**Step by Step Procedure on How I Created and Transformed Tables in Power BI:**

**Loaded the Data:**

* I started by opening Power BI Desktop and importing the table **"P1 Sustainable supply chain performance"** using the **Get Data** option.

**Opened the Power Query Editor:**

* I clicked on the **Transform Data** button in the Home tab to access the **Power Query Editor**.

**Duplicated the Original Table:**

* In the Power Query Editor, I located my **"P1 Sustainable supply chain performance"** table in the Queries pane on the left.
* I right-clicked on the table and selected **Duplicate**. This created a copy of the table, which Power BI automatically named something like **"P1 Sustainable supply chain performance (2)"**.

**Renamed the Duplicated Table:**

* I right-clicked on the duplicated table, chose **Rename**, and gave it a name based on its purpose (e.g., **Inventory Table**, **Manufacturing Table**, **Supplier Table**, etc.).

**Removed Unnecessary Columns:**

* In the duplicated table, I carefully reviewed the columns and removed those that weren’t needed.
  + To do this, I selected the columns I didn’t need, right-clicked, and clicked **Remove Columns**.
  + Sometimes, I used the **Choose Columns** option from the Home tab to keep only the columns I wanted.

**Reordered and Formatted Columns:**

* I dragged the columns to rearrange them into the desired order.
* I also made sure each column had the correct data type (e.g., text, number, date) by checking the **Data Type** dropdown in the toolbar and adjusting it if necessary.

**Repeated for Other Tables:**

* I repeated the process of duplicating, renaming, and formatting for each table I needed (e.g., **Manufacturing Table**, **Supplier Table**, etc.).

**Saved and Applied Changes:**

* After finishing all the transformations, I clicked **Close & Apply** to save my work and load all the tables into Power BI.