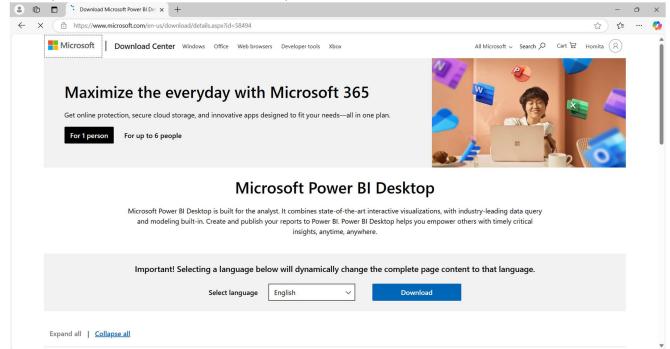
PowerBI:-

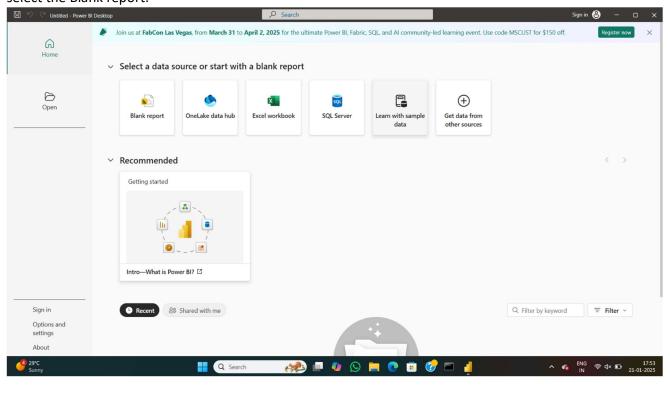
Power BI is a business Intelligence tool. It is a Product of Microsoft. In this tool we handle the process of ETL(Extract, transform and LOAD).

STEPS TO DELETE THE COLUMNS

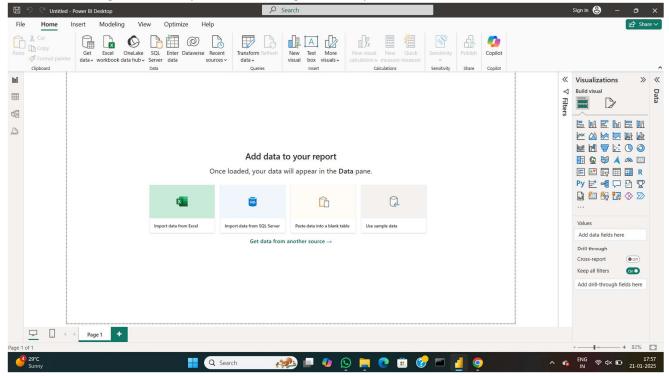
1. Firstly we have to download and install the power BI from its website.



2. After installing the power BI, the following is how the power BI desktop looks liks. From this we have to select the Blank report.

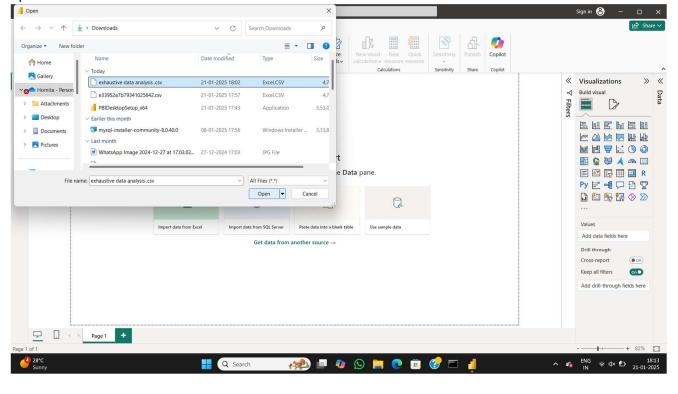


3. After selecting the blank report the following window opens.

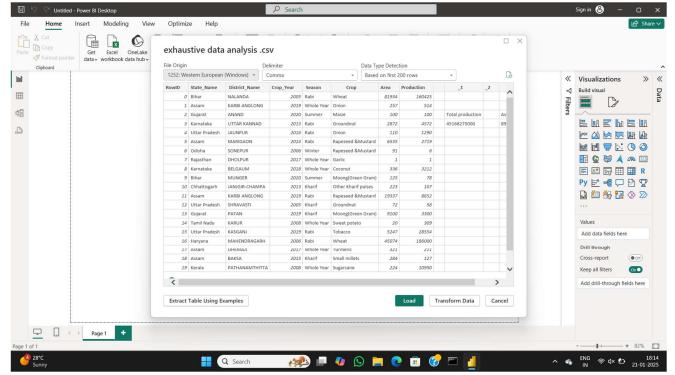


Here at extreme right there are visualizations, they are called as a pent or canvas, which are use for drawing charts. beside that there is another called filters used to filter the data.

4. To extract the data set or the data file, at the home tab there is one option called get data click on that from that whichever the type of your data like excel ore CSE select data and the following window gets opened.

