Power BI – How to import the Data

Introduction

In this document, I tried to self-learning how to import the external data to Power BI.

I will try to import the excel file and SQL server database to be my example.

Step 1) Download the EXCEL and SQL server file first

Excel Sample Data:

You can find the below excel file in my github.
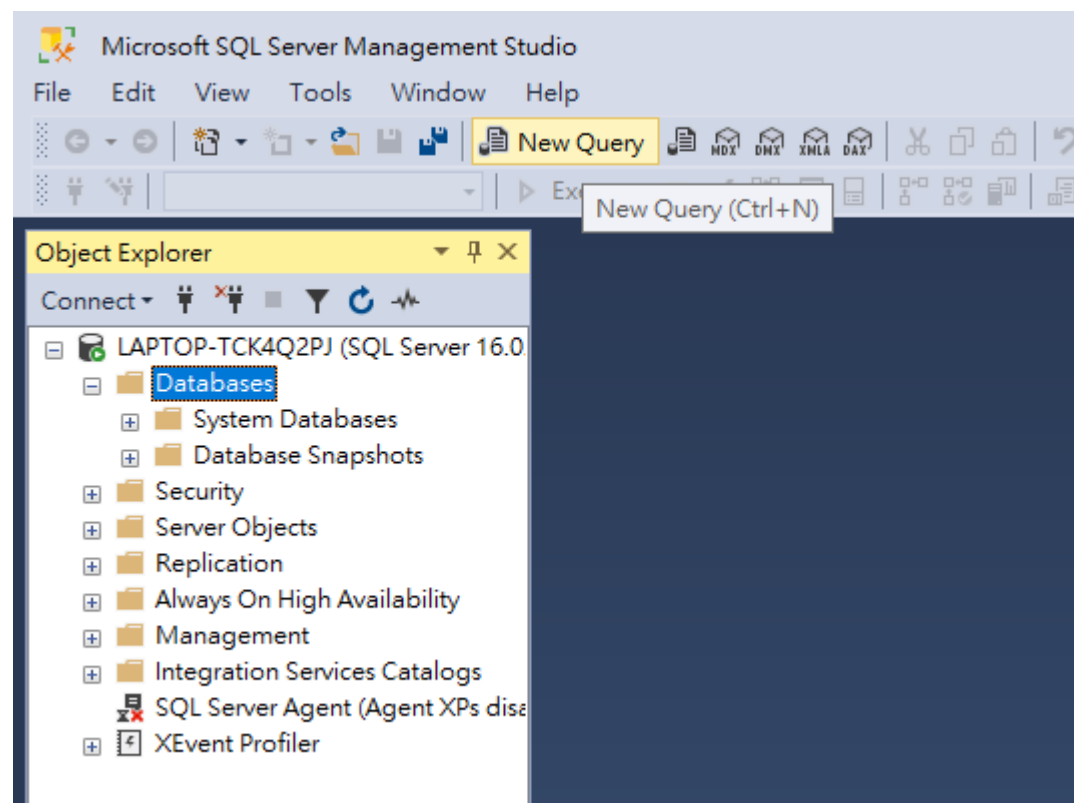
Financial
Sample.xlsx

SQL server data:

I created the below sql script for create example database : PowerBI_Sample_Data

PowerBI_Sample_
DB.sql

You can logon the sql server management studio, and click the New Query to run sql.

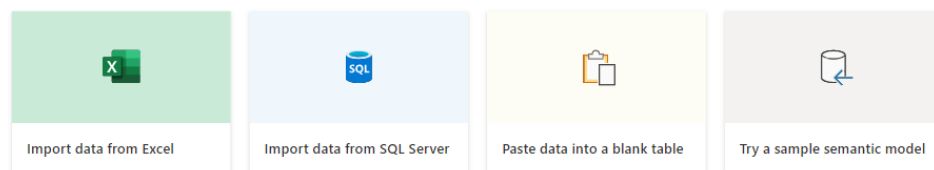## Step 2) Open the Power BI Desktop to try to import Excel

