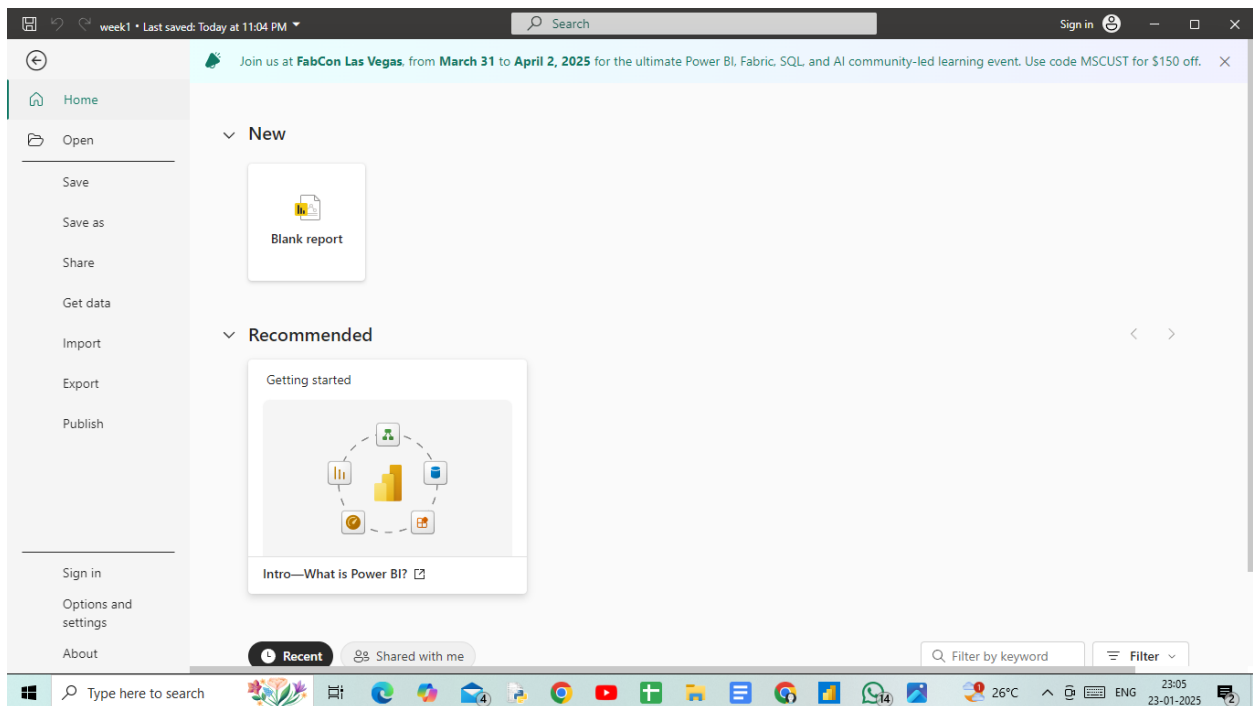


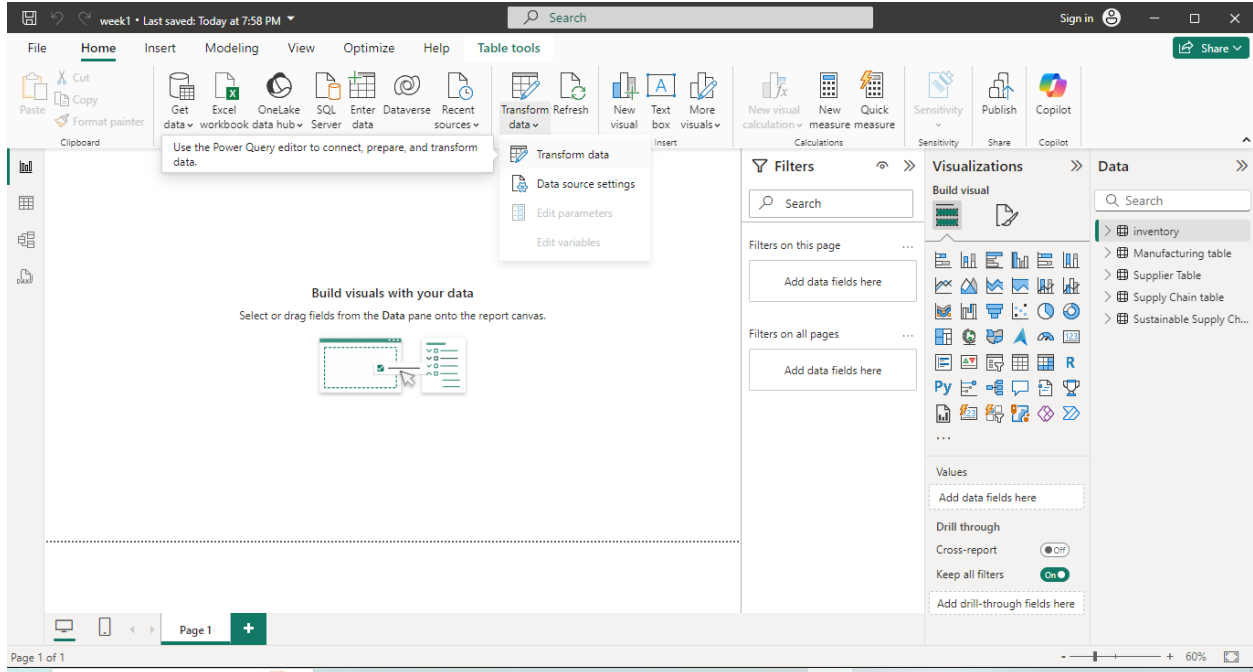
Documenting Actions in Power BI

Step 1: Importing the CSV File

