**Importing Files from a Local Folder**

**Demonstration steps**

Import Data from an Excel File

1. Ensure that the **MT17B-WS2016-NAT**, **20778B-MIA-DC**, and **20778B-MIA-SQL** virtual machines are running, and then log on to **20778B-MIA-SQL** as **ADVENTUREWORKS\Student** with the password **Pa55w.rd**.
2. In the **D:\Demofiles\Mod03** folder, run **Setup.cmd** as Administrator, and then click **Yes** when prompted.
3. At the command prompt to close the **SQL Server Launchpad**, type **Y**, and then press Enter.
4. When the script completes, press any key to close the window.
5. On the taskbar, click **Power BI Desktop**.
6. If the **Welcome to Power BI Desktop** dialog box appears, click **Already have a Power BI account? Sign in**.
7. If the **Power BI Desktop** dialog box appears, enter the credentials you used to sign up for Power BI service, and then click **Sign in**.
8. If the **Sign in to your account** dialog box appears, enter the credentials you used to sign up for Power BI service, and then click **Sign in**.
9. In the **Power BI Desktop** window, click **Get Data**.
10. In the **Get Data** dialog box, click **Excel**, and then click **Connect**.
11. In the **Open** dialog box, navigate to **D:\Demofiles\Mod03\Demo\Files for Import**, click **Sales.xlsx**, and then click **Open**.
12. In the Navigator window, click **Sales** to show a preview of the data. Use the horizontal scrollbar to display the columns, select the **Sales** check box, and then click **Load**.
13. When the load completes, in the **Fields** pane, point out the **Sales** table. Mention that Power BI has detected columns that can be used in aggregations, as indicated by the **Sum** symbol next to the column names.
14. Import Data from a CSV File
15. On the **Home** ribbon, click **Get Data**.
16. In the **Get Data** dialog box, click **Text/CSV**, and then click **Connect**.
17. In the **Open** dialog box, navigate to **D:\Demofiles\Mod03\Demo\Files for Import**, click **SalesPerson.csv**, and then click **Open**.
18. In the preview window, drag the lower-right corner to enlarge the window and display more of the data.
19. Click **Load**.
20. In the **Fields** pane, expand the **SalesPerson** table to show the columns. Mention that the two tables from different sources are now available to use together in a report. If the report is published, the tables will be part of the same dataset.
21. On the **File** menu, click **Save As**, name the report **Adventure Works Sales**, and then save to the **D:\Demofiles\Mod03\Demo** folder.
22. Leave Power BI open for the next demonstration