**Steps to Process and Transform Data in Power BI**

**Step 1: Open a Blank Report in Power BI**

1. Launch Power BI Desktop.
2. From the home screen, click on File > New Report to open a blank report canvas.

**Step 2: Upload the CSV Data**

1. In the blank report, go to the Home tab on the ribbon.
2. Click on Get Data and select Text/CSV from the dropdown.
3. Browse and select the desired CSV file from your local system.
4. Click Open to upload the file into Power BI.

**Step 3: Load the Data**

1. After selecting the CSV file, a preview of the data will appear.
2. Review the preview to ensure the data is accurate.
3. Click Load to import the data into Power BI.

**Step 4: Transform the Data**

1. Navigate to the Home tab and click on Transform Data to open the Power Query Editor.
2. In the Power Query Editor, locate the table representing your uploaded data.

**Step 5: Create a Duplicate File**

1. Right-click on the table in the Queries pane on the left.
2. Select Duplicate to create a duplicate table from the original data.

**Step 6: Rename the Tables**

1. In the Queries pane, select the original table.
2. Right-click and choose Rename to provide a meaningful name for the table.
3. Repeat this process for the duplicated table, assigning a distinct name.

**Step 7: Adjust the Columns**

1. Select each table individually from the Queries pane.
2. For each table, adjust the columns according to the requirements. This may include:
   * Removing unnecessary columns.
   * Reordering columns.
   * Renaming column headers for clarity.
   * Performing data type adjustments (e.g., changing text to numbers).

**Step 8: Apply Changes**

1. After completing the transformations, click on Close & Apply in the top-left corner of the Power Query Editor.
2. Power BI will apply the changes and load the transformed data into the report view.

By following these steps, we will successfully upload, transform, and prepare your data for analysis in Power BI.