Excel file import
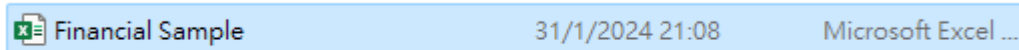
Step 2.1) Open the power BI desktop.
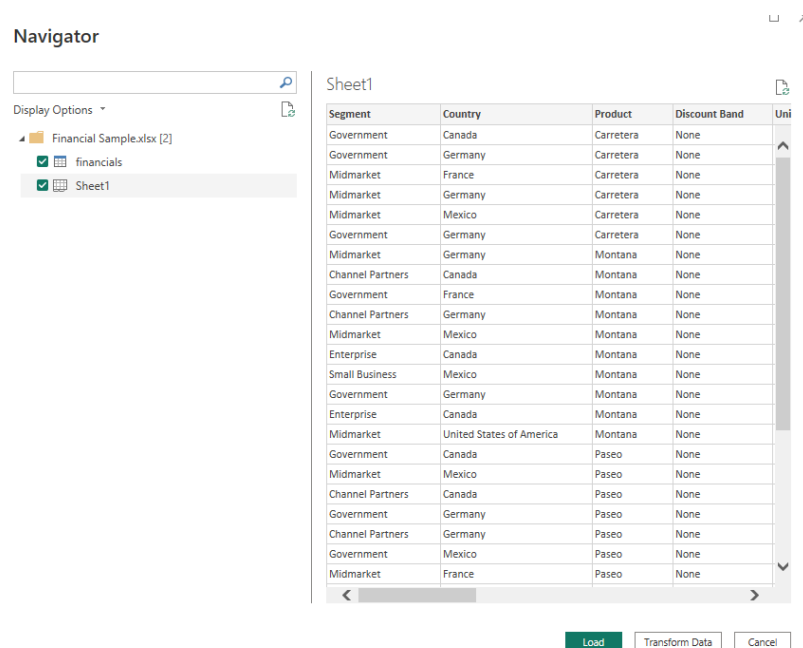
Step 2.1) Click "Import data from excel"

Step 2.3) Choose the excel file (Financial sample.xsls)
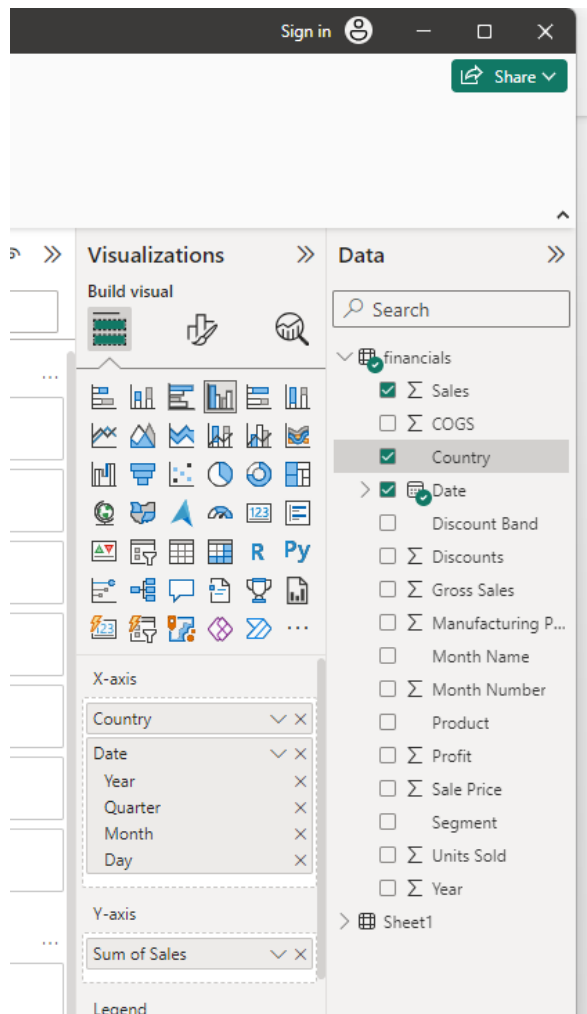

