

How to add new data in Employee Survey excel file

1. The format for the new survey data should be same as the existing data.
2. Open Employee Survey excel file.
3. Add new sheet to the file and name it.
4. Enter data in the sheet.

Steps to add year column in Employee Survey excel file

1. Open Employee Survey excel file.
2. Open excel sheet in which year column is to be added.
3. Create new column named "Survey Year" and enter the year of survey. If Survey Year already exists, skip this step.

Steps to import Employee Survey file in Power BI

1. Open Power BI Desktop.
2. In Home tab, under Data section click on Excel.
3. Select the excel file to be imported.
4. Once Navigator window opens, select the required excel sheets.
5. Click on Load, after this step the excel sheets are imported.

Steps to Prepare data

1. Open Power BI Desktop.
2. In home tab, under the queries section, click on Transform data.
3. After clicking transform data, Power Query Editor window opens.
4. Power Query Editor helps to modify data as per requirement. It has three components - Queries, Table and Query Setting.
5. From Queries, select the table in which modification is to be done. For example, select sheet named "Survey 2020".
6. For steps 7 and 8, if any step is already applied, then skip that step. (All the steps are visible in Applied Steps under Query Settings)
7. Follow the below given steps in sequence:
 - i. In home tab, from transform section select "Use First Row as Headers" to make first row as header.
If this step is already done, it will be shown as "Promoted Headers" in Applied Steps.

- ii. Check data type for each row header. To change data type of row header, right click on the header name, select change type and select the required data type.
For example, survey's response is of whole number type and Designation of Text type.
If this step applied, it will be shown as "Changed Type" in Applied Steps.
- iii. "null" values are assigned to the responses which are not answered. To remove null values from response columns, right click on header name and select replace values. Fill values to find as "null" and replace with "0". Click on OK.
If this step is applied, it will be shown as "Replaced Value" in Applied Steps.
- iv. Now, the data is prepared according to options (0, 1, 2, 3, 4, 5). To generalize the data by replacing options with their meaning like 5 as "Highly Satisfied", follow step number 8, otherwise skip the step.

8. Follow below given steps in sequence:

- i. Right click on header, for example "q1_a", select "Change type" and make data type as text. Do same for other response headers also.
- ii. Right click on header, for example "q1_a", select "Replace Values" then enter "5" in value to find and "Highly Satisfied" in Replaced with. Do same for values 0, 1, 2, 3, 4.

9. By this step, the data is ready for calculations and creating visuals.