications
    - Search for computer on your PC, right click properties for your computer
    - You will be able to identify if your operating system is 64 or 32 bit based on "system type" as shown below

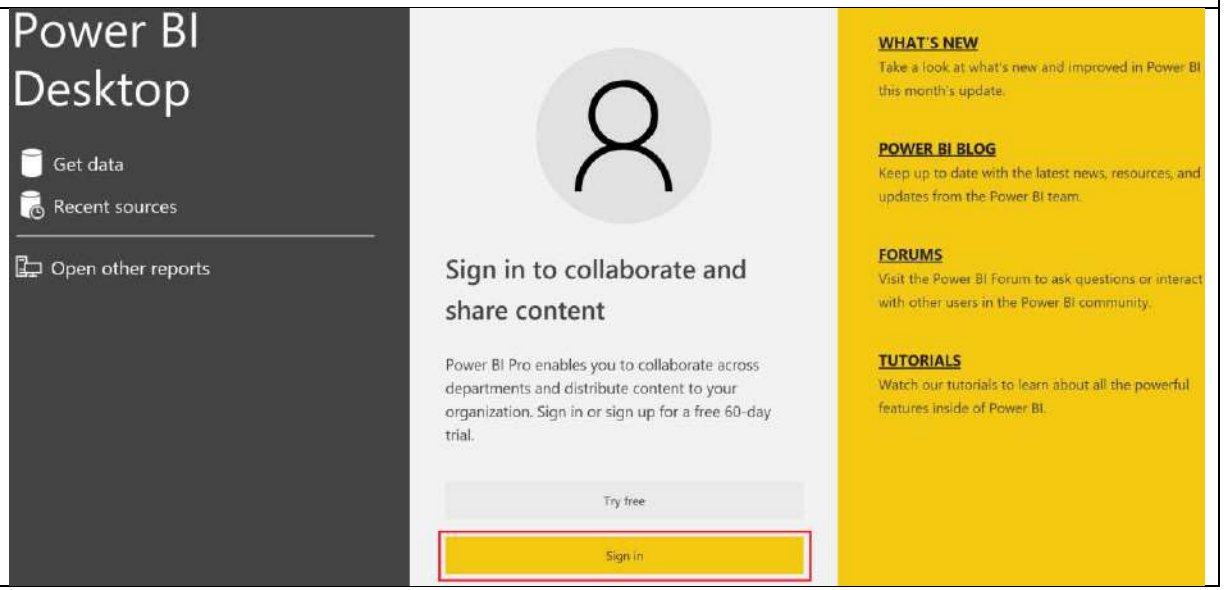


- **Download the Power BI Content**: Create a folder called **DIAH** on an appropriate drive on your local machine. Copy all contents from the folder called **Dashboard in an Hour Assets** on the flash drive to the **DIAH** folder on your local drive. E.g. C:\DIAH
- **Download and install Power BI Desktop:** Download and install Microsoft Power BI Desktop from http://www.microsoft.com/en-us/download/details.aspx?id=45331. Optionally, you can also install the Power BI Desktop tool from the **Power BI Desktop Install** folder on the flash drive. Please choose appropriate 64-bit or 32-bit version depending on your platform. Microsoft Power BI Desktop is available for 32-bit (x86) and 64-bit (x64) platforms
- **Download and install the Microsoft Power BI Mobile app** on your mobile device. App is available on Apple Store, Android Play Store and Windows Store

NOTE: This lab is using real anonymized data and is 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 PowerBI functionality with industry sample data. Any uses of this data must include this attribution to ObviEnce LLC.

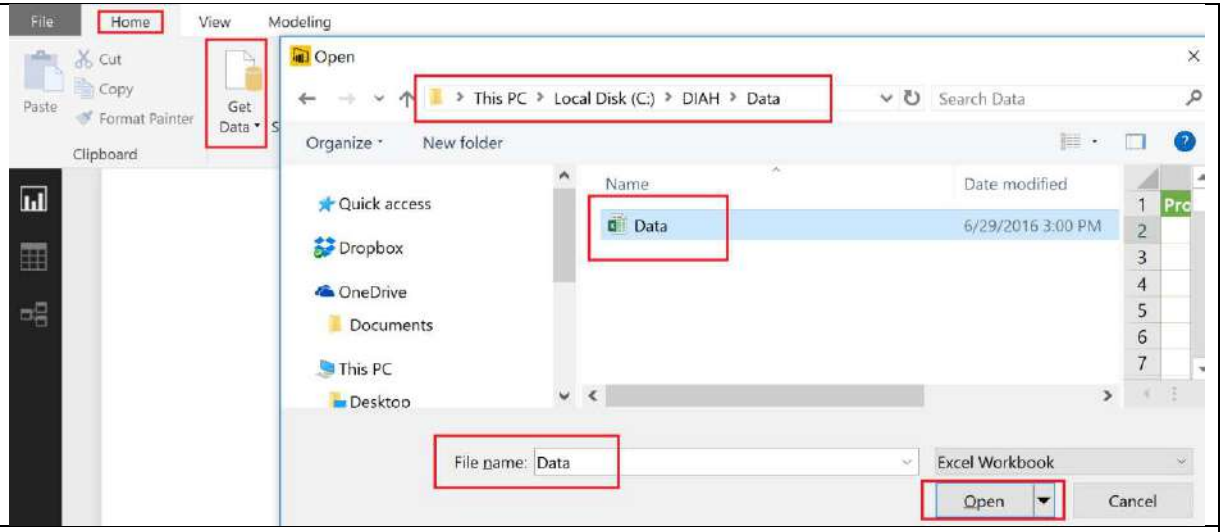
Power BI Desktop - Get Data

1. If you have not already done this, on your local machine, create a folder called **DIAH**
2. Copy contents provided to **DIAH** folder
3. Launch **Power BI Desktop**
4. Once Power BI Desktop opens, startup screen opens as well
5. Click on **Sign In** and sign in using your Power BI credentials. Signing in to Power BI Desktop helps later when you are publishing to Power BI Service



First step is to load data

6. Data is available in Excel workbook. To import data, select **Get Data -> Excel** from the ribbon
7. Browse to **DIAH/Data** folder and select **Data.xlsx**
8. Click **Open**

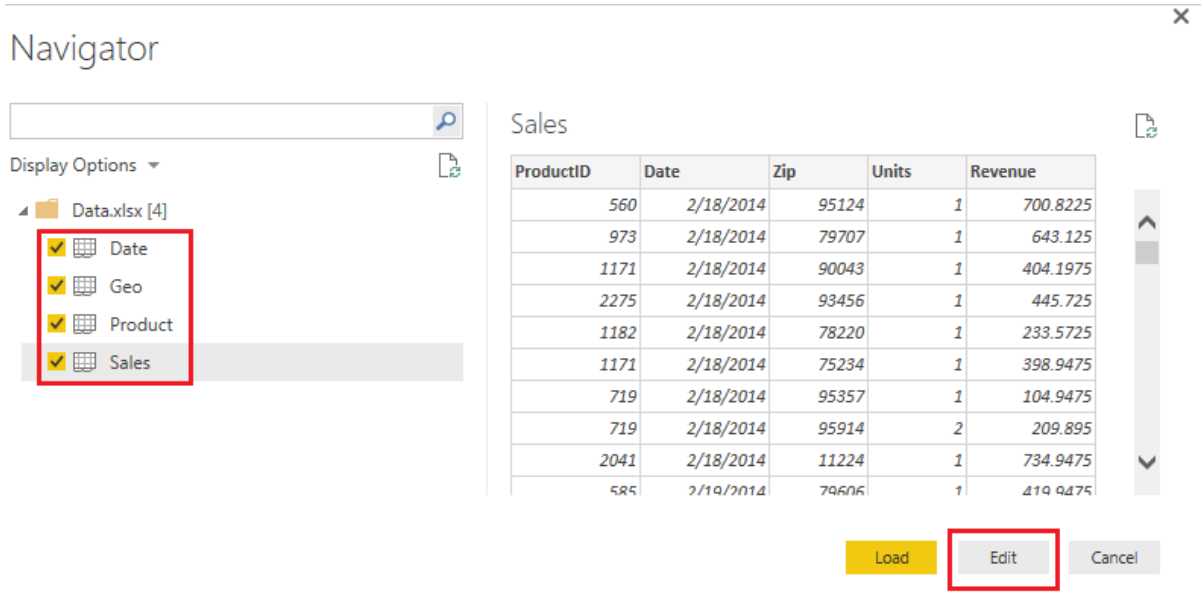


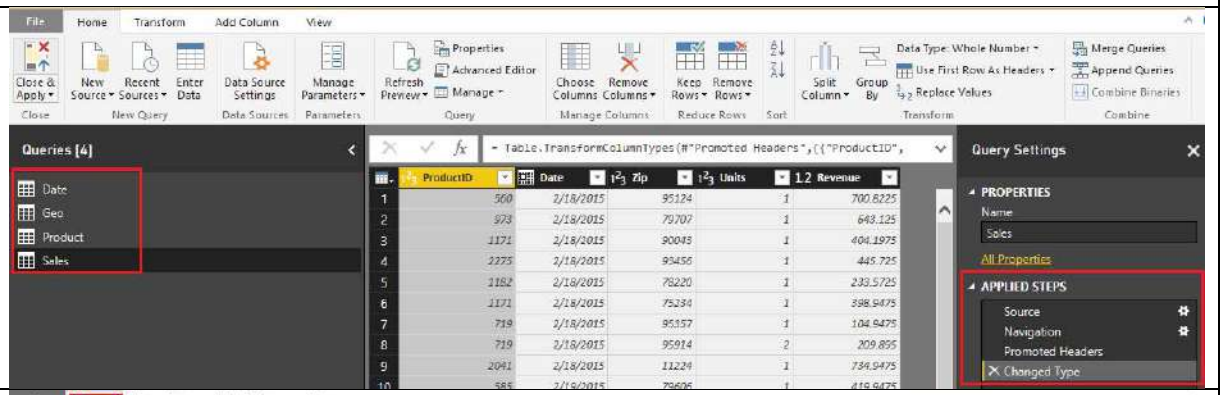
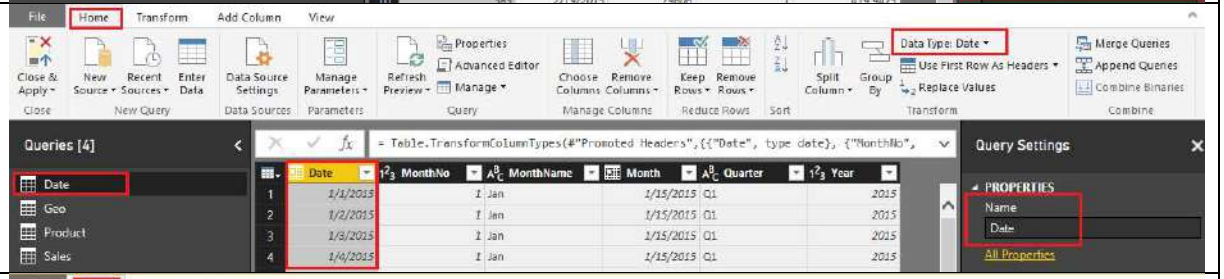
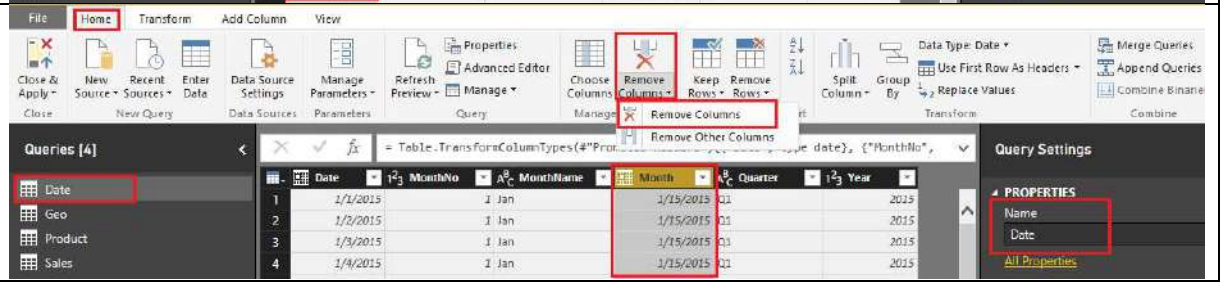
Navigator dialogue opens listing four sheets that are available in the workbook

9. Select all the sheets by clicking on the checkbox next to each sheet

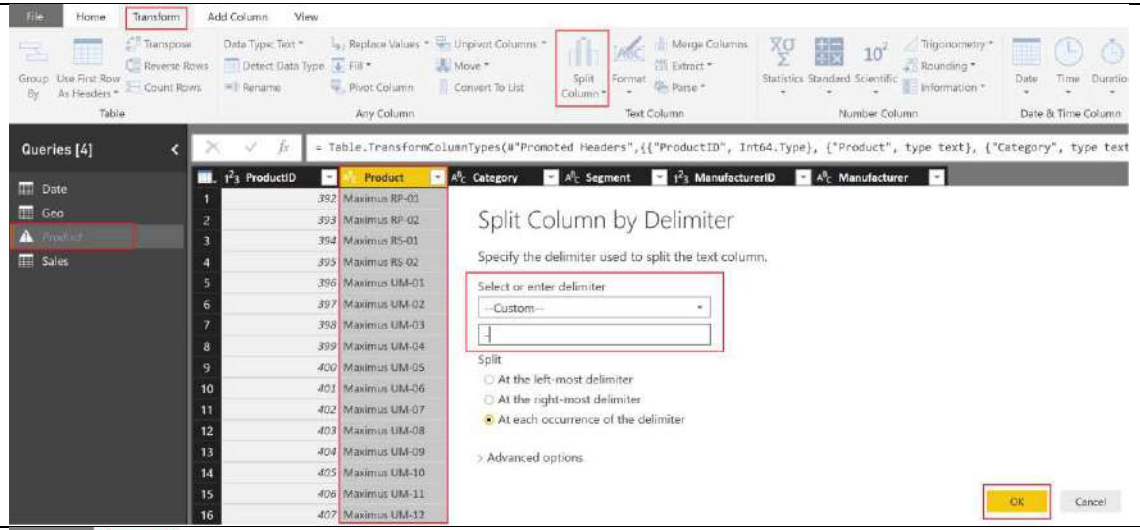
As you select each worksheet, notice a preview of the data is loaded in the right panel

Notice there are 3 buttons at the bottom of Navigator dialogue
Clicking on **Load** will load the data to the data model
Clicking on **Edit** will open Query Editor. This will give us an opportunity to transform data
Clicking on **Close** will close the dialogue without loading data



