**Transforming Data with the Query Editor**

**Demonstration Steps**

1. If Power BI Desktop is not already open, click **Power BI Desktop** on the taskbar. Click **Get Data** if the **Get Data** dialog box displays.
2. If Power BI Desktop is already open, click **Get Data**.
3. In the **Get Data** dialog box, click **Excel**, and then click **Connect**.
4. In the **Open** dialog box, browse to the **D:\Demofiles\Mod04\Demo** folder, click **Sales Matrix.xlsx**, and then click **Open**.
5. In the **Navigator** dialog box, select **Sales**, and then click **Load**.
6. When the data has finished loading, on the Ribbon, click **Edit Queries**, and from the drop-down list, click **Edit Queries**.
7. In the **Untitled - Query Editor** dialog box, in the **Queries** pane, click **Sales**.
8. On the **Transform** ribbon, click **Transpose**.
9. Note that the columns are now rows.
10. Click the **table** icon in the top left-hand corner of the table, and click **Use First Row As Headers**.
11. Right-click the **Column1** column, click **Rename**, type **Country**, and then press Enter.
12. Right-click the **Column2** column, click **Rename**, type **Category**, and then press Enter.
13. Click the **Country** column, and on the ribbon, in the **Any Column** group, click **Fill**, and then click **Down**. The null values are replaced.
14. Click the **2005** column, hold down the Ctrl key and clickthe **2006**, **2007**, and **2008** columns.
15. Right-click any of the selected column headers, and then on the ribbon, in the **Any Column** group, click **Unpivot Columns**.
16. Note that the names of the columns are **Attribute** and **Value** for the attribute-value pairing.
17. Right-click the **Attribute** column, click **Rename**, type **Year**, and then press Enter.
18. Right-click the **Value** column, click **Rename**, type **Sales**, and then press Enter.
19. On the **File** menu, click **Close & Apply**.
20. In the **Fields** pane, expand **Sales**, click **Country** to select the field.
21. On the **Modeling** ribbon, click **Data Category: Uncategorized**. Select **Country/Region**.
22. In the **Fields** pane, note the map icon next to **Country**.
23. In the **Fields** pane, under **Sales**, click **Sales** to select the field.
24. In the **Formatting** group, click **Data** **Type: Decimal Number**, and click **Fixed Decimal Number**.
25. If a **Data type change** dialog box appears, click **Yes**.
26. Click **Format: General**, click **Currency**, and then select **$ English (United States)**.
27. In the **Fields** pane, note the sum symbol next to **Sales**.
28. Drag the **Country** field onto the report. Note that Power BI automatically chooses the map chart.
29. Drag the **Sales** field onto the map, and note that the bubble sizes now represent the Sales figure.
30. Click the report canvas.
31. In the **Visualizations** pane, click **Clustered column chart**.
32. Drag **Category** onto the **Axis** property.
33. Drag **Year** onto the **Axis** property.
34. Drag **Country** onto the **Legend** property.
35. Drag **Sales** onto the **Value** property.
36. Grab the corner edge of the chart to expand the width and height.
37. Click the **Click to turn on Drill Down** arrow icon in the top right-hand corner of the chart.
38. Click the tallest column in the **Bikes** group. This now breaks down the sales by year.
39. Save the file report as **AdventureWorks Sales.pbix** to **D:\Demofiles\Mod04\Demo**, as this will be used for the next demonstration.