

Power BI Assignment 4

Here are the **step-by-step instructions** on how to connect the **SampleSuperstore.xlsx** dataset (Order sheet) to **Power BI Desktop** 

● Steps to Connect SampleSuperstore.xlsx to Power BI

1. Download the Dataset

- Open the link:
 [SampleSuperstore.xlsx](#)
 - Save the file to your local computer (for example, Downloads folder).
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2. Open Power BI Desktop

- Launch the **Power BI Desktop** application from your computer.
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3. Select Get Data Option

- On the **Home** tab, click on “**Get Data**” → choose “**Excel Workbook**”.
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4. Browse and Open the File

- Navigate to the location where you saved the file (**SampleSuperstore.xlsx**).
 - Select the file and click “**Open**.”
-

5. Navigator Window Appears

- You will see a list of available sheets and tables in the Excel file.
 - Check the box next to “**Order**” (or “**Orders**” depending on the file).
 - A preview of the data will appear on the right side.
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6. Load or Transform Data

- Choose “**Load**” to directly import the Order sheet into Power BI.
 - Or choose “**Transform Data**” if you want to clean or modify data in **Power Query Editor** before loading.
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7. Data Loaded Successfully

- The **Order** table will now appear in the **Fields Pane** on the right side of the Power BI window.
 - You can now start creating visuals and dashboards using the fields from the Order sheet.
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File Home Insert Modeling View Optimize Help

Cut Copy Format painter Clipboard

Get data Excel OneLake Server Enter Data Datasource Refresh Queries Transform data New visual Text box More visuals Insert Calculations Sensitivity Publish Prep data for Copilot

Clipboard Data

Open

Organise New folder

Name Date modified Type Size

- Customer Data 04-10-2025 17:34 Microsoft Excel Work...
- Dates 04-10-2025 17:34 Microsoft Excel Work...
- Goals 04-10-2025 17:34 Microsoft Excel Work...
- Histogram 04-10-2025 17:34 Microsoft Excel Work...
- IT Spend Analysis Sample 04-10-2025 17:34 Microsoft Excel Work...
- Sample Superstore(IVedant) 07-10-2025 07:52 Microsoft Excel Work...
- Sample Superstore 04-10-2025 17:34 Microsoft Excel Work...
- SampleSuperstore+dataset** 15-10-2025 20:31 Microsoft Excel Work...

File name: SampleSuperstore+dataset Excel Files (*.xl;*.xlsx;*.xism;*.xlst

Open Cancel

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File Home Insert Modeling View Optimize Help

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Get data Excel OneLake Server Enter Data Datasource Refresh Queries New visual Text box More visuals Insert Calculations Sensitivity Publish Prep data for Copilot

Navigator

Display Options

- SampleSuperstore+dataset.xlsx [3]
 - Orders**
 - People
 - Returns

Orders

Row ID	Order ID	Order Date	Ship Date	Ship Mode	Cus
1	CA-2016-152156	08-11-2016	11-11-2016	Second Class	
2	CA-2016-152156	08-11-2016	11-11-2016	Second Class	
3	CA-2016-138688	12-06-2016	16-06-2016	Second Class	
4	US-2015-108966	11-10-2015	18-10-2015	Standard Class	
5	US-2015-108966	11-10-2015	18-10-2015	Standard Class	
6	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	
7	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	
8	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	
9	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	
10	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	
11	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	
12	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	
13	CA-2017-114412	15-04-2017	20-04-2017	Standard Class	
14	CA-2016-161389	05-12-2016	10-12-2016	Standard Class	
15	US-2015-118983	22-11-2015	26-11-2015	Standard Class	
16	US-2015-118983	22-11-2015	26-11-2015	Standard Class	
17	CA-2014-105893	11-11-2014	18-11-2014	Standard Class	
18	CA-2014-167164	13-05-2014	15-05-2014	Second Class	
19	CA-2014-143336	27-08-2014	01-09-2014	Second Class	
20	CA-2014-143336	27-08-2014	01-09-2014	Second Class	
21	CA-2016-143336	27-08-2014	01-09-2014	Second Class	
22	CA-2016-137330	09-12-2016	13-12-2016	Standard Class	
23	CA-2016-137330	09-12-2016	13-12-2016	Standard Class	

Load Transform Data Cancel

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File Home Help Table tools

Name: Orders

Manage relationships New Quick New measure New table Mark as date table Calculations Calendars

Structure Relationships Data

Search: Orders

Row ID Order ID Order Date Ship Date Ship Mode Customer ID Customer Name Segment Country City State Postal Code Region Product ID Category

Table: Orders (9,994 rows)