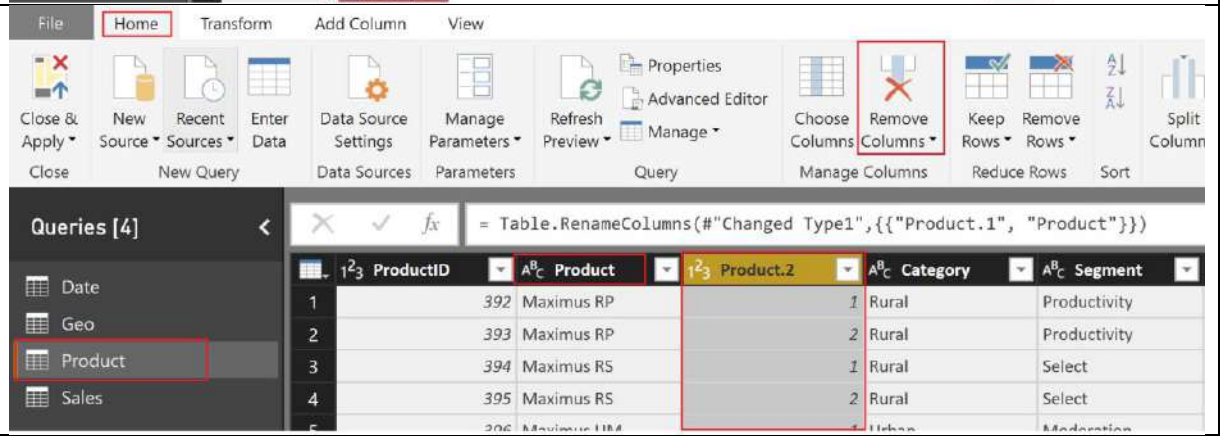
10. Click on **Edit**	
Query editor opens. The editor provides options to transform data Notice each worksheet is loaded as a query. Also notice, on the **Query Settings** panel on the right under **APPLIED STEPS** section each step is recorded Steps include Source, promoting first row to a header (since first row is a header)	
11. Highlight **Date** query in the left panel. Notice **Date** field has a **calendar** icon in the header row indicating the field is of data type **Date** 12. In case, Date field is **not** of data type **Date**, then select **Date** field and change Data type using **Home -> Data Type** located on the ribbon	
13. For our purposes, we do not need Month column, so highlight **Month** column 14. From the ribbon select **Home -> Remove Columns - > Remove Columns** Notice this removes Month Column and the step is added to **APPLIED STEPS** section	

15. Select **Product** Query in the left panel. Notice Product Name and Product ID is concatenated in Product column. Let's split it so that we have just the Product Name
16. Select **Product column**. From the ribbon select **Transform -> Split Column -> By Delimiter**
17. In the Split Column by Delimiter dialog, select **–Custom—**from the **dropdown**
18. Enter "**-**" in the text area
19. Select **OK**



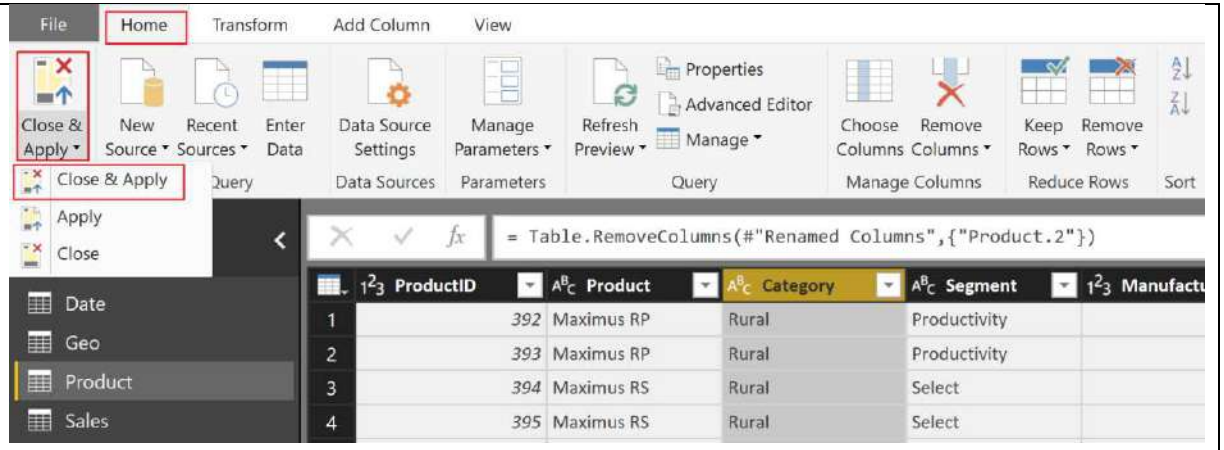
Notice Product column is split into two columns **Product.1 and Product.2**. We do not need Product.2 since we already have a ProductID column

20. Select **Product.2 column**
21. From the ribbon, select **Home -> Remove Columns** to remove Product.2 column
22. Select and **right click** on **Product.1 column**
23. From the menu, select **Rename**
24. Rename Product.1 to **Product**



Now we have all the data in the query editor, let's load to Power BI Desktop

25. From the ribbon, select **Home -> Close & Apply**. There are 3 options
    - **Close & Apply**: This closes Query Editor and loads the data to Power BI Desktop
    - **Apply**: This loads data to Power BI Desktop without closing Query Editor
    - **Close**: This closes Query Editor without loading data
26. Select **Close & Apply**



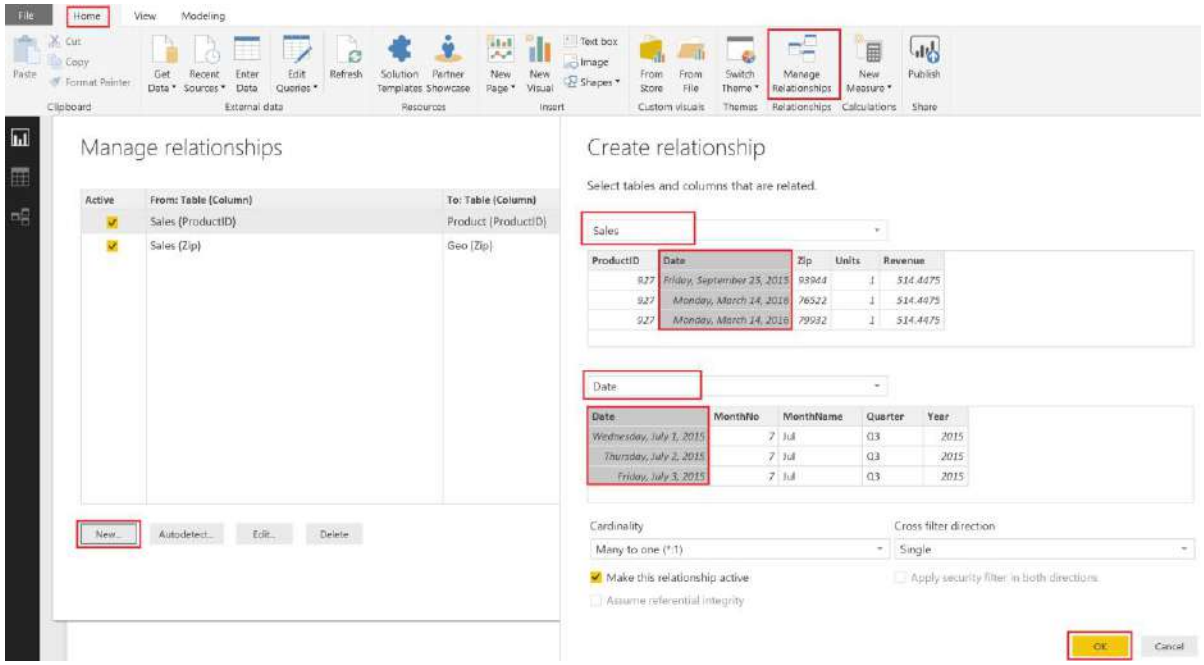
Power BI Desktop - Manage Relationship

Notice Apply Query Changes dialogue appears which shows the status of the load. Once load is complete, this dialogue closes

Now that we have loaded data from 4 tables, we need to ensure the model identifies relationship between these tables

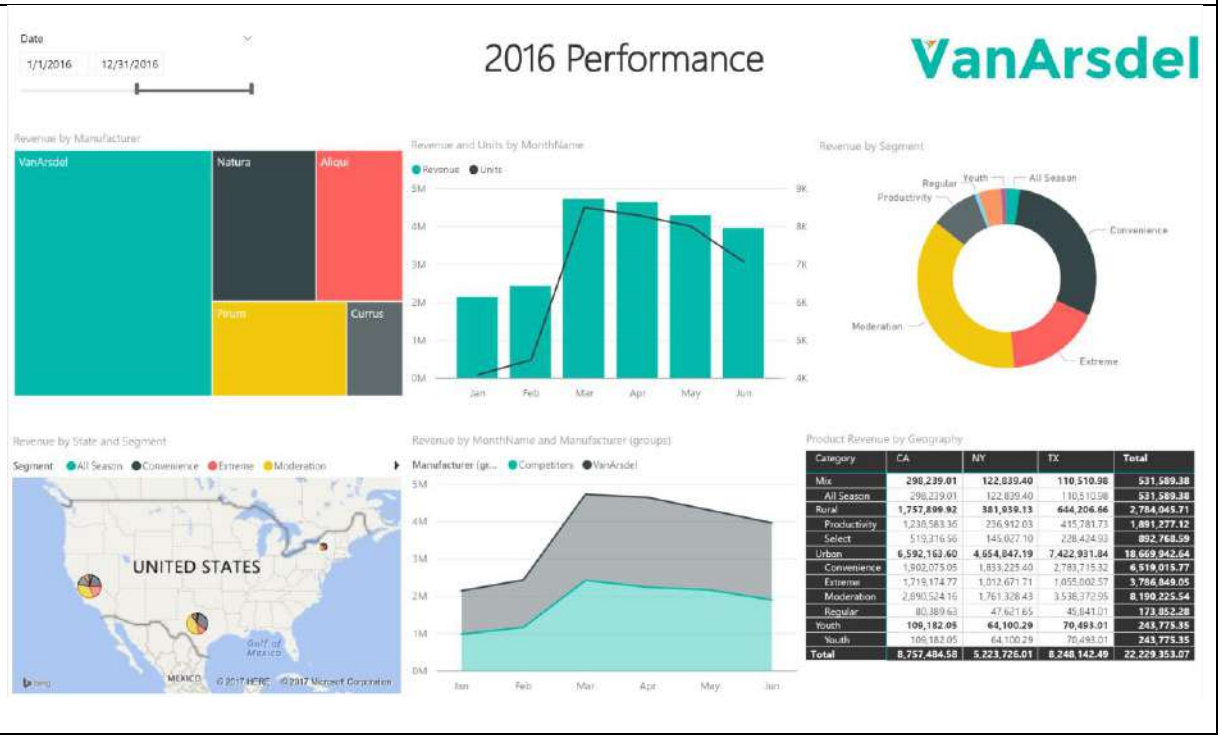
1. From the ribbon, select **Home -> Manage Relationships**
   Manage Relationships dialogue opens
2. Notice Power BI Desktop is able to identify and create relations between some of the tables we loaded
   - Relation is created between Sales and Product
   - Relation is created between Sales and Geo

   However, there is no relationship between Sales and Date
3. Click on **New** button. Create Relationship dialogue opens
4. Select **Sales** from the first drop down
5. Select **Date** from the second drop down
6. Select **Date** field from Sales and Date tables
7. Click **OK**
8. Notice now a relationship is created between Sales and Date. Click on **Close** to close the dialogue



Power BI Desktop - Create Report

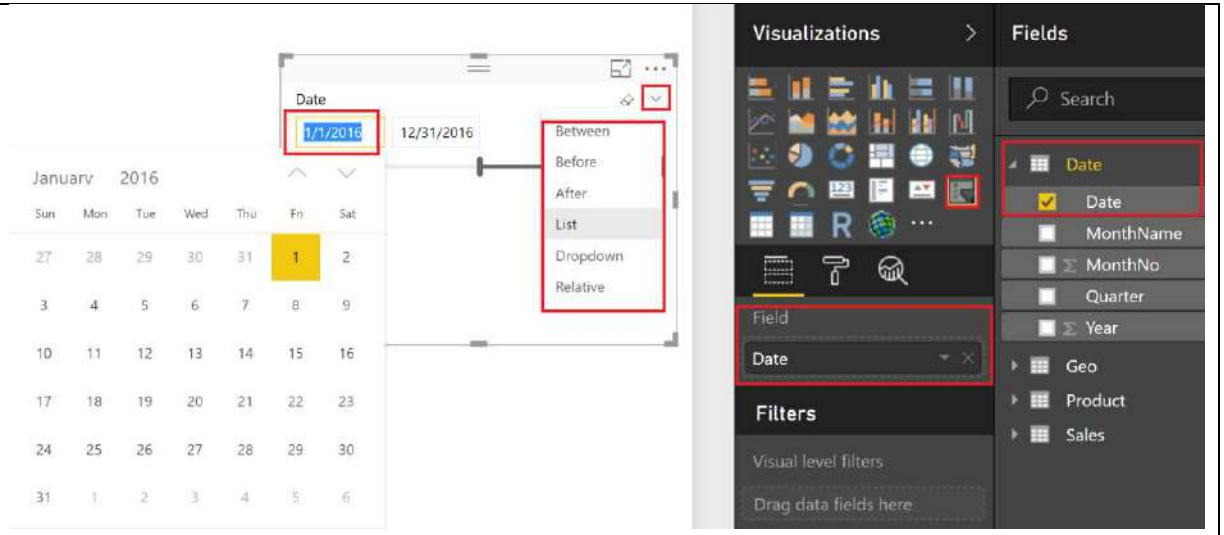
In this section, we will create a report that will help the office of CMO to analyze Sales Revenue across all manufacturers for the year 2016. Report at the end of the section will look like this



Category	CA	NY	TX	Total
Mix	298,239.01	122,839.40	110,510.98	531,589.38
All Season	298,239.01	122,839.40	110,510.98	531,589.38
Rural	1,757,899.92	381,939.13	644,206.66	2,784,045.71
Productivity	1,238,583.36	236,912.03	415,781.73	1,891,277.12
Select	519,316.56	145,027.10	228,424.93	892,768.59
Urban	6,592,163.60	4,654,847.19	7,422,931.84	18,669,942.64
Convenience	1,902,075.05	1,833,225.40	2,783,715.32	6,519,015.77
Extreme	1,719,174.77	1,012,671.71	1,055,002.57	3,786,849.05
Moderation	2,890,524.16	1,761,328.43	3,536,372.95	8,190,225.54
Regular	80,389.63	47,621.65	45,841.01	173,852.28
Youth	109,182.05	64,100.29	70,493.01	243,775.35
Youth	109,182.05	64,100.29	70,493.01	243,775.35
Total	8,757,484.58	5,223,726.01	8,248,142.49	22,229,353.07