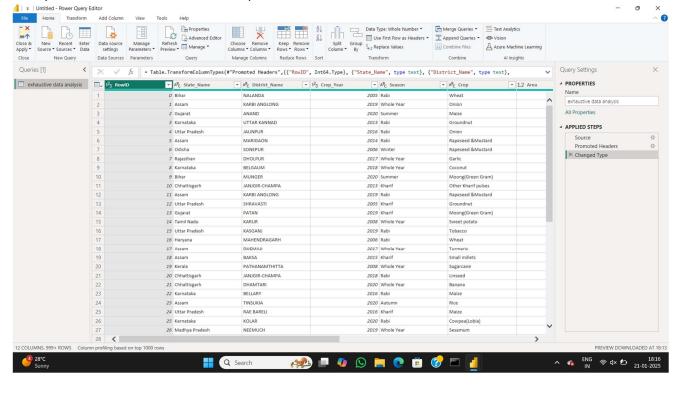


5. After opening this the following window opened with the three options Load, Transform data, Cancel. Load: when your data is cleaned, Transform data: when you want to process the data. Either we have to choose transform data or load option. If we choose load option then no need to worry the transform option is also given in the home, from there we can transform the data.

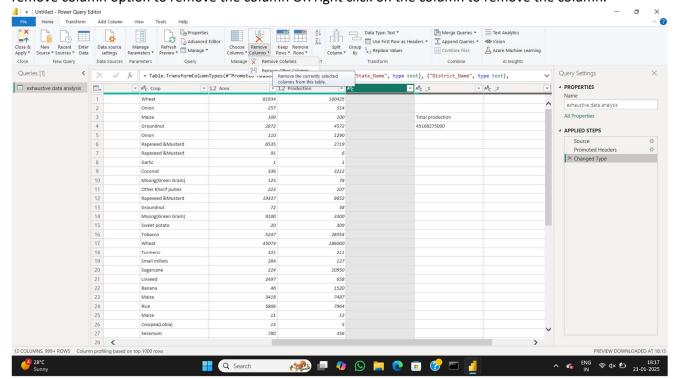


At the left side there are three views that are report view (for visualization), table view(see the data) and model view(to create relationships among data).

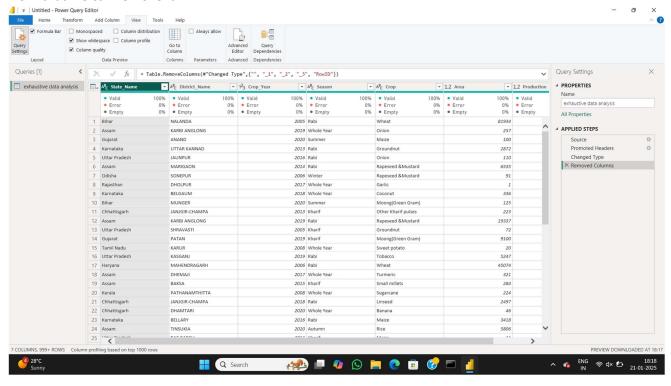
6. Now after selecting the option of transform data, the new window is opened, what called as Power Query Editor. In which we can do the operation on data.



7. Now in the data set or in the data files , there are some unwanted columns which are not useful for us. To delete such columns we have to select that particular column or columns and at the above bar there is options like remove rows ,keep rows , remove column, choose column etc , from that we have to select the remove column option to remove the column OR right click on the column to remove the column.

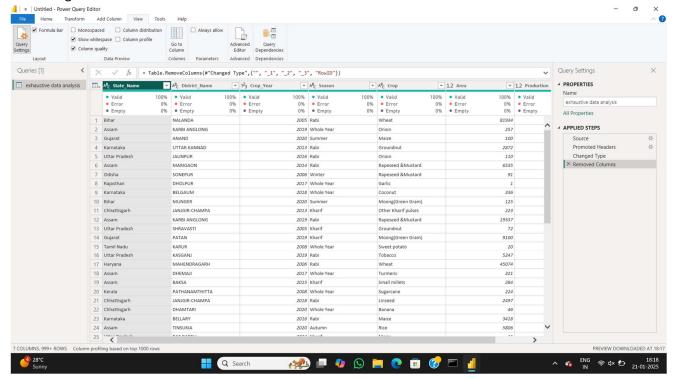


8. If the useful column is by mistake deleted then no need to worry at the right side there is one column in which the option of removed columns are present we have to just click on it to get back the removed column. If there are null rows or errors go to home tab in the bar , there is ine option called remove rows in that after clicking on that there are options like remove empty rows ,remove errors, remove duplicates etc from that we can remove it.

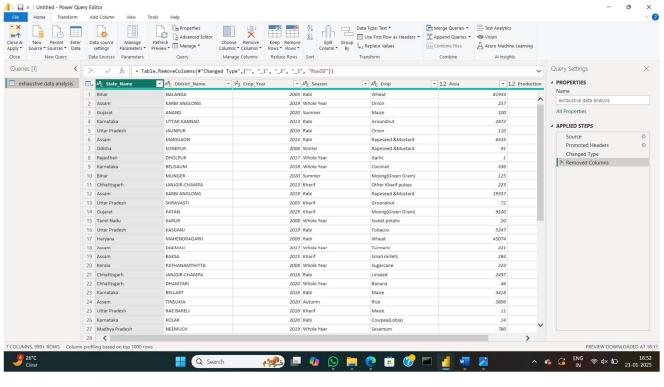


Also there is one tab on the bar called view from that we can see the quality of the column like errors or empty rows etc.

Also there are options to change the values at every column there is abc or 123 , after clicking on that we can change the format of the text



9. And finally to save the changes there is one option on the top left corner close and apply .after selection that option the changes are saved.



10.In the table view we can see the data as follows.

