

Creating a Live PowerPoint Status Deck with Power BI

Overview

Power BI can be integrated directly into PowerPoint to create dynamic, interactive project status presentations.

Instead of manually copying screenshots, you can embed live Power BI reports into slides that update automatically and allow interaction during presentations.

When to Use This

Use Power BI with PowerPoint when you want to:

- Present real-time project data
- Create reusable status decks
- Avoid manually updating slides each reporting cycle
- Deliver interactive stakeholder presentations

Options for Using Power BI in PowerPoint

Option	Description	When to Use
Static Export	Export report as images/slides	Formal reporting, static snapshots
Live Embedded Report	Embed interactive report	Presentations requiring up-to-date data

Tip Recommended option: Live embedded reports.

Prerequisites

- Access to:
 - Power BI Service
 - PowerPoint (Microsoft 365)
- Power BI report published to a workspace
- Permissions to view the report
- Power BI Add-in available in PowerPoint
- Export is Enabled for Report or Service

Step-by-Step: Embed Live Power BI Report in PowerPoint

Option 1 - Create a New Presentation from Power BI

1. Within BrightWork 365, open the Power BI report and click the option for **Open in Power BI**.
2. When the Power BI report opens, Select **Share**.
3. Choose **PowerPoint**.
4. Select **Open in PowerPoint**.

This generates a presentation with live data embedded.

Option 2 - Embed Report in Existing Presentation

1. Copy Report URL
 - Open your Power BI report in browser.
 - Copy the URL.
2. Open PowerPoint
 - Open an existing presentation or create a new one
3. Insert Power BI Add-in
 - Go to **Insert → Add-ins**.
 - Search for **Microsoft Power BI**.
 - Add it to the slide.
4. Paste Report URL
 - Paste the Power BI report URL into the add-in.
 - Select **Insert**.

Note The report loads directly into the slide.

How Live Reports Work in PowerPoint

- The report is:
 - Fully interactive.
 - Filterable during presentations.
- Data updates automatically when refreshed in Power BI.
- No need to re-export slides.

Note Live embedded reports allow interaction and always reflect the latest data.

Example PMO Status Deck Structure

Slide 1 - Portfolio Overview

- Overall health
- Key metrics summary

Slide 2 - Risks and Issues

- Current risks
- Open issues

Slide 3 - Financial Status

- Budget vs. actuals
- Cost trends

Slide 4 - Resource Allocation

- Team utilization
- Capacity vs demand

Limitations and Considerations

- Viewers must have access to the Power BI report.
- Internet connection required for live data.

- Some organizations may need:
 - Admin approval for Power BI add-in.
 - Licensing requirements apply.
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Best Practices

- Use clean, presentation-friendly report layouts.
 - Avoid overly complex dashboards for slides.
 - Pre-set filters before presenting.
 - Use live interaction only when valuable.
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Using This with BrightWork 365

- Ideal for:
 - Executive reporting decks.
 - Steering committee updates.
 - Enables:
 - Live portfolio insights during meetings.
 - Single source of truth across reports and presentations.
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