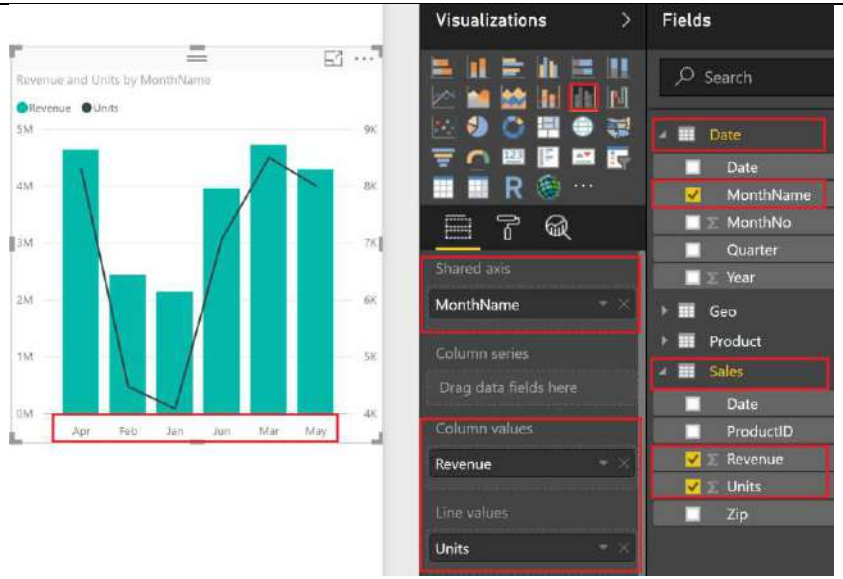
Let's start by creating a date slicer

1. If you are already not there, click on the report icon on the left panel
2. In the **Fields section**, expand **Date** and select **Date** field
3. From the Visualization section select **slicer.** This will create Date a slicer. You can select date range by using the slider. Clicking on start or end date will open a Date picker. Clicking on arrow on the top right corner opens a drop down which provides options to pick Date after or before or a list of dates
4. Select **1/1/2016** as the start date. This will filter to display results for year 2016
5. Resize the slicer as needed



Now let's analyze the Sales by month for 2016

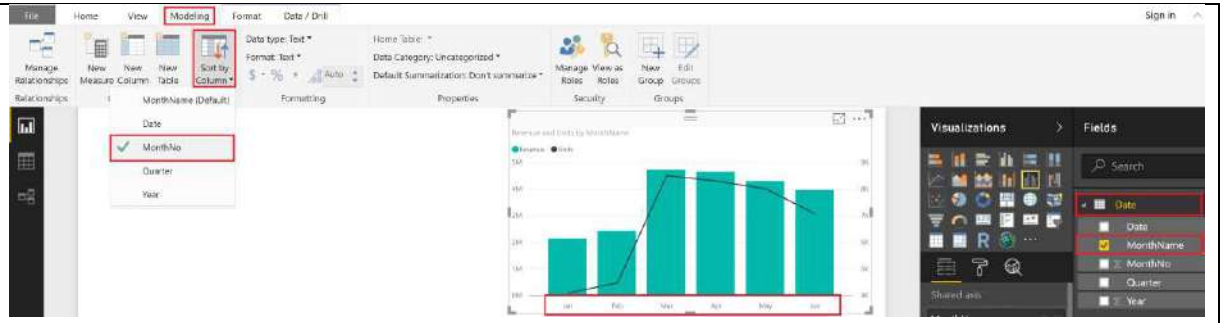
6. Click on **blank** section in the report pane
7. From the Fields section, expand **Date** table
8. Select **MonthName** field
9. Expand **Sales** table and select **Revenue** field
10. From the Visualization section select **Line and Clustered Column chart**
11. Expand **Sales** table and drag **Units** field to Line Values
12. **Resize** the chart as needed



Notice the month names are sorted alphabetically. Let's update MonthName field to be sorted by calendar month

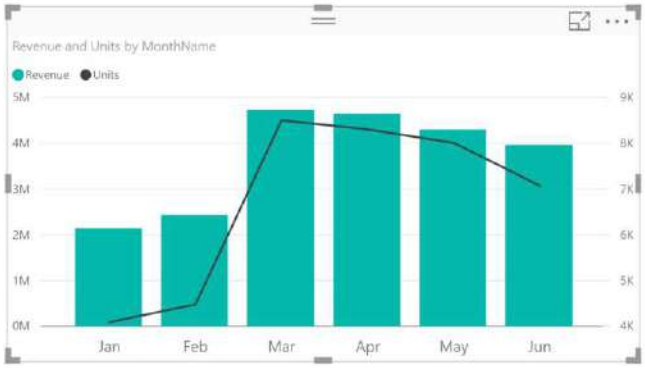
13. From the **Fields** section expand **Date** table
14. Highlight **MonthName** field in Fields section
15. From the ribbon select **Modeling -> Sort by Column -> MonthNo**

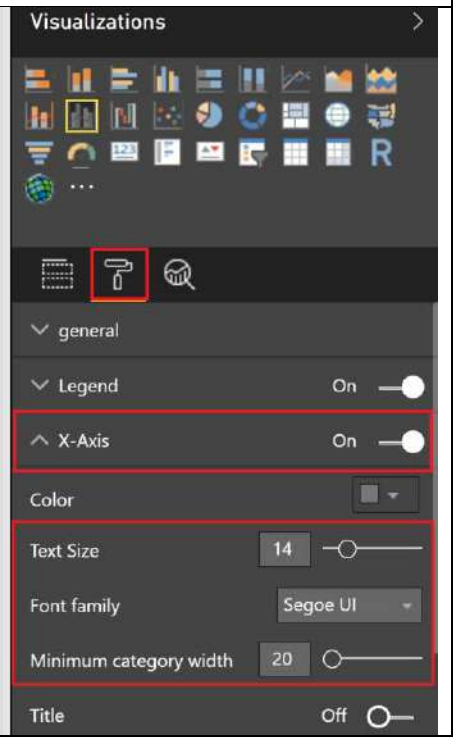
Notice now MonthName in the report pane is sorted as expected



16. From the **Visualization** section select **Format** (paint roller icon)
17. Expand **X-Axis**
18. **Increase Text Size to 14**. Notice this increases the font size of the month names on the X-axis. Notice there is an option to change the font family as well.
19. Column width can be modified using **Minimum category width** slider

Similar formatting can be performed on the Y-axis as well



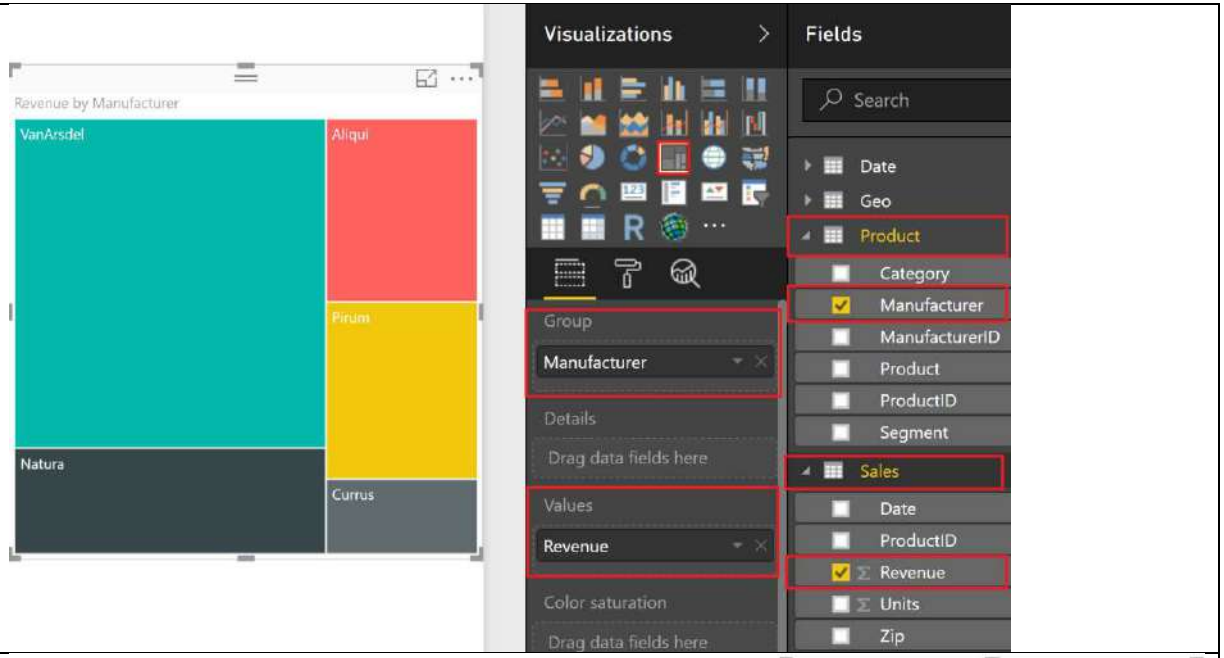


Let's create a visual to represent the sales by manufacturer

20. Click on the white space in the report pane
21. From the **Fields** section expand **Product** table and select **Manufacturer** field
22. From the **Fields** section expand **Sales** table and select **Revenue** field
23. From the Visualization section select **Treemap chart**

Notice this creates a Treemap visual that breaks down sales by manufacturer for the year 2016

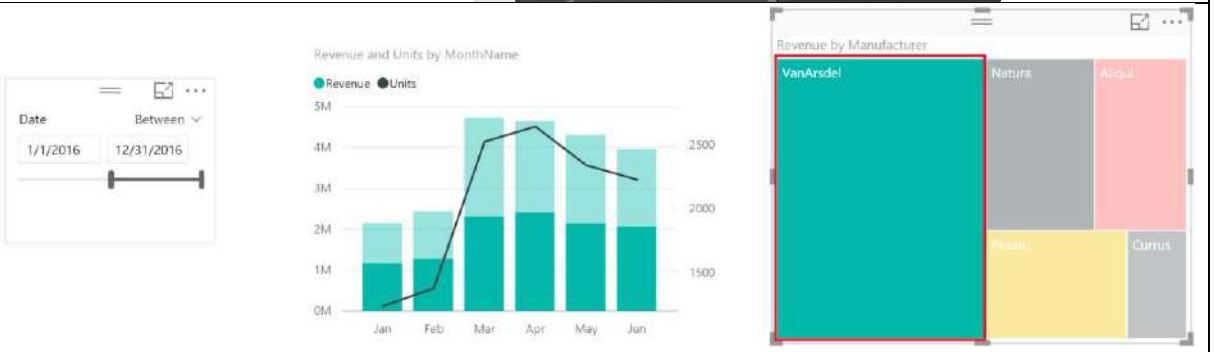
24. **Resize** and rearrange the chart as needed



25. **Click on VanArsdel** in Treemap chart and notice the Line and Clustered Column chart updates to reflect your selection

Now data is filtered for the year 2016 and the highlighted portion of Line and Clustered Column chart shows Sales for manufacturer VanArsdel

26. **Click on VanArsdel** in Treemap chart again to remove VanArsdel filter

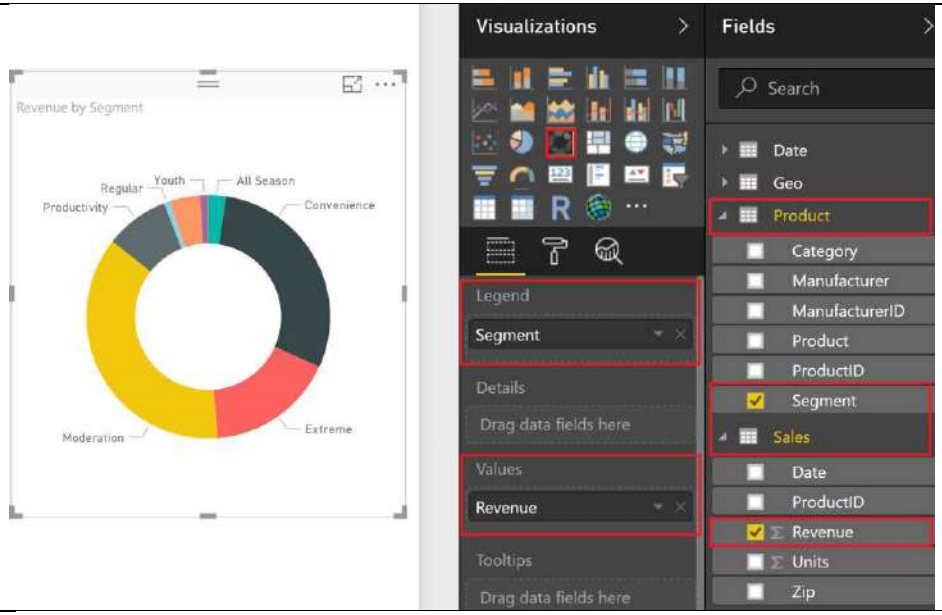


Let's create visual that will represent the sales by Segment

27. Click on the white space in the report pane
28. From the **Fields** section expand **Product** table and select **Segment** field
29. From the **Fields** section expand **Sales** table and select **Revenue** field
30. From the Visualization section select **Donut** chart

Notice this creates a Donut visual that breaks down sales by segment for the year 2016

31. **Resize** and rearrange the chart as needed

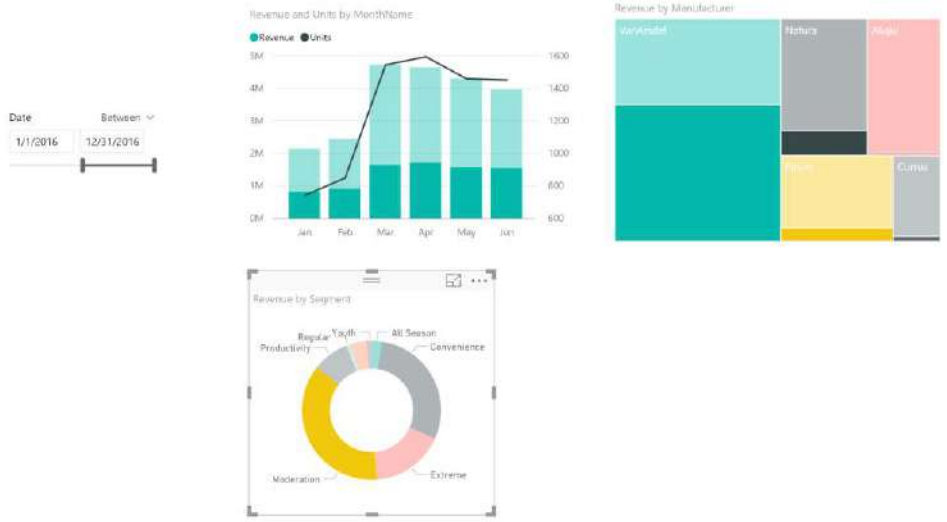


32. Click on **Moderation** in Donut chart and notice other charts updates to reflect your selection

In Treemap notice that Moderation segment forms a big percent of VanArsdel's sales whereas it's a very small percent of Aliqui's sales