1. *Open Power BI Desktop*:

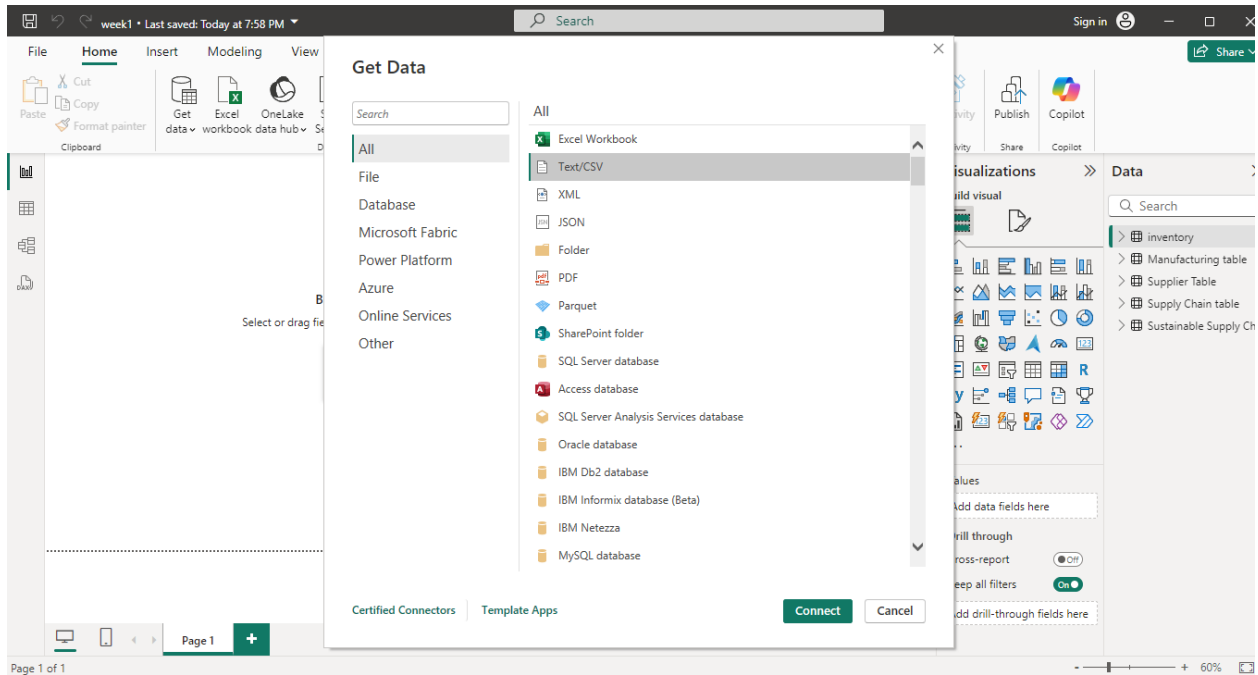
Start by opening Power BI Desktop on your computer.



