# Lab 1.2 Data Import & Transformation

**Lab Objectives**

**Time: 20-30 Min**

1. Import and clean the **Sales Target** table so that is in a usable format for data modelling.
2. Unpivot column fields to rows and fix data errors in Power Query in the **Sales Target** table
3. Use the column by example utility to create a usable date column.
4. Use the **Group By** option to group the applicable columns in the Target Table.
5. Create dynamic parameters for the order data in the **Sales By Country** table.

**Lab steps**

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| 1) Impot and clean the sales target table so that is in a usable format for data modelling   * Import Power Cycle Sales Target.xlsx file. * From the Home Table and utilize the remove rows option to remove unused rows * From the Transform tab you can select “Use First Row as Headers” to promote the first row to the table header * Change the data type in the EmployeeID column from test to whole number |  |
| 2) Unpivoting the date columns to rows   * Select the Employee column then navigate to the Transform tab and select from the unpivot drop-down unpivot other columns |  |
| * Change the Value column to a fixed decimal data type. * From the Transform tab select replace values -> replace errors and replace the errors with “0” * Rename the Value column to Sales Target |  |
| 3) Column by example   * From the Add Column tab select the Column From Example * Select the check box on the Attribute column. * Enter the Month – 1-Year as the example in the Custom column first cell \* note that for the AI engine to generate the subsequent values you might need to input 2-3 examples. * Change the custom column data type from text to Date type and rename the column to Date. * Remove the Attribute column. |  |
| 4) Create Grouping for Sale Target   * From the Transform tab select Group By * You will need to group by the date and title the new column name “Sale Target.” * The operation should be set to Max so that the group aggregation is taking the max value for the proposed target value. |  |
| 5) Create Parameters for Sales order date   * From the Home tab select Manage Parameters-> New Parameters * Title the Parameter “StartDate” * For the Type select Date from the dropdown menu and the suggested value should be set to “Any Value” * Set the current value to 9/1/2019 (DD/MM/YYYY) * Repeat the same steps and create a parameter for “End” Date” |  |
| * Navigate to the Sales By Country table. * Select the filter from the Order Date column -> Date Filter -> Between * Select the calendar option and select the parameter. * From here you can set the “is or equal to” the start date parameter and end date parameters for the “is before or equal to“ option * Set From Date Parameter -> 1/1/2020 * Set To Date Parameter -> 31/12/2021 |  |