**Cleaning Data Exercise:**

**Instructions**

Create a new Power BI **project** called **Exercise – Preparing a dataset.** Follow the prompts below to complete the exercise.

**Step 1: Load the workbook**

1. Download the Microsoft Excel workbook **SalesFile.xlsx.**
2. Import the **SalesFile.xlsx** Excel file as your dataset in Power BI.

**Step 2: Open the Power Query Editor**

**Step 3: Address missing values**

1. Locate and select the **Units Sold** column.
2. Identify all **null** values within the column and replace them with a value of **0**.
3. Repeat this task for the **Sale Price**, **Sales**, and **Profit** columns.

**Step 4: Clean the Manufacturing Price and Sale Price columns**

1. Locate and select the **Manufacturing Price** and **Sale Price** columns.
2. Change the data type for both columns to **Decimal Number**.
3. Repeat this task for the **Sales** and **Profit** columns.

**Step 5: Clean the Discount Band Column**

1. Select the **Discount Band** column.
2. Locate each instance of value **1** in the column. Replace each instance of this value with **None**.
3. Then change the data type of the column to **Text**.

**Step 6: Clean the Units Sold column**

1. Select the **Units Sold** column. Search for and locate all instances of the text value **six hundred**.
2. Replace each instance of this text value with the numerical value **600**.
3. Then change the column's data type to **Whole Number**.

**Step 7: Address inconsistencies in the Date column**

1. Select the **Date** column. Ensure that the column’s data type is **Date**.
2. The column also contains several null values. Replace all null values with the default date of **March 03rd 2023**.
3. Next, select the **Month Number** column. Change the column's data type to **Whole Number**.

**Step 8: Drop records with errors**

1. Select the **Manufacturing Price** column. The column contains errors in rows **6** and **38**. Use the **Remove Errors** feature to drop these records.
2. Repeat the same steps for the errors in the **Sales** and **Profit** columns.

**Step 9: Drop duplicate rows**

1. You need to identify several duplicate rows that the dataset contains.  **Tip:** Check the Products column
2. Once identified, remove these duplicate rows from the dataset.

**Step 10: Apply the data transformations**

1. Once you have completed all the above data cleaning steps, select the **Close & Apply** button.
2. By completing this action, you can apply your transformations and update the dataset.