In Line and Clustered Column chart notice that Moderation forms a big percent of Sales each month

33. Click on **Moderation** in Donut chart again to remove Moderation filter

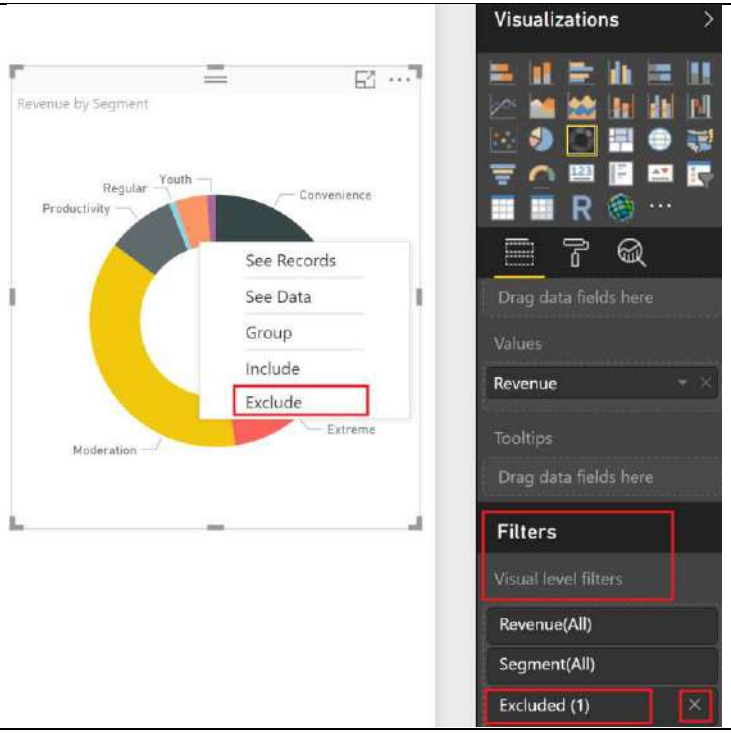


Let's say we want to remove some of the segments with relatively lower revenue, so we can compare the top segments

34. In the **Donut** chart, right click on **All Season** section and select **Exclude**
35. Similarly, right click on **Youth** section and select **Exclude**

Notice as we Exclude segments, these are added to the Visual level filter section. Like Exclude feature, notice there is option to Include segments as well.

36. In the Visual level filter section, click on **x** next to **Excluded** to remove the filter.

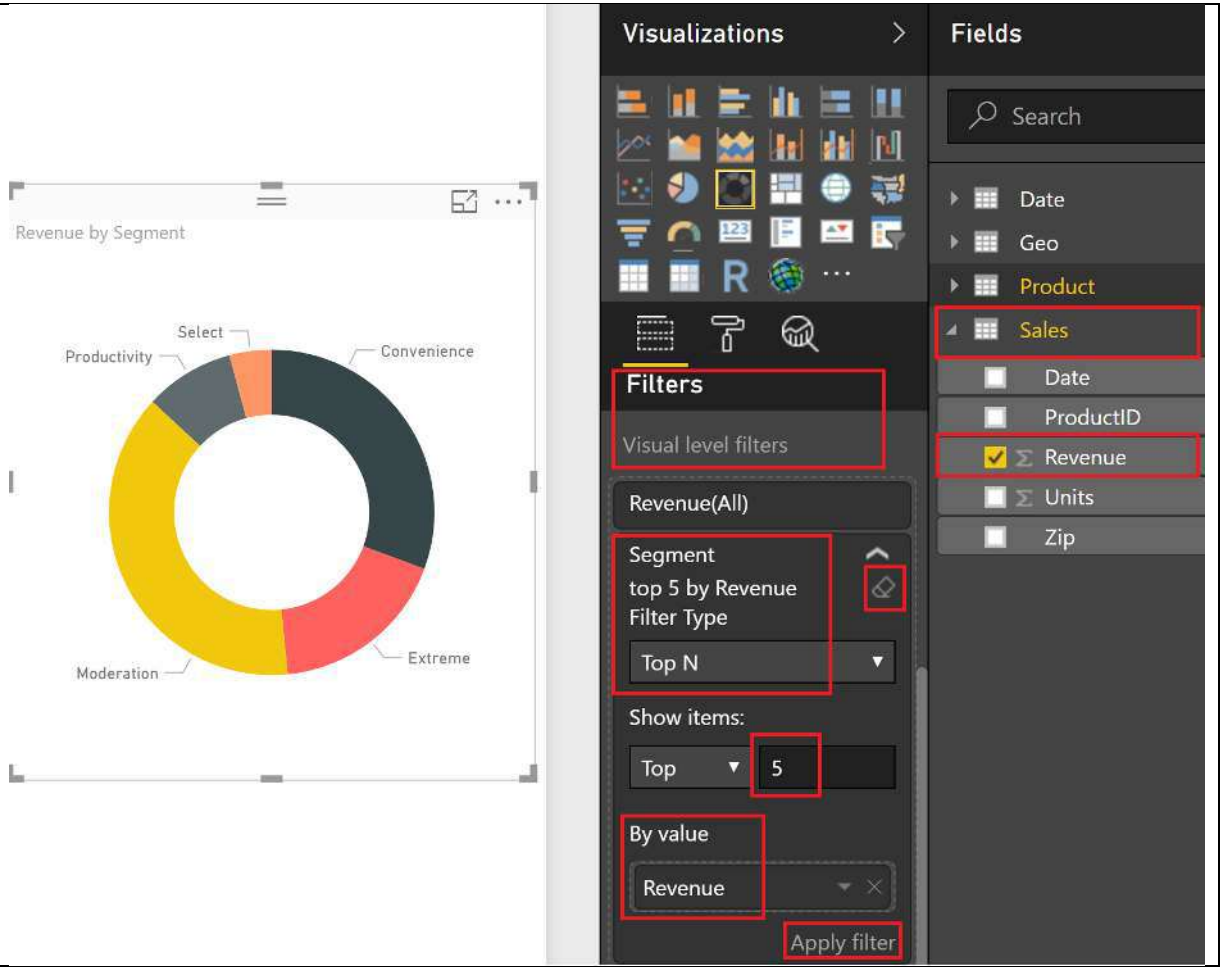


If we need to compare the Top 5 Product segments, there is an easier way to filter the visual (instead of including or excluding each one).

37. Highlight **Donut** chart. In the **Visual level filter** section expand **Segment**
38. From the **Filter Type** drop down, select **Top N**
39. Type in **5** next to Top
40. In the **Fields** section, expand **Sales** and drag **Revenue** field to **By value** section
41. Select **Apply Filter**

Notice now the Donut chart is updated to display the Top 5 Product segments. Notice this filter is applied only to the Donut chart since it is a Visual level filter

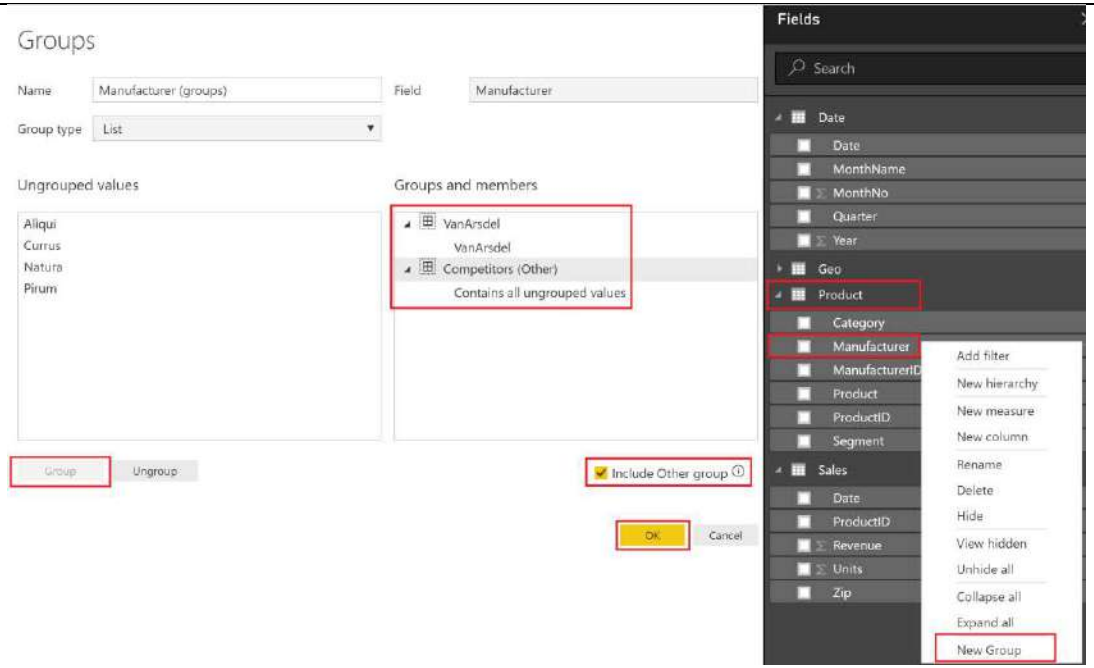
42. Let's **remove** Top 5 filter by clicking on the **erase** button on the top right corner of Segment



Let's say there is a requirement to compare VanArsdel with the rest of the competitors

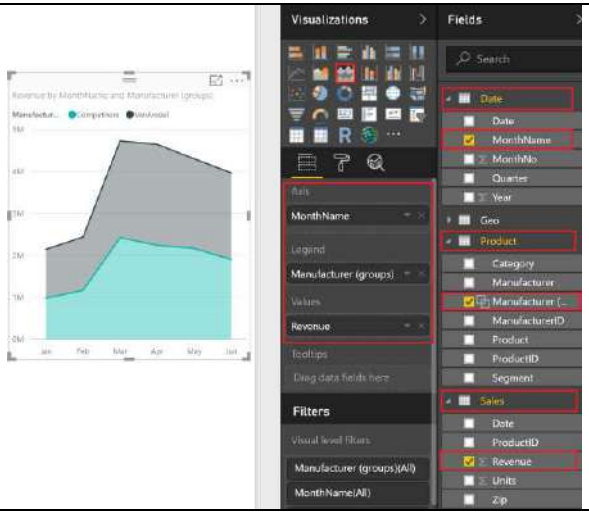
43. In the **Fields** section, expand **Product** and click on the **ellipsis** next to **Manufacturer**
44. Select **New Group**. Group dialog opens
45. Select **VanArsdel** from the Ungrouped values section
46. Click on **Group** button
47. Select **Include Other group checkbox**. This creates a Group called Other which includes the competitors
48. Double click on **Othe**r group and **rename** it to **Competitors**
49. Click **OK**

Notice a new field called Manufacturer (groups) is created in Product table.



50. Click on the white space on the canvas.
51. From the **Fields** section, expand **Date** and select **MonthName** field
52. From the **Fields** section, expand **Sales** and select **Revenue** field
53. From the **Visualization** section select **Stacked area chart**
54. From the **Fields** section, expand **Product** and drag and drop **Manufacturer (groups)** field to Legend section

The visual compares VanArsdel sales with that of competitors

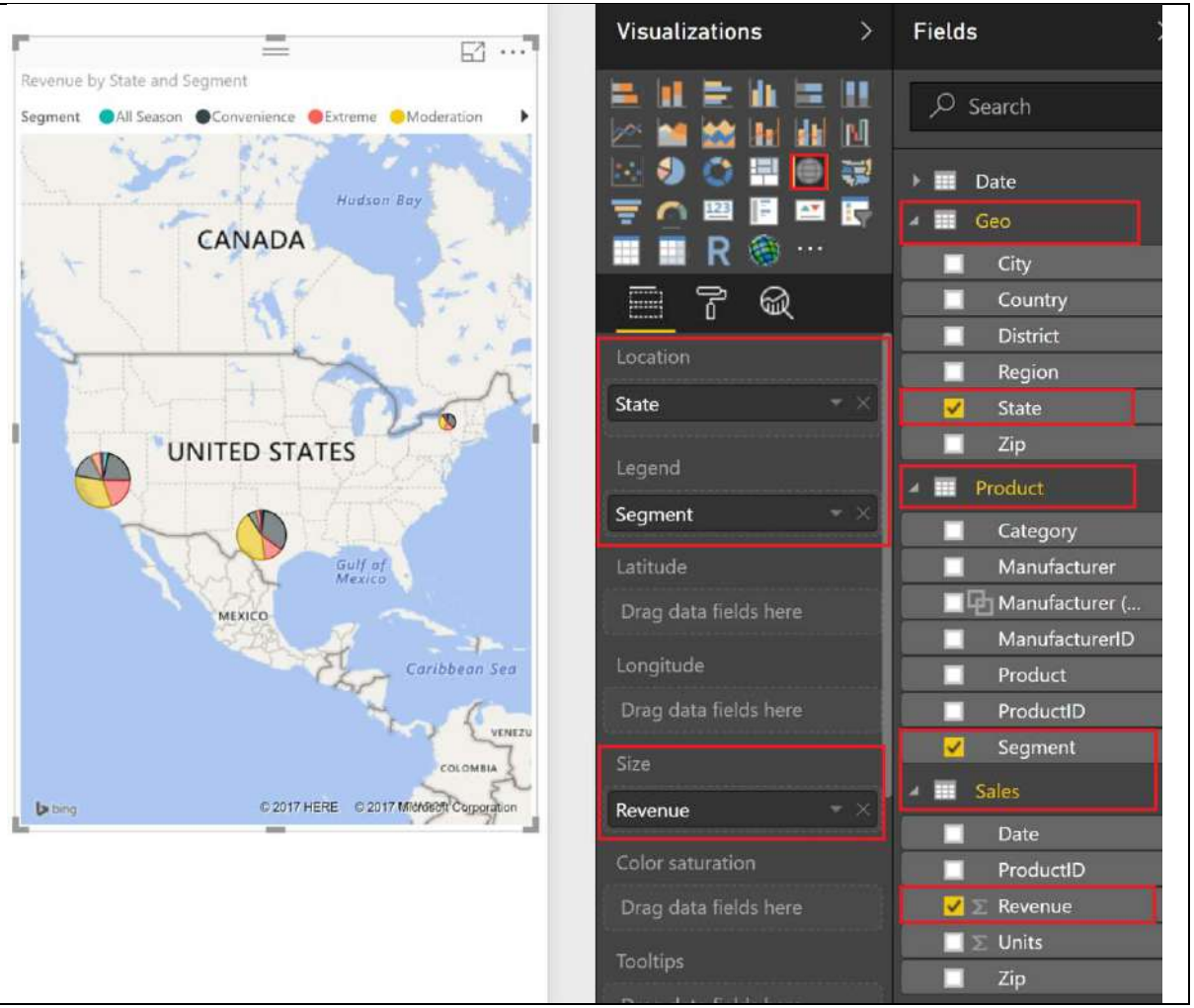


CMO also wants to analyze Sales by State

55. Click on the white space in the report pane
56. From the **Fields** section expand **Geo** table and select **State** field

Notice a map visual is created by default, with three dots representing the three states. Bing is used to create the map visual. You need to have internet connection for this to work.