Row ID	Order ID	Order Date	Ship Date	Ship Mode	Customer ID	Customer Name	Segment	Country	City	State	Postal Code	Region	Product ID	Category
43	CA-2016-101343	17 July 2016	22 July 2016	Standard Class	RA-19885	Ruben Ausman	Corporate	United States	Los Angeles	California	90049	West	OFF-ST-10003479	Office
514	CA-2017-163405	21 December 2017	25 December 2017	Standard Class	BN-11515	Bradley Nguyen	Consumer	United States	Los Angeles	California	90049	West	OFF-AR-10003811	Office
515	CA-2017-163405	21 December 2017	25 December 2017	Standard Class	BN-11515	Bradley Nguyen	Consumer	United States	Los Angeles	California	90049	West	OFF-AR-10001246	Office
1606	US-2016-115819	19 April 2016	24 April 2016	Second Class	JO-15280	Jas O'Carroll	Consumer	United States	Los Angeles	California	90049	West	OFF-AR-10000823	Office
1607	US-2016-115819	19 April 2016	24 April 2016	Second Class	JO-15280	Jas O'Carroll	Consumer	United States	Los Angeles	California	90049	West	OFF-AR-10004456	Office
1609	US-2016-115819	19 April 2016	24 April 2016	Second Class	JO-15280	Jas O'Carroll	Consumer	United States	Los Angeles	California	90049	West	OFF-PA-10002377	Office
1807	US-2016-116729	25 December 2016	28 December 2016	First Class	GK-14620	Grace Kelly	Corporate	United States	Los Angeles	California	90049	West	OFF-PA-10002005	Office
2060	CA-2014-106439	31 October 2014	04 November 2014	Standard Class	GG-14650	Greg Guthrie	Corporate	United States	Los Angeles	California	90049	West	OFF-FA-10002975	Office
2061	CA-2014-106439	31 October 2014	04 November 2014	Standard Class	GG-14650	Greg Guthrie	Corporate	United States	Los Angeles	California	90049	West	OFF-ST-10003996	Office
2063	CA-2014-106439	31 October 2014	04 November 2014	Standard Class	GG-14650	Greg Guthrie	Corporate	United States	Los Angeles	California	90049	West	OFF-PA-10000477	Office
2065	CA-2014-106439	31 October 2014	04 November 2014	Standard Class	GG-14650	Greg Guthrie	Corporate	United States	Los Angeles	California	90049	West	OFF-ST-10001963	Office
2068	CA-2014-106439	31 October 2014	04 November 2014	Standard Class	GG-14650	Greg Guthrie	Corporate	United States	Los Angeles	California	90049	West	OFF-AR-10001419	Office
2191	CA-2016-118913	25 June 2016	29 June 2016	Standard Class	AS-10240	Alan Shonely	Consumer	United States	Los Angeles	California	90049	West	OFF-AP-10000692	Office
2492	CA-2014-113579	13 December 2014	15 December 2014	Second Class	KD-16345	Katherine Duch	Consumer	United States	Los Angeles	California	90049	West	OFF-PA-10001457	Office
2944	CA-2017-126242	19 November 2017	24 November 2017	Standard Class	MC-18100	Mick Crebagga	Consumer	United States	Los Angeles	California	90049	West	OFF-ST-10000675	Office
3534	CA-2014-110849	18 April 2014	23 April 2014	Standard Class	JL-15835	John Lee	Consumer	United States	Los Angeles	California	90049	West	OFF-AR-10002375	Office
3535	CA-2014-110849	18 April 2014	23 April 2014	Standard Class	JL-15835	John Lee	Consumer	United States	Los Angeles	California	90049	West	OFF-AR-10000657	Office
3536	CA-2014-110849	18 April 2014	23 April 2014	Standard Class	JL-15835	John Lee	Consumer	United States	Los Angeles	California	90049	West	OFF-FA-10000134	Office
3565	CA-2016-130029	03 July 2016	06 July 2016	First Class	GT-14755	Guy Thornton	Consumer	United States	Los Angeles	California	90049	West	OFF-PA-10000552	Office
3566	CA-2016-130029	03 July 2016	06 July 2016	First Class	GT-14755	Guy Thornton	Consumer	United States	Los Angeles	California	90049	West	OFF-FA-10001135	Office
3759	CA-2015-167745	18 September 2015	23 September 2015	Standard Class	GB-14530	Georg Bell	Corporate	United States	Los Angeles	California	90049	West	OFF-AR-10003602	Office
3760	CA-2015-167745	18 September 2015	23 September 2015	Standard Class	GB-14530	George Bell	Corporate	United States	Los Angeles	California	90049	West	OFF-SU-10004182	Office
3844	CA-2014-101931	28 October 2014	31 October 2014	First Class	TS-21370	Todd Sumrall	Corporate	United States	Los Angeles	California	90049	West	OFF-SU-10002301	Office
3845	CA-2014-101931	28 October 2014	31 October 2014	First Class	TS-21370	Todd Sumrall	Corporate	United States	Los Angeles	California	90049	West	OFF-SU-10000646	Office
3847	CA-2014-101931	28 October 2014	31 October 2014	First Class	TS-21370	Todd Sumrall	Corporate	United States	Los Angeles	California	90049	West	OFF-ST-10003442	Office
4339	CA-2015-125234	27 November 2015	01 December 2015	Standard Class	SN-20710	Steve Nguyen	Home Office	United States	Los Angeles	California	90049	West	OFF-PA-10000482	Office
4481	CA-2016-109365	03 November 2016	08 November 2016	Standard Class	XP-21865	Xylona Preis	Consumer	United States	Los Angeles	California	90049	West	OFF-FA-10001561	Office
4482	CA-2016-109365	03 November 2016	08 November 2016	Standard Class	XP-21865	Xylona Preis	Consumer	United States	Los Angeles	California	90049	West	OFF-AP-10002998	Office
4484	CA-2016-109365	03 November 2016	08 November 2016	Standard Class	XP-21865	Xylona Preis	Consumer	United States	Los Angeles	California	90049	West	OFF-PA-10001725	Office
4486	CA-2016-109365	03 November 2016	08 November 2016	Standard Class	XP-21865	Xylona Preis	Consumer	United States	Los Angeles	California	90049	West	OFF-PA-10000477	Office
4487	CA-2016-109365	03 November 2016	08 November 2016	Standard Class	XP-21865	Xylona Preis	Consumer	United States	Los Angeles	California	90049	West	OFF-PA-10004359	Office
4561	CA-2015-118871	04 December 2015	09 December 2015	Second Class	HM-14866	Harry Marie	Corporate	United States	Los Angeles	California	90049	West	OFF-EN-10003296	Office
4709	CA-2017-138149	29 June 2017	30 June 2017	First Class	WB-21850	William Brown	Consumer	United States	Los Angeles	California	90049	West	OFF-ST-10002974	Office

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