

Exercise note for Data transform(Data cleansing) : Power Query Editor / Transform area

Transform before hit the **Load** button: Power Query:

In Power BI (Power Query Editor / Transform area)

 **Steps to Replace Blank Cells with 0:**

Go to the Transform Data window (Power Query Editor):

Click on Home → Transform data.

Select the column that contains blanks you want to replace.

Go to the **Transform** tab → click **Replace Values**.

In the **Replace Values** dialog:

Value to Find: leave this completely **blank** (don't type anything).

Replace With: enter **0**.

Click **OK**.

###**How to Use First Row as Headers in Power BI**

- ◆ Step-by-Step:

Open Power Query Editor:

In Power BI, go to **Home** → **Transform** Data

In the Power Query window, look at the table with Column1, Column2, etc.

At the top ribbon, click:

Transform → **Use First Row as Headers**

The first row of data will now become your column **headers**.

####Use “**Split Column by Delimiter**” (if brackets are always at the end)

If your values look like 1234[456] and the bracket is always at the end, you can split the value and keep just the part before the bracket.

Step-by-Step:

Select the column

Go to **Transform tab** > **Split Column** > **By Delimiter**

In the popup:

Select **Delimiter**: choose **Custom**


Type: [

Choose Split at: **Left-most delimiter**

Click **OK**

Delete the second column (the bracketed value)

Rename the first column as needed

 Result: You'll keep only the part before the bracket, like 1234

Remove Known Bracket Values with “Replace Values”

Step-by-Step:

Open Power Query Editor:

Home > Transform Data

Select your column.

Click Transform tab > Replace Values

In the popup:

Value to Find: [456] (or [123], etc.)

Replace With: leave this blank

Click OK

Repeat for other known values like [123], [999], etc.

☒ Result: All selected [xxx] parts are removed.