**WEEK-1:**

Load: It is used for analysis purpose.

Transform: used when there is any missing data is present in the dataset (i.e., data cleaning).

Get data: is used to get the data from any file format.

Then we have to select load or transform the data based on dataset.

For transforming the data we have to select the transform data in the home. Then it takes the tab to power query editor interface….where we create or transform the data .

For creating a individual table we have to take duplicate of the dataset. By right click on the dataset we get the options to select the duplicate of the table. Then rename it as per our requirement.

Remove the columns that are not required in the given requirement by selecting that column and by right click remove option is enabled…

Repeat the same process for creating other tables also..