

Hello,

We are so excited that you will be attending the Integrating Data Analytics into Your Accounting Courses Using Power BI workshop on May 11 at the European Accounting Association conference. See below for some important workshop instructions to complete **BEFORE** attending the workshop, so you can fully participate and gain the most benefit out of the session.

Guido Geerts and Gail Hoover King

PRE-WORKSHOP INSTRUCTIONS

1. Download Power BI Desktop and workshop files (including data sets).

It is very important that you install Power BI **Desktop BEFORE** the workshop. See below for instructions.

You will also need the workshop files in order to participate in the workshop. Please download the files **BEFORE** the workshop.

Click on the URL below:

<https://www.dropbox.com/sh/x0b4phlvhctdvm4/AACEpFnTRKDE4B-OrVRsCRiCa?dl=1>

The files will download as a ZIP folder. The folder is big, so it might take a couple of minutes to download.

This folder contains all the files that we will use during the workshop. Makes sure to unzip the folder and to copy all files to your hard drive. Easy access to all files in this folder during the workshop is very important!

2. INSTRUCTIONS FOR INSTALLING POWER BI DESKTOP

(MAC users see note in Section 3)

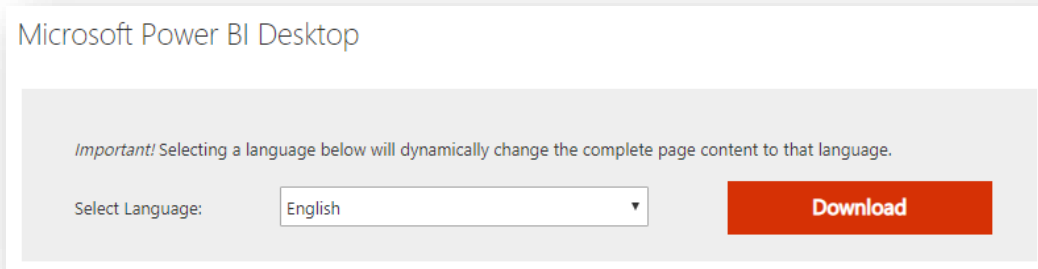
We will use the May 2021 version of Power BI Desktop for this workshop. You can find this version in the SOFTWARE folder of the DropBox that was shared with you. If you don't have Power BI installed on your computer or have an older version, we recommend that you install the May 2021 version. In that case, you can skip Step 1 below.

Step 1. Where can I download the most recent version of Microsoft Power BI Desktop?

Google "Power BI Desktop download," or go directly to the following website:

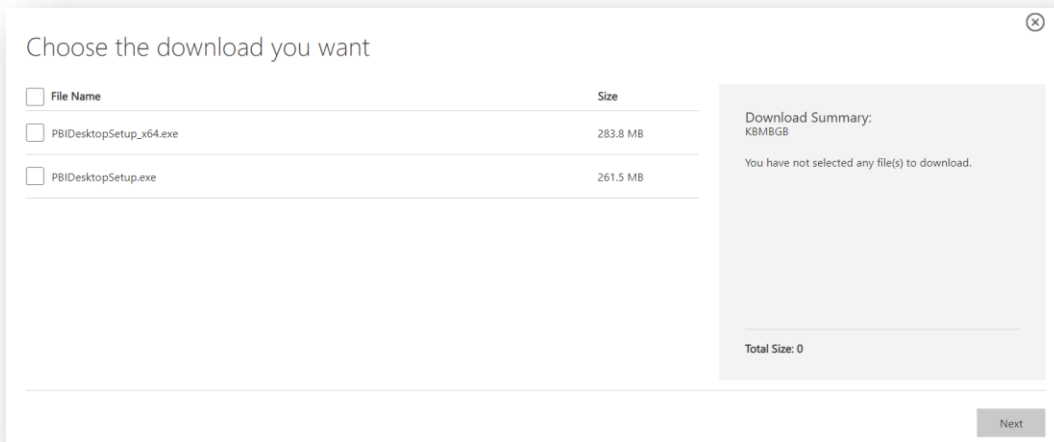
<https://www.microsoft.com/en-us/download/details.aspx?id=58494>

The website will show the following:



Click the Download button.

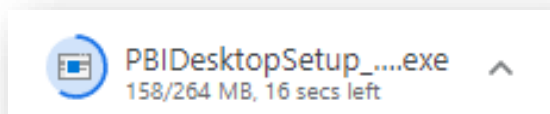
Next, you will be asked to make a choice:



Should I download the 32-bit or 64-bit version?

The answer for most people is 64-bit since that version can handle large amounts of memory more efficiently than 32-bit. If you don't know whether you have a 64-bit system, you can always look that information up. For example, on my system (I run Windows 10), I click on the "Start" button and select "Settings." Next, I click on "System" and select "About." The system type is defined in the "Device specifications" section.

Select the download you want, click the Next button, and Power BI Desktop will be downloaded.