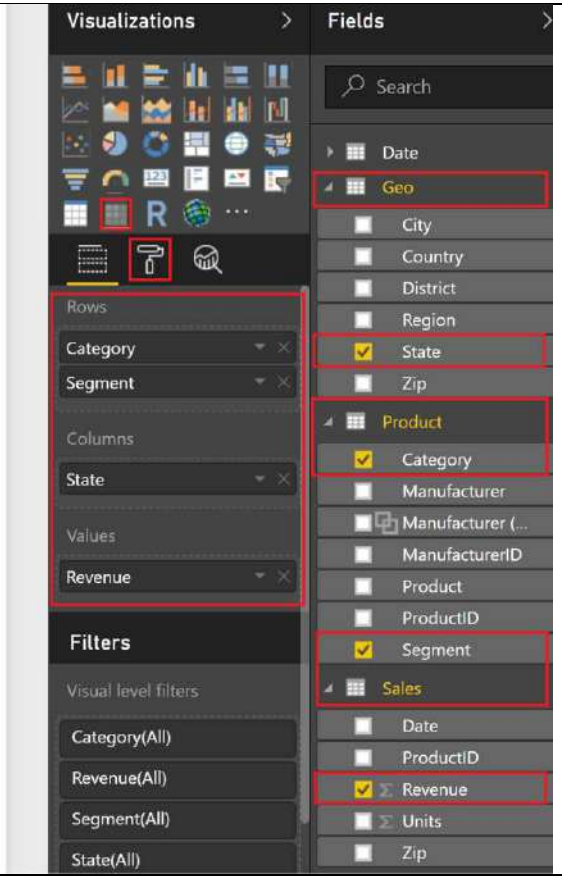
57. From the **Fields** section expand **Sales** table and select **Revenue** field
58. From the **Fields** section expand **Product** table and select **Segment** field
    Notice the dots are updated to pie charts for each state
59. Clicking on a cell in a pie chart, updates the other visuals on the page



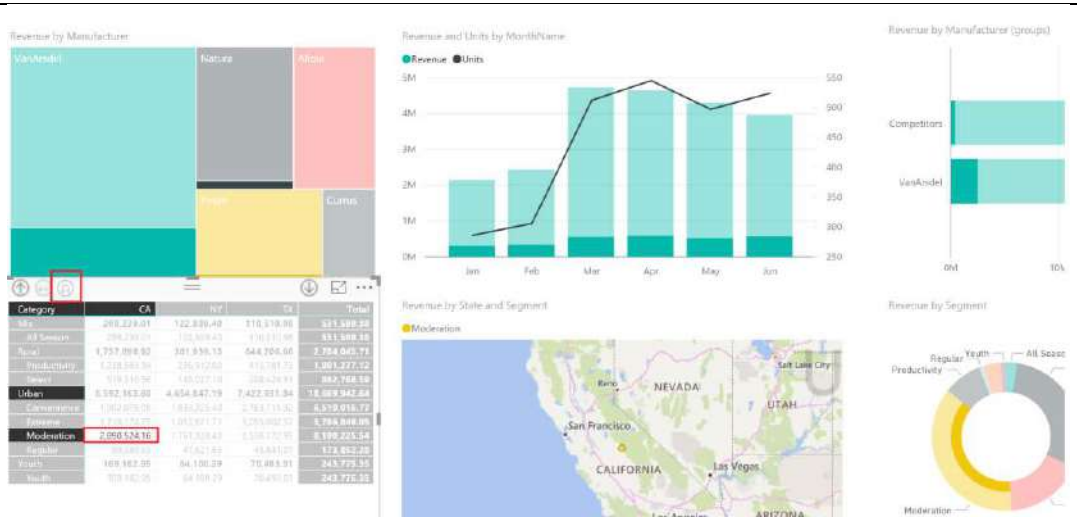
Let's compare **Revenue by category and state** in tabular view.

60. From **Visualizations** section, select **Matrix** visual
61. From **Fields** section, expand **Geo** and drag and drop **State** to **Columns** section
62. From **Fields** section, expand **Product** and drag and drop **Category** to **Rows** section
63. From **Product** drag and drop **Segment** to **Rows** section **under Category**
64. From **Fields** section, expand **Sales** and drag and drop **Revenue** to **Values** section
65. Select **Paint Roller (format)** icon.
66. Expand **Margin style**. This provides options to quickly format the matrix visual
67. Select **Condensed**. There are other formatting options. Feel free to look at it.

Category	CA	NY	TX	Total
Mix	298,239.01	122,839.40	110,510.98	**531,589.38**
Rural	1,757,899.92	381,939.13	644,206.66	**2,784,045.71**
Urban	6,592,163.60	4,654,847.19	7,422,931.84	**18,669,942.64**
Youth	109,182.05	64,100.29	70,493.01	**243,775.35**
Total	**8,757,484.57**	**5,223,726.01**	**8,248,142.49**	**22,229,353.07**

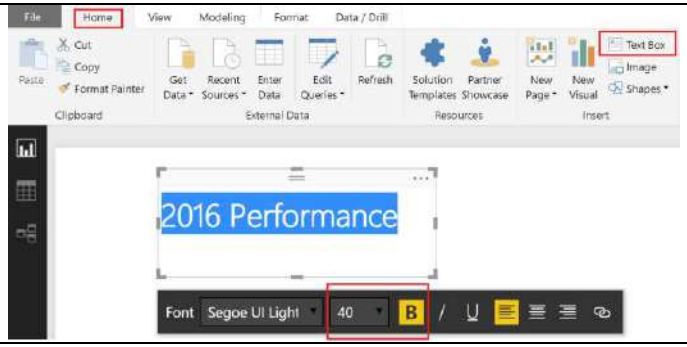


68. **Click on the any cell** in the matrix visual and notice this cross filters the rest of the visuals. You can also **click on column and row headers** to cross filter the report
69. Click on the **forked double arrow** on the top left corner of the matrix visual. Notice it displays the Product hierarchy of **Category -> Segment**.
70. Now click on any cell to **cross filter** the report. E.g. if you click on cell which is the intersection of Moderation and CA it will filter all the visuals to show data for Moderation Segment and CA state. **Click on the cell again** to remove the cross filter.



Let's add a report title

71. From the ribbon, select **Home -> Text Box**
72. Enter **2016 Performance** in the text box
73. Highlight 2016 Performance and change font size to **40** and change font type to **bold**
74. Resize the text box and place it on the top of the page

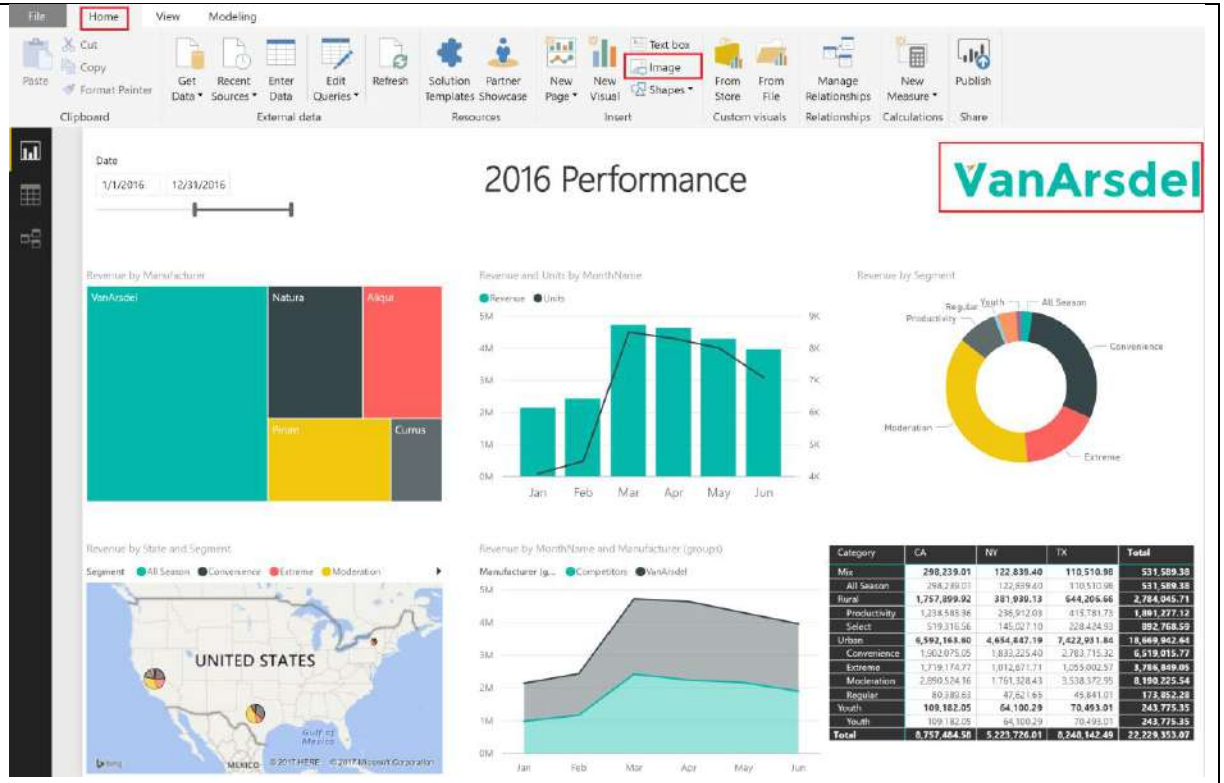


Let's add a logo to the report

75. From the ribbon, select **Home -> Image**
76. Browse to the **DIAH/Data** folder created earlier in the lab
77. Select **Logo.gif**
78. **Resize** the image and **position** it on the top right of the page
79. **Resize the report elements** as desired

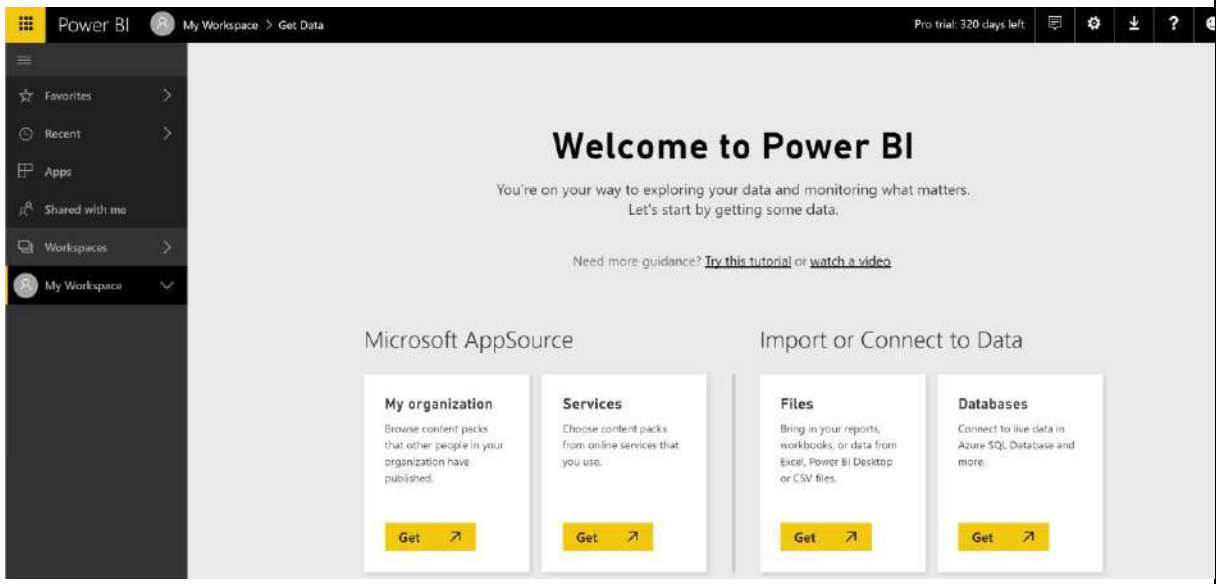
Page 1 should look something like this

80. Save the file by clicking on **File -> Save**



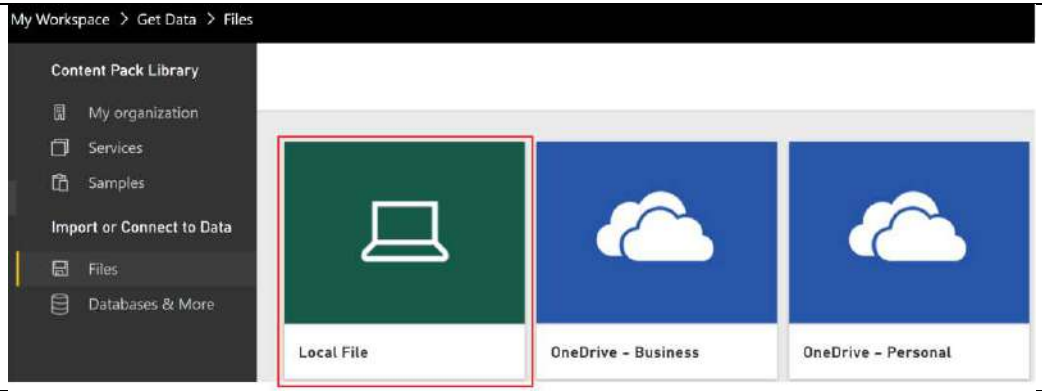
Power BI Service – Import Report

1. If you have not signed up for a Power BI account, go to http://aka.ms/diahtraining and sign up for Power BI with a business email address
2. If you have not already opened the app.powerbi.com page, please open the browser and navigate to http://app.powerbi.com
3. Sign in to Power BI using your user account. Once logged in, you will see **Welcome to Power BI** page
   Note: If you have already signed into Power BI previously, your screen will look slightly different.
4. Let's connect and import data from the Power BI Desktop file. Select **Get under Files**.



