1. List three data sources Power BI can connect to.

Files: Excel, CSV, JSON, PDF, SharePoint Folder.

Databases: SQL Server, Oracle, IBM DB2, PostgreSQL.

Online Services: Salesforce, Google Analytics, Dynamics 365.

2. What is the first step to import data into Power BI Desktop?

Click the "Get Data" button on the Home ribbon.

3. How do you refresh imported data in Power BI?

Click the "Refresh" button on the Home ribbon. This will re-query the data source and update your visuals.

4. What file formats can Power BI import directly? (Name two.)

Excel (.xlsx / .xls)

Text/CSV (.csv / .txt)

5. What does the "Navigator" window show after selecting a data source?

It shows a list of available tables, sheets, or views within that data source. It provides a preview of the data so you can select which specific items you want to load.

6. Import Sales_Data.csv and load only the "Product" and "Price" columns.

Step 1: Click Get Data > Text/CSV > Select Sales_Data.csv.

Step 2: In the preview window, click Transform Data (Do not click Load yet).

Step 3: In the Power Query Editor, hold the Ctrl key and click the headers for Product and Price.

Step 4: Right-click on one of the selected headers and choose "Remove Other Columns".

Step 5: Click Close & Apply.

Expected Result: Your table in Power BI should look exactly like this:

Product	Price
Laptop	1200
Mouse	25
Keyboard	80
Monitor	300
Laptop	1200

7. How would you change OrderDate to a date format during import?

In the Power Query Editor (after clicking "Transform Data"), identify the OrderDate column. Click the data type icon (usually showing "ABC" or "123") on the left side of the column header and select Date from the dropdown menu.

8. What is the difference between "Load" and "Transform Data" in the import dialog?

Load: Imports the data exactly as it is into the report model. Use this if your data is already clean.

Transform Data: Opens the Power Query Editor, allowing you to clean, filter, and modify the data before it enters your report.

9. Why might you see an error when connecting to a SQL database? (Name one reason.)

Authentication Failure: Wrong username/password.

Firewall Issues: The database server doesn't allow remote connections from your machine.

Server Name: Typing the wrong server address or instance name.

10. How do you replace a data source after importing it?

Go to File > Options and settings > Data source settings. Select the current file path/source and click "Change Source" to point it to the new file.

11. Write the M-code to import only rows where Quantity > 1.

In Power Query, this logic uses the Table. SelectRows function. Based on your file's structure, the M-code would be:

12. How would you change the data source if Sales_Data.csv changed?

If the file location is the same, just click Refresh. If the file name or location changed, use Data source settings (as explained in Q10) to point to the new file.

13. Troubleshoot: Your CSV import fails due to a "mixed data type" error—how do you fix it?

This happens when a column contains both numbers and text (e.g., a "Price" column has a value like "N/A").

Fix: Open Power Query (Transform Data). Remove the automatic "Changed Type" step that Power BI added. Manually change the column type to Text to identify the bad rows, remove/fix them, and then change the type to the correct format (e.g., Decimal Number).

14. Connect to a live SQL database with parameters (e.g., filter by year).

You would create a Parameter in Power Query (Manage Parameters > New Parameter). Then, in your SQL query step or filter row step, you reference this parameter (e.g., select * from Sales where Year = @YearParameter). This allows users to change the data load without editing code.

15. How would you automate data imports using Power BI and Power Automate?

ou can create a flow in Power Automate. For example: "When a new file is added to a SharePoint folder" -> "Trigger a refresh of the Power BI dataset." This ensures your report is always up to date without manual intervention.