Step 2.3) select all table and click "Load" button.
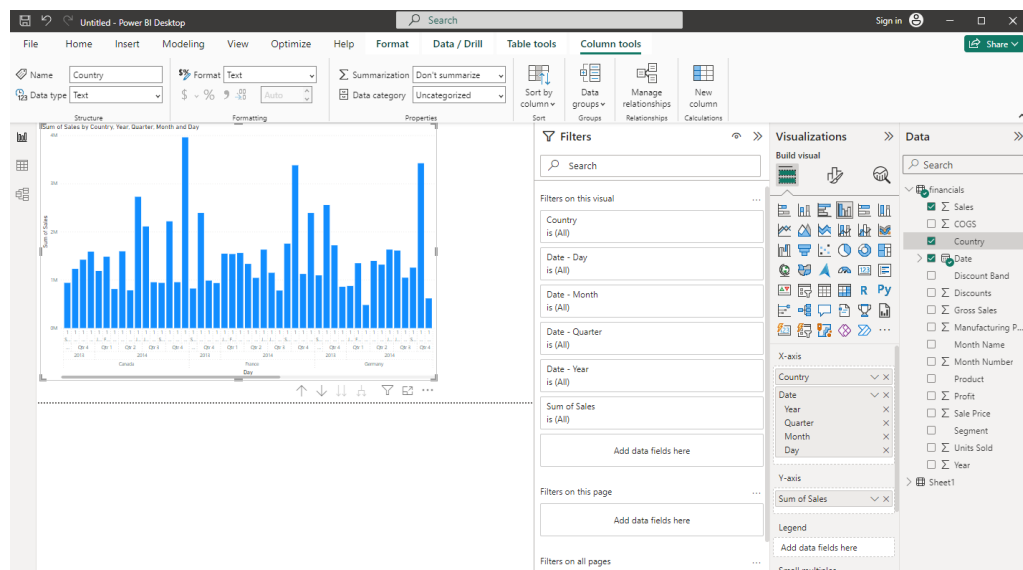
Step 2.4) After import, you can see the data. It success to import.
Checked "Sale", "Country", "Date"

Step 2.5) After checked the fields which you want to show. The chart is ready.

Step 3) Open the Power BI Desktop to try to import SQL

Excel file import

    Step 3.1) Open the power BI desktop.

    Step 3.2) Click "Import data from SQL server"

Add data to your report

Once loaded, your data will appear in the **Data** pane.

Import data from Excel	Import data from SQL Server	Paste data into a blank table	Try a sample semantic model

Get data from another source →
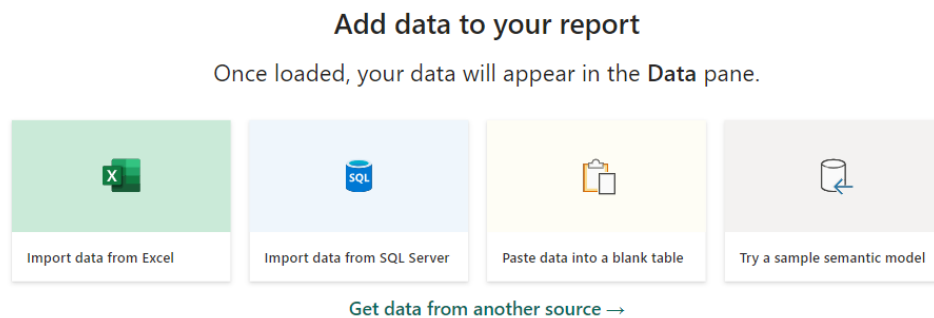
    Step 3.3) In this example, assume your sql server name : locahost

    Click "OK" button

SQL Server database

Server ⓘ

`locahost`

Database (optional)

Data Connectivity mode ⓘ
- ◉ Import
- ○ DirectQuery

▷ Advanced options

OK   Cancel

Step 3.4) Please based on your information to input the below setting.

Click "Connect" button

	SQL Server database	✕
Windows	🗄 localhost	
Database	Use your Windows credentials to access this database.	
Microsoft account	⦿ Use my current credentials	
	○ Use alternate credentials	
	User name	
	Password	
	Back	Connect Cancel

Step 3.5) If connection ok, you can see the below screen, it means you connection is ok now. Click "Load" button.

Navigator

Employee

Id	Name	Age	Gender	Department
1	Jon	18	Male	Engineering
2	Mike	19	Male	Law
3	Nick	19	Male	Literature
4	Sally	20	Female	Engineering
5	Laura	22	Female	Engineering
6	Elisabeth	18	Female	Law
7	Jane	17	Female	Law
8	Josh	20	Male	Engineering
9	Will	19	Male	Literature
10	Rachel	22	Female	Literature

Display Options ▾
▲ 🗄 LAPTOP-TCK4Q2PJ [1]
  ▲ 🗄 PowerBI_Sample_DB [1]
    ☑ ▦ Employee

Select Related Tables   Load Transform Data Cancel

Step 3.6) Click right hand side data. Checked the "Department", "Gender"

You will see this screen