You will be navigated to **Get Data > Files** page

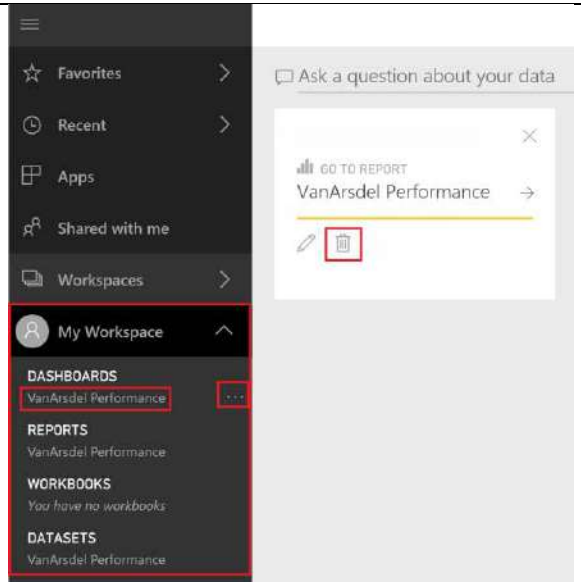
5. Select **Local File**
6. Browse to **DIAH** folder that was created earlier and select **VanArsdel Performance.pbix** file (this is the solution file created using Power BI Desktop)



The dashboard will show a tile for the imported Power BI Desktop file, linked to its reports. Please

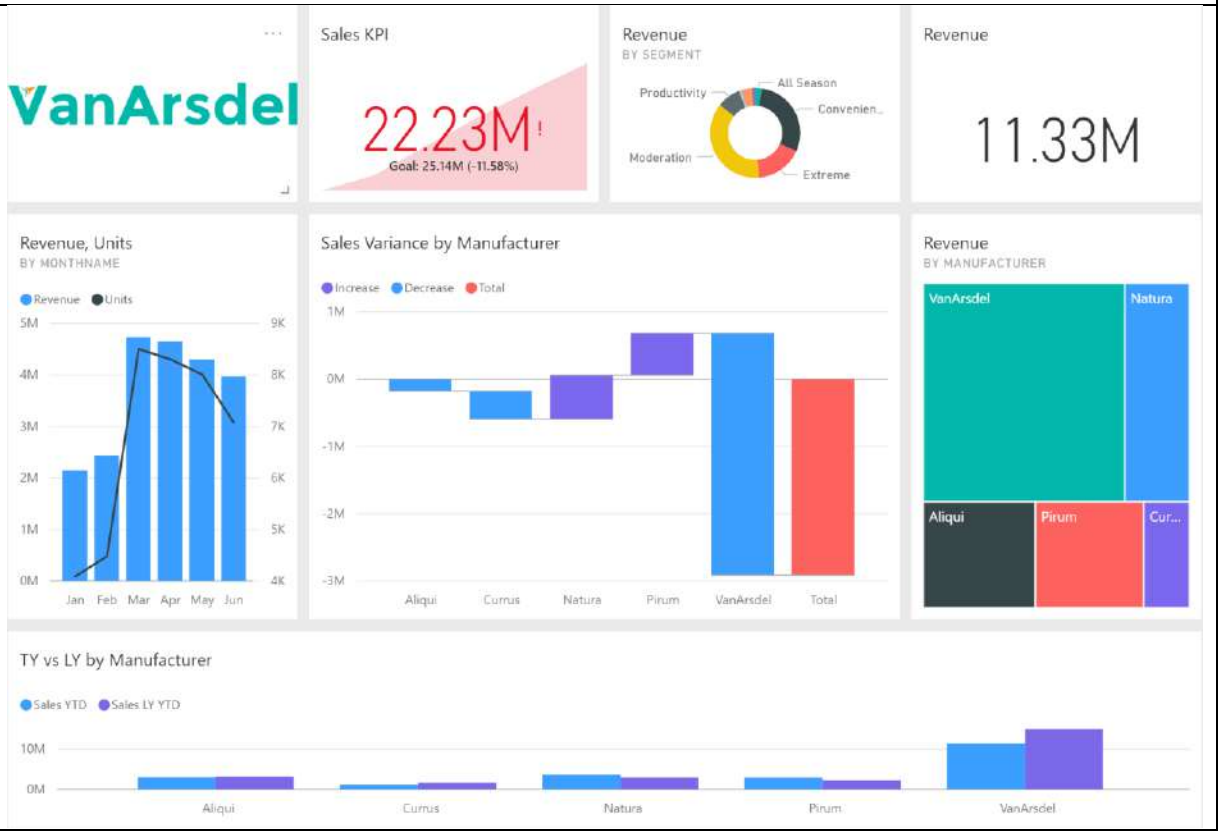
wait for the file to be fully loaded into the Dashboard

7. **Expand My Workspace** in the left panel. Notice VanArsdel Performance dashboard, Report and Datasets are created
8. Click on the ellipsis next to **DASHBOARDS -> VanArsdel Performance.pbix** and select **RENAME**
9. Rename to **VanArsdel Performance**
10. We do not need the default tile that is created. Hover over the tile and click on the **ellipsis** on the top right corner and click on the **delete** icon



Power BI Service – Create Dashboard

In this section, we will create a dashboard that will help the office of CMO to compare VanArsdel's performance with the competitors, figure out VanArsdel's revenue and performance compared to last year in a glance. At the end of the section, we will create a dashboard that looks like this

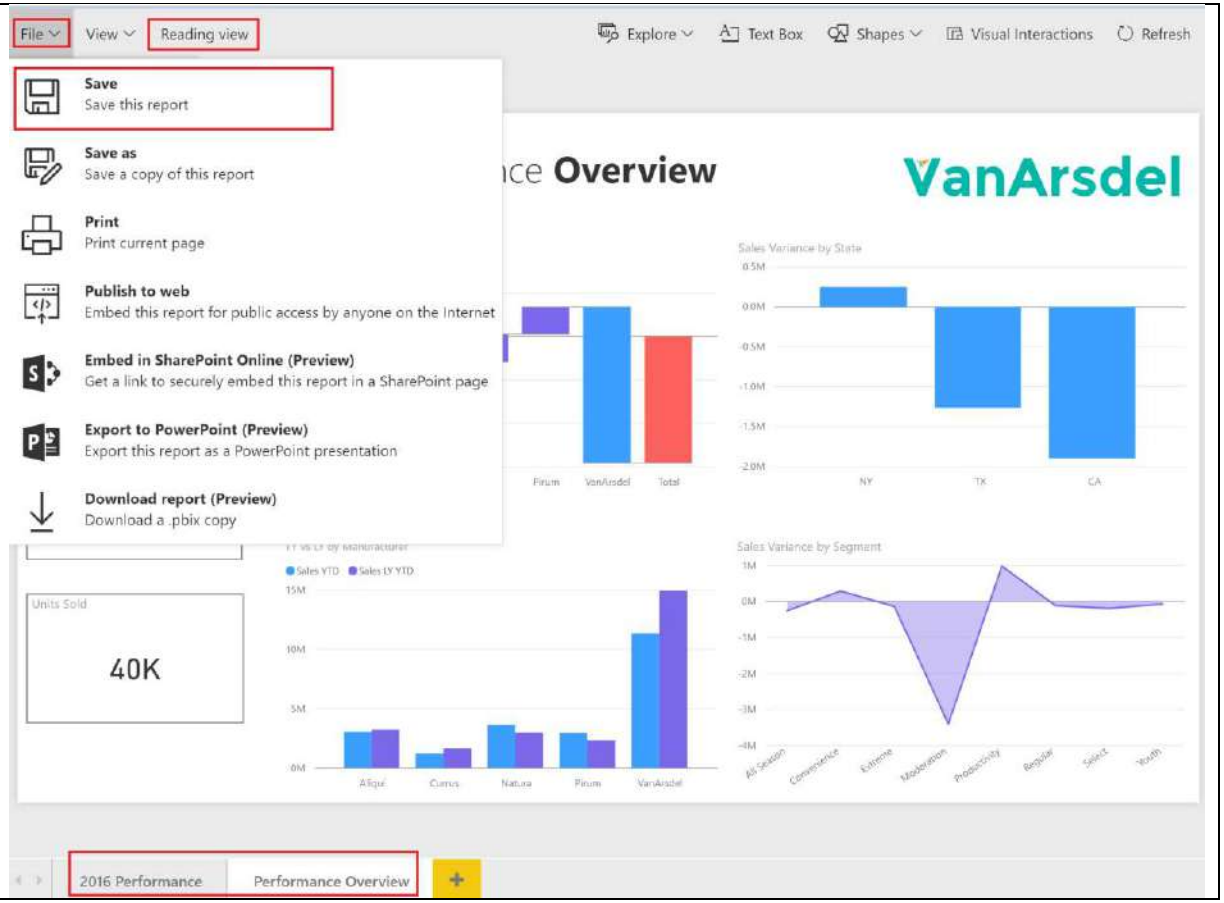


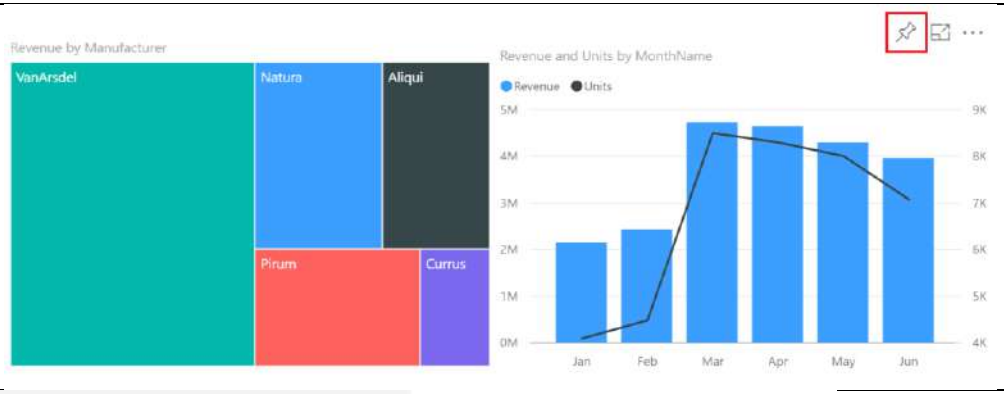
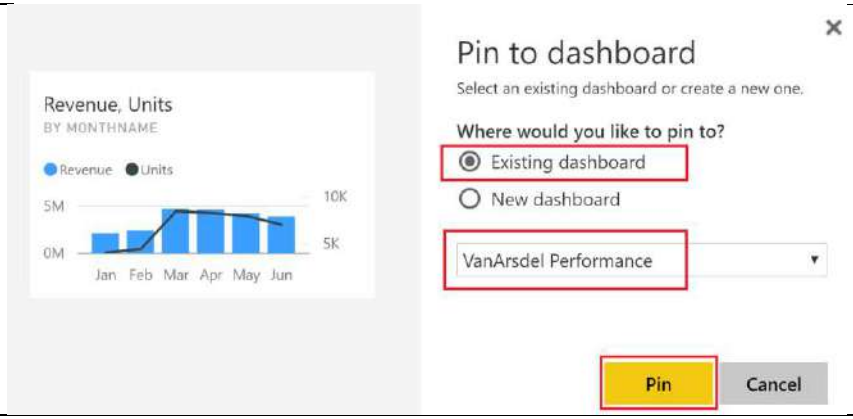
1. Expand **My Workspace** section and select on **REPORTS -> VanArsdel Performance**
   Notice the report created in Power BI Desktop has two pages
2. Click on different chart elements and notice the charts are interactive (like Power BI Desktop)
3. On the top menu click on **Edit report**

This will open the report in Edit mode
Notice the layout is like that of Power BI Desktop

Report can be edited or new pages added in this view

4. Page 1 of the report is like the report you built earlier in the lab. Let's **rename** it by double clicking on Page 1 on the bottom of the screen
5. Rename page to **2016 Performance**
6. **Navigate to Page 2** of the report by clicking on Page 2 on the bottom of the screen. Page 2 of the report provides a Performance Overview
7. **Rename** the page to **Performance Overview**
8. From the top menu, click on **File -> Save** to save the changes
9. On the top menu click on **Reading** to get back to View only mode



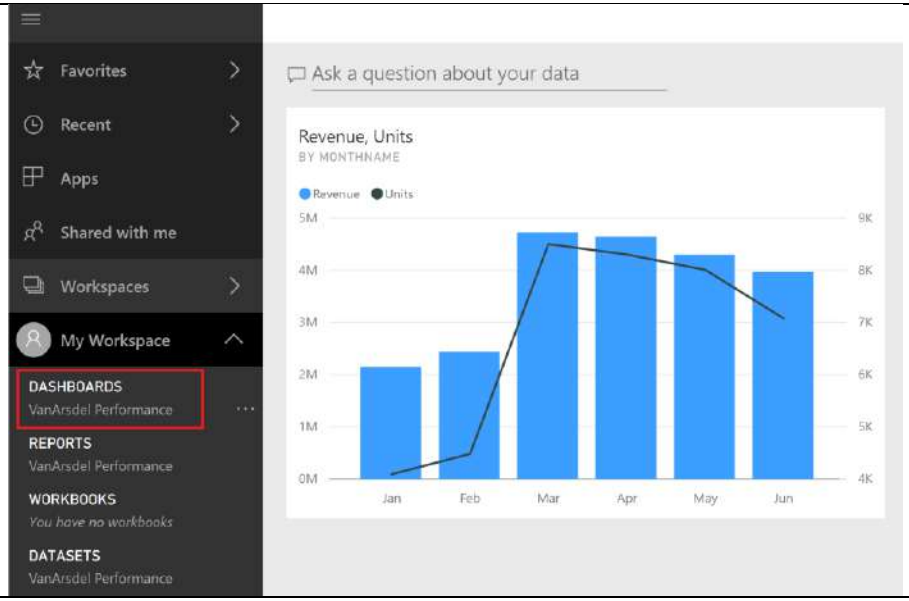
10. Click on 2016 Performance page at the bottom of the screen to navigate to **2016 Performance** report 11. Hover over Revenue and Units by MonthName chart and notice a **Push Pin** appears on the top right corner 12. Click on the **Pin**	
Pin to Dashboard dialogue appears 13. There is an option to create a New dashboard. Since we already have a dashboard, let's select **Existing dashboard** and VanArsdel Performance from the drop down 14. Click **Pin** button. This will pin the visual as a tile in the dashboard	

