**Lecture 1 : Steps to be followed**

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Start by setting up the Power BI software on your computer.  
  
Launch the Power BI application and select the Blank Document option.  
  
The canvas shows up which is used to visualize data.

To load data, Go to the home tab ->get data->select a data source(in this case csv file)

A dialog box with three options Load, Transform, and Cancel will show up.Choose,

* Load->When data is cleaned
* Transformed->When you want to process the data
* Cancel->To quit

Here Select Load.

On the View tab on the left side of the screen the following options can be seen:

Report View: For visualizing data.  
Table View: Provides summary of the data to examine it in more detail.

Model View: Shows data across files and facilitates relationship between them.

On the Home screen, select the Transform Data button to clean and process data.

This launches the Power Query Editor in a new window. The data can be transformed and cleaned here.  
  
Right-click on the column header and choose Remove to get rid of empty columns.

Navigate to View > View Quality > Column Quality for null values.

A dialog box shows up in each coloumn to check the percentage of empty data in a particular coloumn.

Use the Remove Rows option and choose Remove Blank Rows to get rid of blank rows.

Click Close & Apply to save the changes after the transformations are complete.

Switch to the **Table View** to confirm that the data has been cleaned and is ready for further analysis.