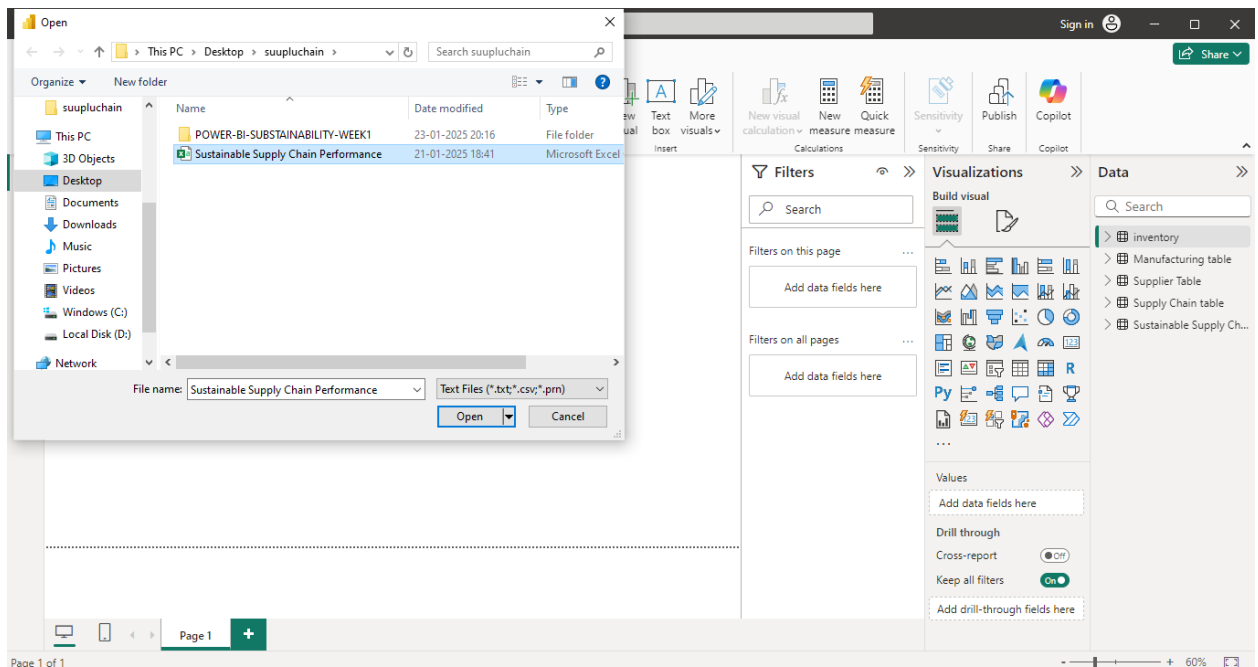


2. *Load the CSV File*:

- Navigate to the *Home* tab in Power BI.
- Click on *Get Data* and select *Text/CSV*.
- In the file dialog, locate and select your CSV file.
- Click *Open* to load the data into Power BI.



- Alternatively, click ***Transform Data*** if you need to modify the data before loading.



Step 2: Transforming Data in Power Query Editor

1. *Open the Power Query Editor*:

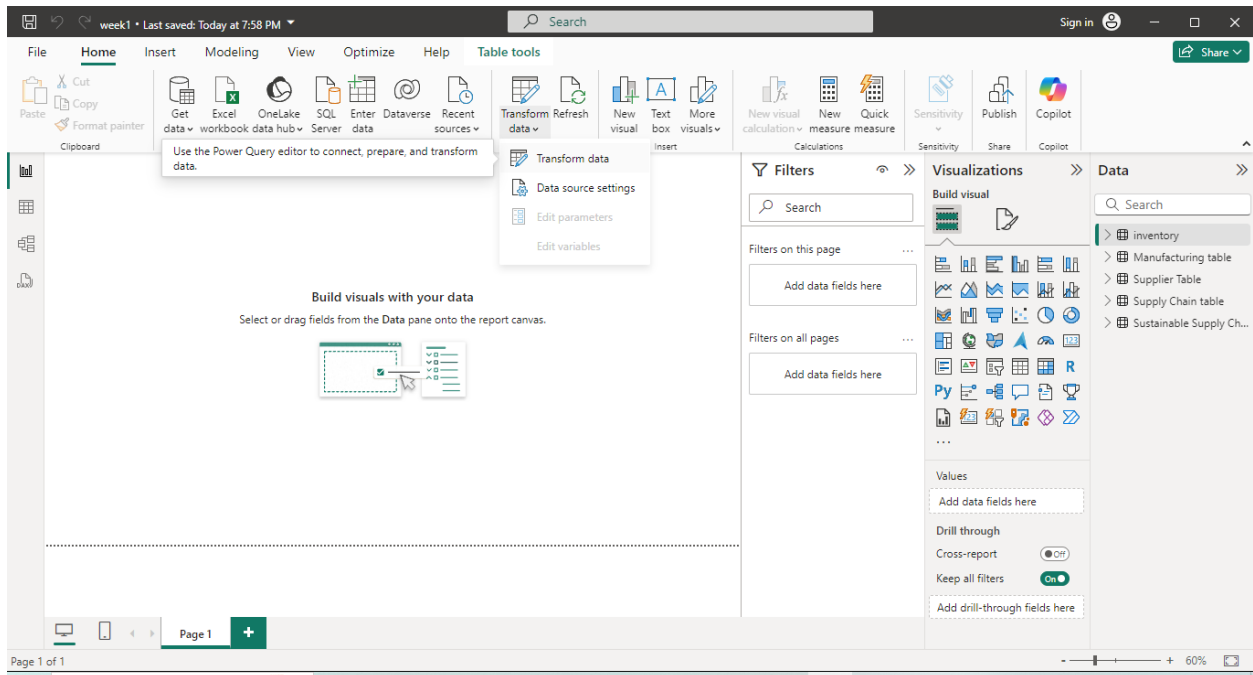
If you clicked *Transform Data, the **Power Query Editor* will open directly. Otherwise, go to the *Home* tab and click *Transform Data* to open it.

2. *Remove an Unnecessary Column*:

- In the *Power Query Editor*, find the column you want to remove.
- Right-click on the column header and select *Remove* to delete the column.
- Alternatively, select the column, and in the ribbon, click *Remove Columns*.

3. *Other Transformations (Optional)*:

- Apply any other transformations you may need, such as:
 - Renaming columns
 - Filtering rows
 - Changing data types



4. *Preview the Transformed Data*:

- After making the necessary changes, ensure that your data looks correct in the preview window.

Queries [5] | week1

File Home Transform Add Column View Tools Help

Close & Apply | New Source | Recent Sources | Enter Data | Data source settings | Manage Parameters | Refresh Preview | Properties | Advanced Editor | Choose Columns | Remove Columns | Keep Rows | Remove Rows | Split Column | Group By | Data Type: Text | Use First Row as Headers | Replace Values | Merge Queries | Append Queries | Combine Files | Text Analytics | Vision | Azure Machine Learning | AI Insights

Query Settings

PROPERTIES

Name: Sustainable Supply Chain Performance

APPLIED STEPS

Source

Promoted Headers

Changed Type

	Product type	SKU	Price	Availability	Number of products sold	Revenue
1	haircare	SKU0	69.80800554	55	802	
2	skincare	SKU1	14.84352328	95	736	
3	haircare	SKU2	11.31968329	34	8	
4	skincare	SKU3	61.16334302	68	83	
5	skincare	SKU4	4.805496036	26	871	
6	haircare	SKU5	1.699976014	87	147	
7	skincare	SKU6	4.078332863	48	65	
8	cosmetics	SKU7	42.95838438	59	426	
9	cosmetics	SKU8	68.71759675	78	150	
10	skincare	SKU9	64.01573294	35	980	
11	skincare	SKU10	15.70779568	11	996	
12	skincare	SKU11	90.63545998	95	960	
13	haircare	SKU12	71.2138908	41	336	
14	skincare	SKU13	16.16039332	5	249	
15	skincare	SKU14	99.17132864	26	562	
16	skincare	SKU15	36.98924493	94	469	
17	skincare	SKU16	7.54717211	74	280	
18	cosmetics	SKU17	81.46253437	82	126	
19	haircare	SKU18	36.44362777	23	620	
20	skincare	SKU19	51.12387009	100	187	

3. *Preview the Data*:

- Power BI will display a preview of the CSV file's contents.
- If the data looks correct, click *Load*.