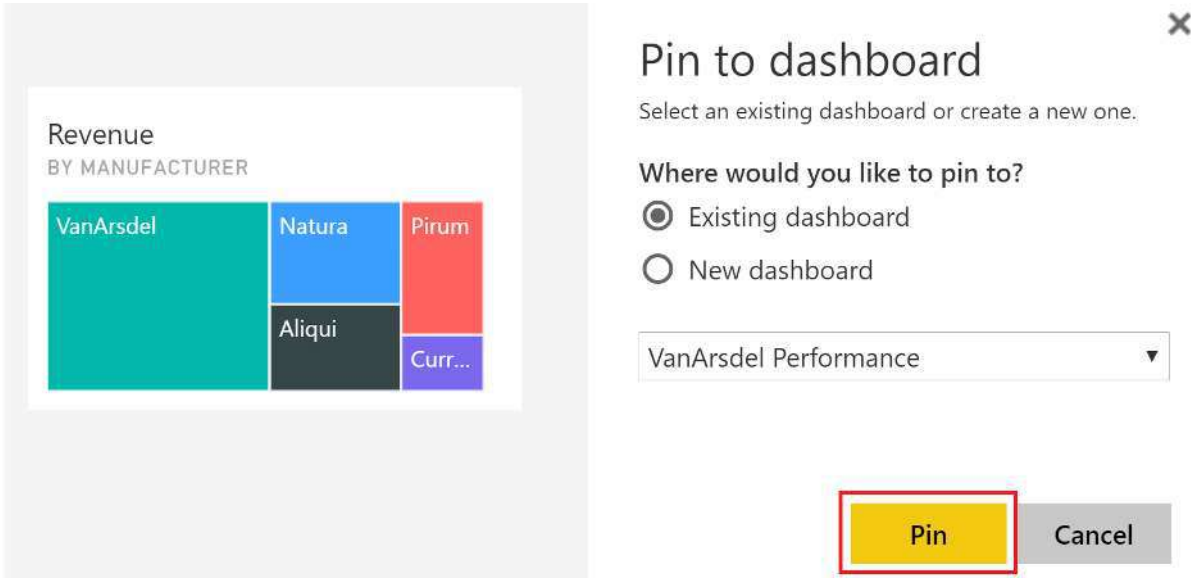
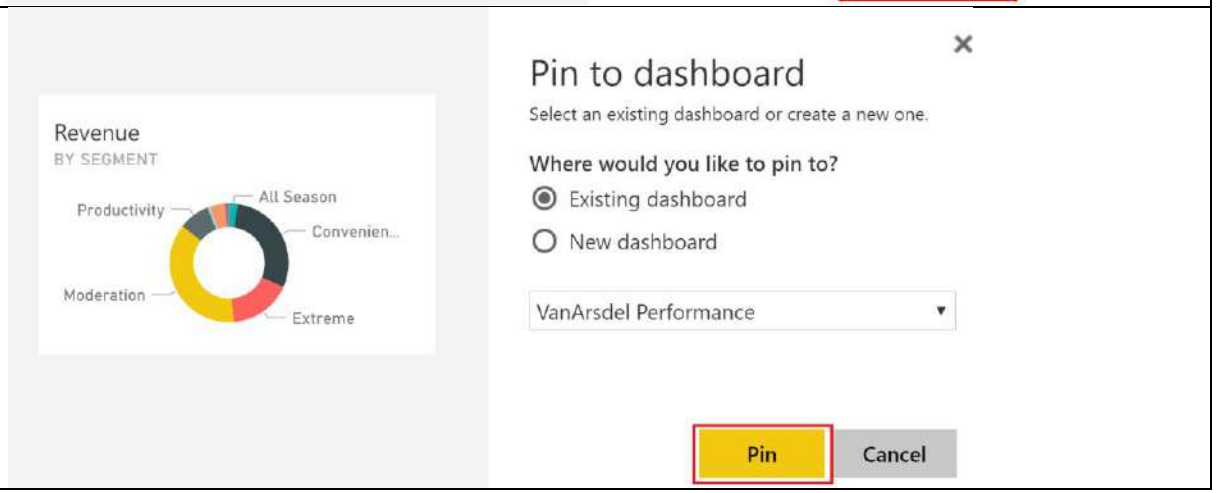
15. Click on **VanArsdel Performance** in **Dashboards** section

Notice Revenue and Units by MonthName chart element is available in the dashboard

16. Click on one of the month columns in the dashboard

Notice the dashboard is not interactive, instead it navigates back to the report

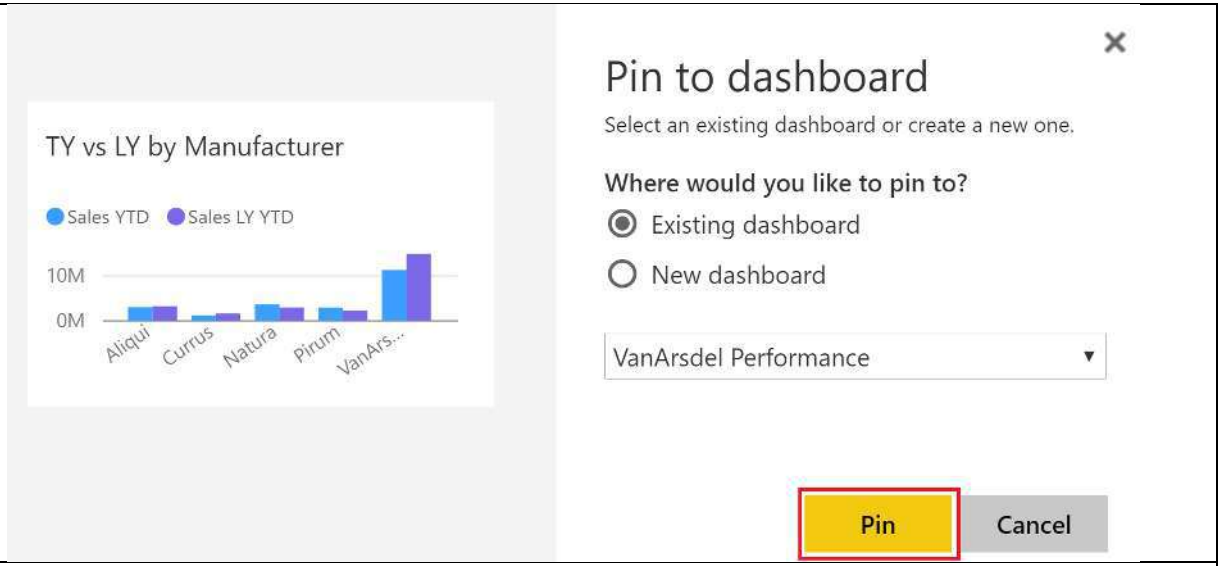
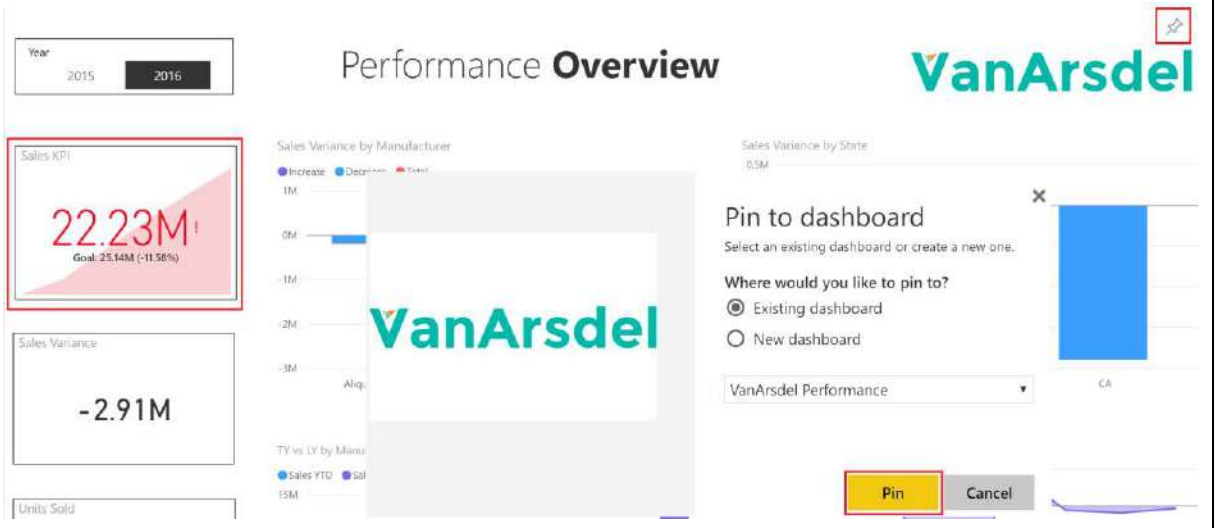


17. Hover over the **Treemap** chart in 2016 Performance report page and pin it to the VanArsdel Performance dashboard	
18. Hover over the **Donut** chart and pin it to the VanArsdel Performance dashboard	

19. Navigate to **Performance Overview** page of the report

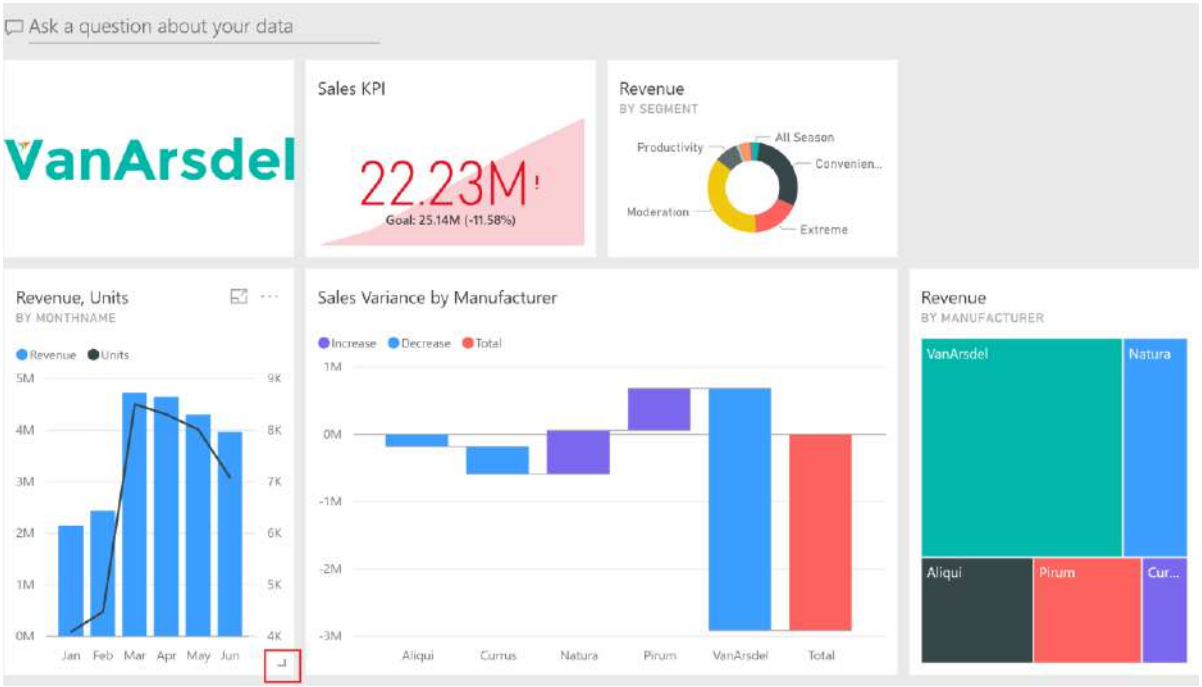
Key indicators the CMO wants to see on the dashboard is comparison of sales this year vs last year

20. Hover over **Waterfall** chart and pin the chart to existing VanArsdel Performance dashboard

21. Hover over **TY vs LY by Manufacturer** chart and pin the chart to the existing VanArsdel Performance dashboard	
22. Hover over **VanArsdel logo** and notice you can pin the logo as well 23. Click on the **push pin** and pin the logo to the existing **VanArsdel Performance dashboard** 24. Hover over the **Sales KPI visual** and pin it to VanArsdel Performance dashboard	

25. Navigate back to VanArsdel Dashboard Notice the newly added chart elements are available in the dashboard
26. **Move the tiles** by hovering and dragging the tiles to the desired location
27. **Resize** the dashboard elements by dragging the element in or out from the bottom right corner (as shown in the figure for the Revenue, Units BY MONTHNAME tile)

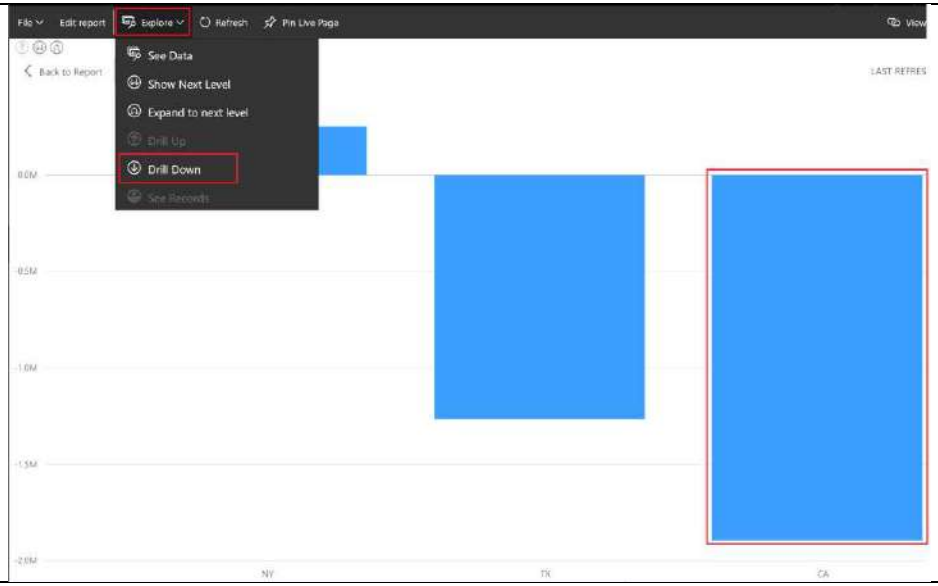
Tiles can be of **various sizes (1x1 to 5x5)**



28. **Click on the Waterfall tile** to navigate to vs Competitors report page
29. **Hover** over the Sales Variance by State column chart and click on **Focus model icon**

Notice Sales Variance by State is in focus mode which means only one chart is in focus and displayed. Let's explore the capabilities to drill up and down a hierarchy and ability to view records

