

Creating Impactful Dashboards in Power BI

Duration: 1 hour

Session Overview

This session provides a practical introduction to creating dashboards in Power BI and explains how they fit within the overall Power BI ecosystem. Participants will learn the differences between reports and dashboards, understand when dashboards are the right choice, and explore their key features and limitations. Through guided demonstrations and best practices, the session covers preparing reports for dashboard use, pinning visuals and pages, organizing dashboard tiles, and sharing dashboards securely to deliver clear and impactful insights.

Learning Outcomes

By the end of this session, participants will be able to:

- Understand what dashboards are in Power BI and when to use them
- Differentiate clearly between reports and dashboards
- Prepare reports effectively for dashboard creation
- Create dashboards by pinning visuals and pages from one or more reports
- Manage and organize dashboard tiles for clarity and storytelling
- Share dashboards securely while considering permissions and performance
- Apply best practices to decide when dashboards or apps are more appropriate

Pre-requisites

Foundation understanding of Power BI concepts and is mandatory

Session Agenda

Introduction & Context Setting

- What dashboards are in Power BI and where they fit
- Difference between Reports vs Dashboards (business-friendly explanation)
- When to use a dashboard instead of a report

Understanding Dashboards in Power BI Service

- Key characteristics of Power BI dashboards
- Dashboard tiles and their behavior
- Supported visuals and content types
- Dashboard limitations every user should know
- Best use cases for dashboards

Preparing Reports for Dashboard Creation

- Designing reports with dashboard pinning in mind
- Choosing the right visuals for dashboards

- Importance of clean and focused report visuals
- Best practices for reusable report design

Creating Dashboards from Reports

- Pinning visuals from reports to a dashboard
- Pinning entire report pages
- Pinning visuals from different reports
- Understanding live vs static tiles
- Managing tile refresh and interactions

Organizing and Managing Dashboard Tiles

- Arranging and resizing tiles
- Using tile titles, subtitles, and links
- Managing tile interactions and navigation
- Creating a clean and meaningful dashboard layout
- Best practices for dashboard storytelling

Sharing, Access & Best Practices

- Sharing dashboards with users and groups
- Permissions and access considerations
- Performance and maintenance tips
- When to use dashboards vs apps
- Q&A and key takeaways