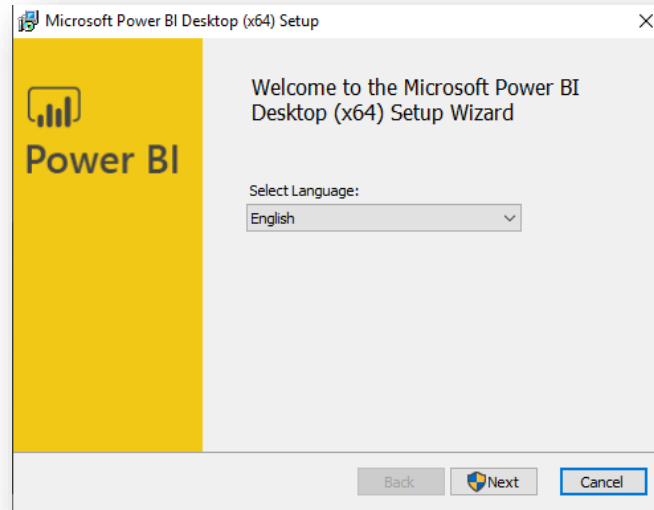


Open the file to start the installation process.

Step 2. Installing Power BI Desktop

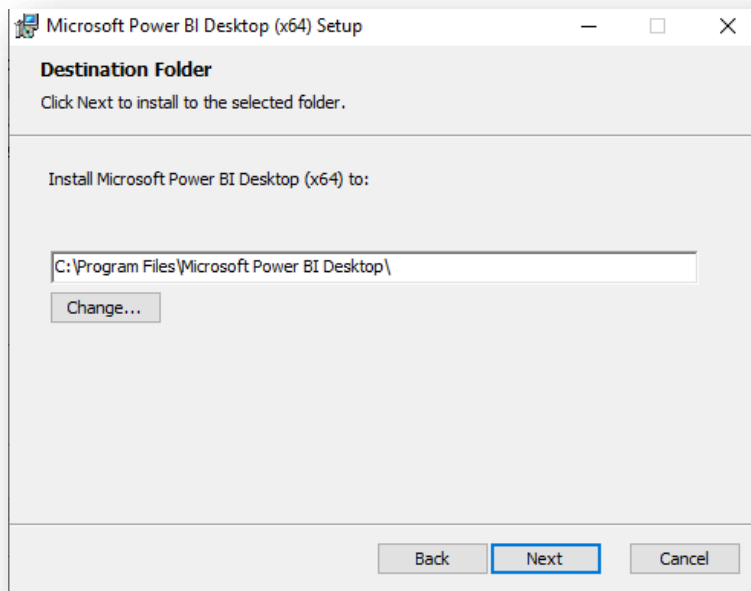
Click on the PBIDesktopSetup_x64.exe file or the PBIDesktopSetup.exe file—use either the file you downloaded or the relevant file in the SOFTWARE folder.

The Setup Wizard will pop up:

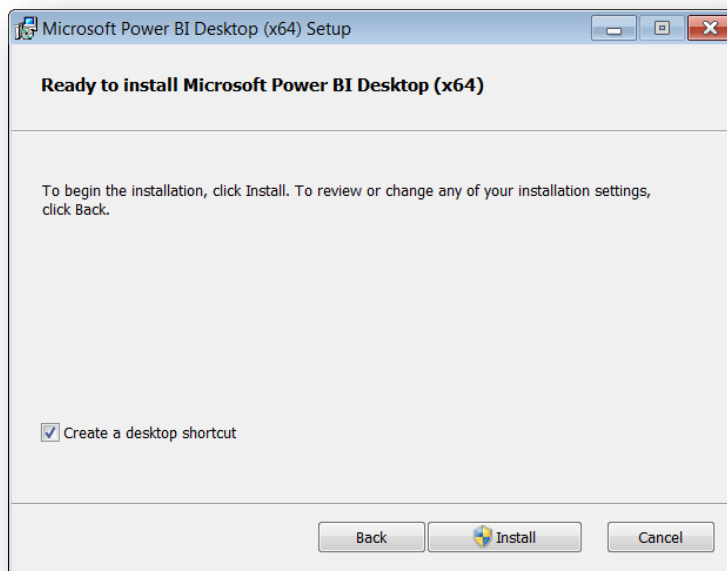


Again, click the Next button.

After accepting the license agreement and clicking Next, the installation wizard will ask you where the software should be installed.



Type in the directory where you want Power BI to be installed and then click on Next. The following screen will pop up:



Click the Install button, and the installation process will get started. The wizard will let you know when the installation is completed.

The screen below will appear:



Click the Finish button and you are **ready to go!** 😊

3. WHAT IF YOU HAVE A MAC?

There is no MAC version for Power BI Desktop.

Possible solutions include:

1. Installing Windows on your Mac using Boot Camp: <https://support.apple.com/boot-camp>

There are tons of videos online that explain how to do that; including the following two:

<https://www.youtube.com/watch?v=Hmm9Q-T0oTo>
<https://www.youtube.com/watch?v=7TwWLMhhD1M>

2. Use a cloud service such as AWS (there is a fee): <https://aws.amazon.com/>
See: <https://ironic3d.com.au/blog/run-power-bi-on-a-mac-like-a-dev>