30. From the report menu, select **Explore -> Drill Down**
31. Click on **CA** column

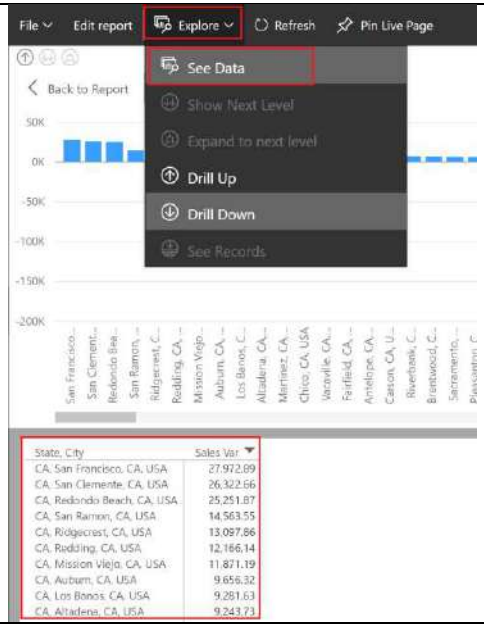


Notice you have drilled down to the city level to display Sales Variance for all the cities in CA

32. From the report menu, select **Explore -> See Data**

Notice data for each of the cities is displayed. Feel free to investigate the other options available under Explore menu

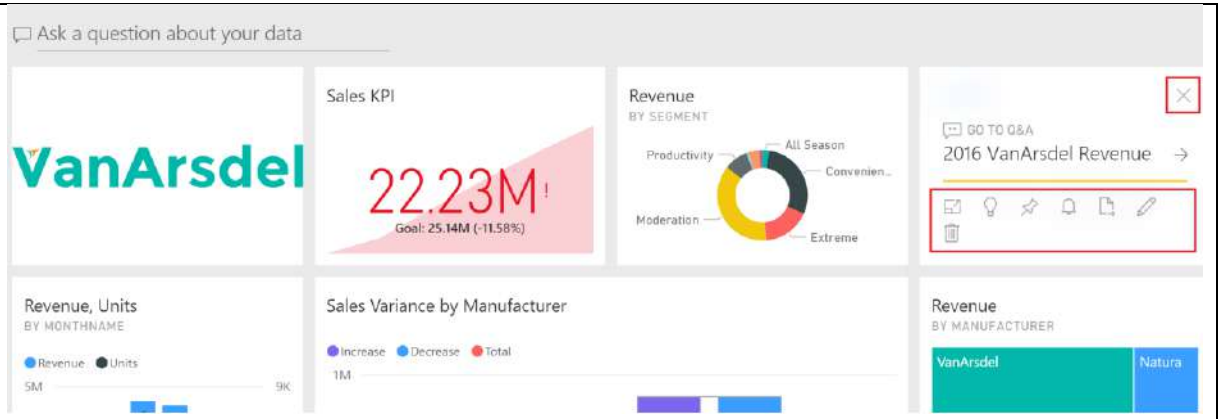
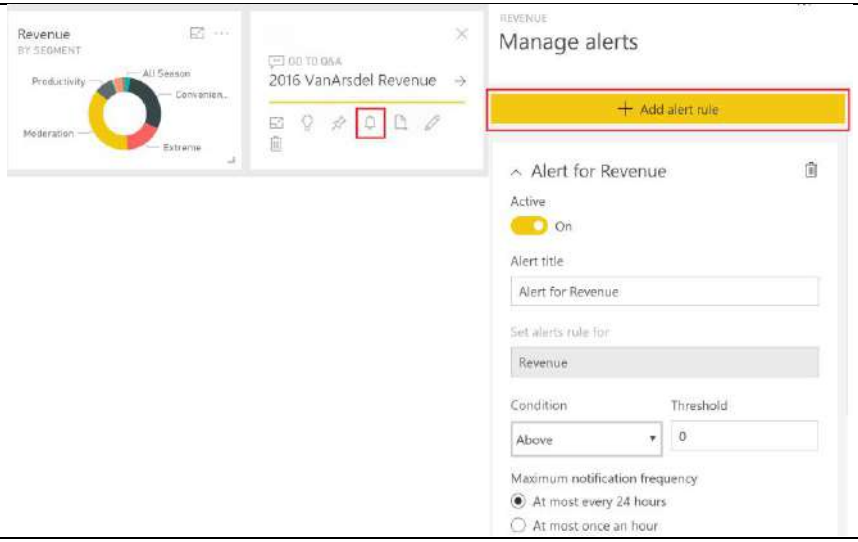
33. Click on **Back to Report** on the top left corner of the focus mode to navigate back to the report page
34. Click on **DASHBOARDS -> VanArsdel Performance** to navigate back to the dashboard



Power BI Service – Power Q & A

Notice on the top of the dashboard there is a text box which says "Ask a question about your data"

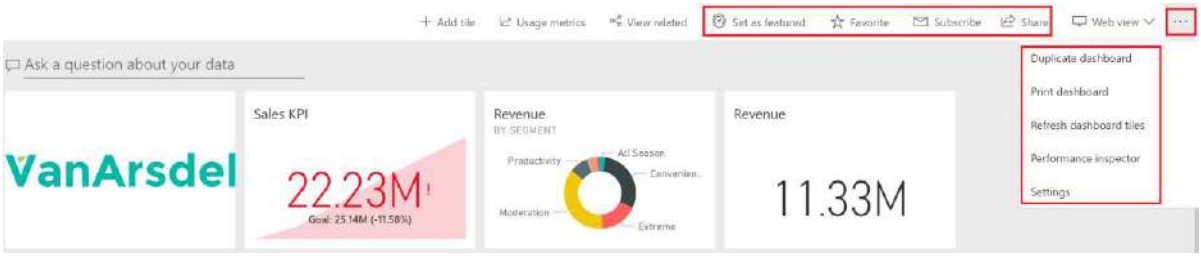
1. Enter **2016 VanArsdel Revenue** in the text box
   Notice Power BI Service can answer adhoc queries
2. Click on the **Pin** button on the top right corner, next to the text box
3. Pin it to existing **VanArsdel Performance** dashboard

4. Navigate back to VanArsdel Performance dashboard and notice the newly created ad hoc card chart element is available on the dashboard Hover over Revenue tile and click on the **ellipse** on the top right corner. Notice there are options to **delete, edit, export** tile. There is also an option to **pin the tile to another dashboard**. Click on "X" to close the options 5. **Click on the Revenue chart** element Notice it navigates back to the Q&A page 6. **Navigate back to the dashboard** by clicking on VanArsdel Performance under Dashboard section in the left panel	
7. Hover over Revenue tile and click on the **ellipse** on the top right corner. 8. Select the **bell icon**. Notice Manage Alerts dialog opens. 9. Select **Add alert rule**. Notice this screen provides the ability to add alerts based on conditions. Alert can be set to send an email or just provide notifications on powerbi.com.	

Power BI Service – Share Dashboard

With this dashboard, CMO can compare VanArsdel's performance with the competitors, figure out VanArsdel's revenue and performance compared to last year in a glance

1. Notice on the top right of the screen there is **Share Dashboard** option. This can be used to share the dashboard with other users
2. There is also an option to set **Favorite** dashboards
3. There is an option to **Set as Featured** dashboard. Set as Featured dashboard sets the dashboard as the default dashboard that user will land every time they login.
4. Click on the **ellipsis** on the top right of the screen next to Share option. This provides options to **duplicate, print, refresh dashboard**

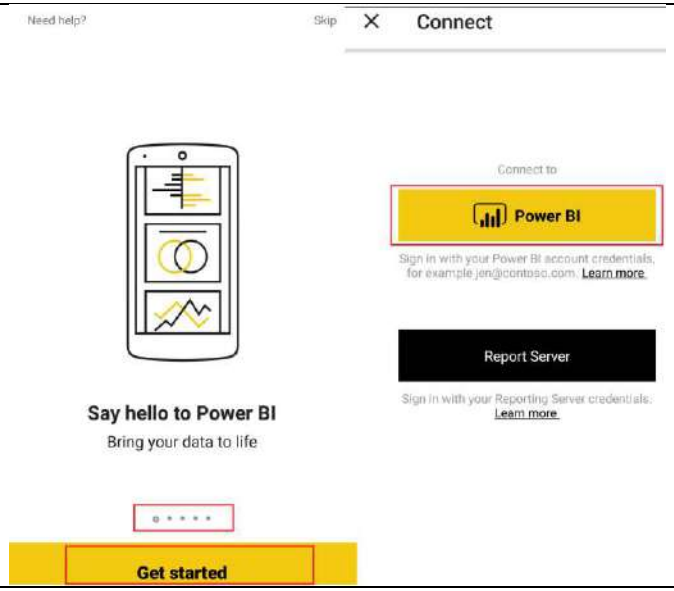


Power BI – Mobile Application

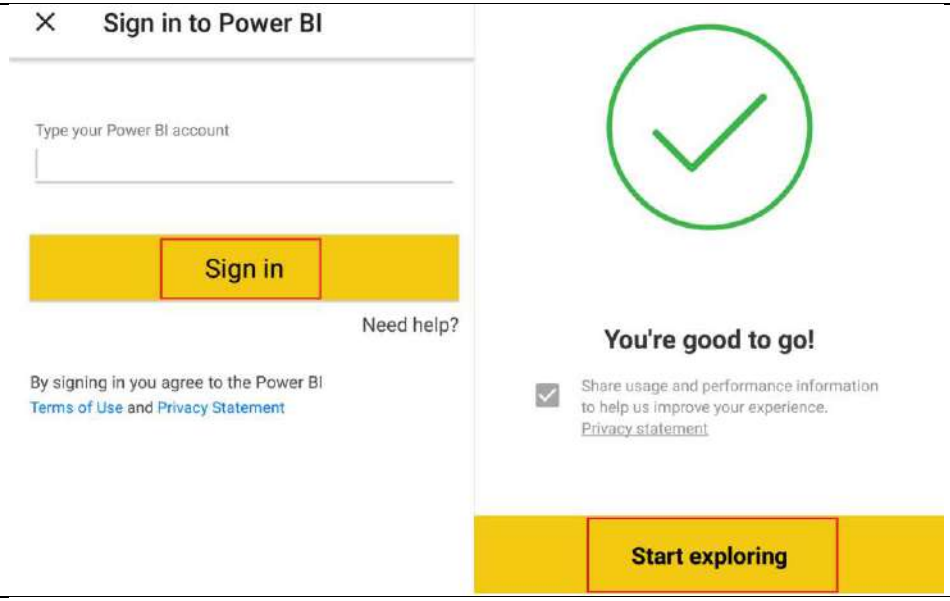
If you have not already installed Power BI mobile app, please **download and install it on your mobile device**. Power BI App is available on Apple Store, Android Play Store and Windows Store

Screenshots for this section are for the Power BI app on an Android phone. If you are using another device type, UI might be slightly different

1. **Open** the Power BI app on your mobile device
2. Welcome to Power BI screen is displayed. You can swipe to scroll through the introduction screens or tap on **Get Started**
3. Select **Power BI** to connect to Power BI



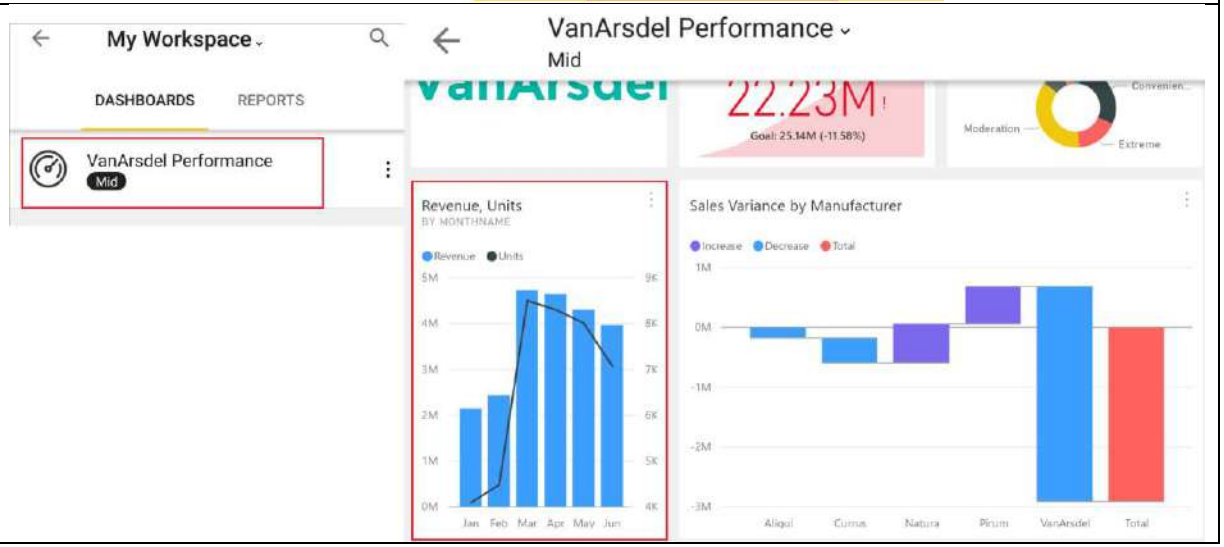
4. **Login** using the same credentials you used to login to www.powerbi.com
5. Once logged in, tap on **Start exploring** to be navigated to your Workspace



6. Notice VanArsdel Performance dashboard you created is available in the **DASHBOARDS** section
7. Select **VanArsdel Performance** dashboard. This will navigate to the dashboard you built in the lab

Notice all the tiles are displayed. If you are in portrait view, tiles might be displayed one below the other. If you **rotate the screen**, notice the display changes to show tiles like what you created on Power BI Service

8. Tap on **Revenue, Units BY MONTHNAME** column and line chart



Notice the tile expands to full screen mode 9. Tap on the **bar icon** on the top right to be navigate to the report Notice there is an option to share the tile by clicking on the share icon on the top right corner	
Notice that the report is interactive, like Power BI Service. You can cross filter, use the slicer, etc. Feel free to explore all the other features available on the Power BI mobile app	

References

You should now have a basic understanding of Power BI. Below are a few helpful references.

Getting started: http://powerbi.com

Power BI Desktop: https://powerbi.microsoft.com/desktop

Power BI Mobile: https://powerbi.microsoft.com/en-us/mobile

Community site https://community.powerbi.com/

Power BI Getting started support page: https://support.powerbi.com/knowledgebase/articles/430814-get-started-with-power-bi

Support site https://support.powerbi.com/

Feature requests https://support.powerbi.com/forums/265200-power-bi

Power BI course https://www.edx.org/course/analyzing-visualizing-data-power-bi-microsoft-dat207x-0

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