10 COLUMNS, 100 ROWS Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 19:57

7 COLUMNS, 100 ROWS Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 19:57

Queries [5] | = Table.RemoveColumns(#"Changed Type",{"Product type", "SKU", "Price", "Availability", "Number of products sold", ...)

	Supplier name	Location	Lead time	Transportation modes	Routes
1	Supplier 3	Mumbai	29	Road	Route B
2	Supplier 3	Mumbai	23	Road	Route B
3	Supplier 1	Mumbai	12	Air	Route C
4	Supplier 5	Kolkata	24	Rail	Route A
5	Supplier 1	Delhi	5	Air	Route A
6	Supplier 4	Bangalore	10	Road	Route A
7	Supplier 3	Kolkata	14	Sea	Route A
8	Supplier 4	Bangalore	22	Road	Route C
9	Supplier 4	Mumbai	13	Sea	Route B
10	Supplier 2	Chennai	29	Rail	Route B
11	Supplier 5	Kolkata	18	Road	Route B
12	Supplier 2	Kolkata	28	Air	Route A
13	Supplier 4	Kolkata	3	Road	Route B
14	Supplier 5	Bangalore	23	Road	Route B
15	Supplier 1	Kolkata	25	Air	Route B
16	Supplier 1	Bangalore	14	Sea	Route B
17	Supplier 1	Bangalore	3	Air	Route A
18	Supplier 1	Chennai	7	Air	Route C
19	Supplier 2	Kolkata	18	Sea	Route A
20	Supplier 4	Chennai	20	Road	Route C
21	Supplier 1	Chennai	29	Air	Route B

5 COLUMNS, 100 ROWS Column profiling based on top 1000 rows

Query Settings

PROPERTIES

Name: Supplier Table

APPLIED STEPS

- Source
- Promoted Headers
- Changed Type
- Removed Columns

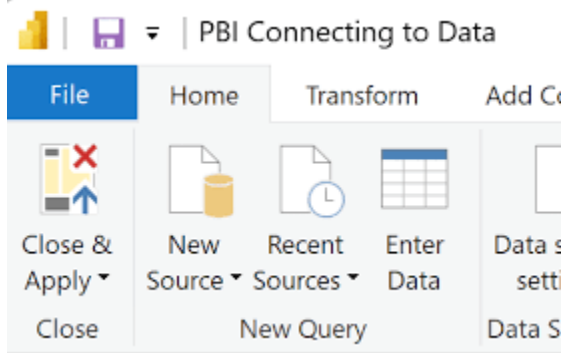
PREVIEW DOWNLOADED AT 19:57

Step 3: Save and Apply Transformations

1. *Close & Apply*:

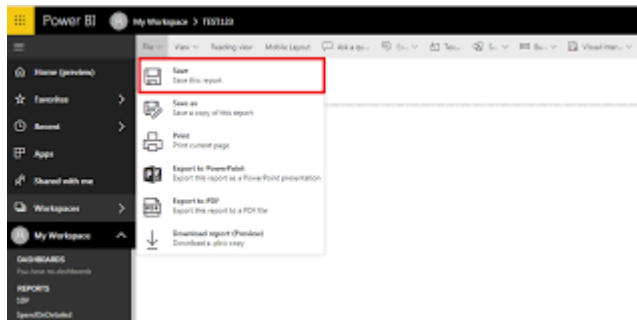
- Once the transformations are complete, click *Close & Apply* in the top-left corner of the Power Query Editor.

- This will load the transformed data back into Power BI.



2. *Save the Power BI File*:

- Click *File* in the top-left corner of Power BI Desktop.
- Select *Save As* and provide a name for your Power BI file (e.g., Sustainability_SupplyChain.pbix).
- Choose a location to save the file on your computer and click *Save*.



Step 4: Documenting the Actions in Your Word File

1. *Create a New Word Document*:

Open Microsoft Word and start a new document.

2. *Document the Steps*:

Follow the steps mentioned above, writing each action as you've performed it (e.g., importing CSV, removing column, etc.).

3. *Save the Document*:

Once you've documented all the steps, save the Word file with a meaningful name (e.g., PowerBI_Transform_Sustainability_SupplyChain.docx).
