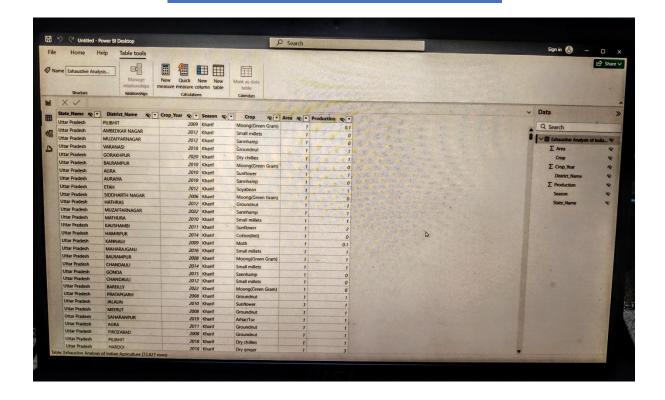
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• Understand basic tools of "POWER BI"

- 1) ETL:- Extract, Transform and Load.
- 2) ANALYSE:- Keep facts, insights via dashboard.
- 3) CSV:- Comma separated value.
- 4) LOAD:- When your data is cleaned.
- 5) TRANSFORM:- When you want to process data.

• Different views in "POWER BI"

- 1) REPORT VIEW:-All visualisation performed.
- 2) TABLE VIEW:-See the data you are dealing with.
- 3) MODEL VIEW:-For joining the multiple data or create relationship among data.

- 1. Download power BI via given link and install it.
- 2. Click on blank report.
- 3. You will get power BI desktop window.

Various steps for performing functions

Ans. Use given CSV file to extract data,

- Use **get data** option to open CSV file ,by clicking get data and choose **text/CSV**.
- Now, You will get the overview of your data, you are dealing with.
- We have three buttons also Load, Transform and cancel.
- Click on load, when your data is cleaned.
- Click on Transform, If you want to process the data.
- Then, click on Load button.
- On right hand side, you have your file and left hand side three buttons such as Report view, Table view and Model view.

For transforming given data

- On power BI desktop window, you can see Transform data button.
- If you want to transform your data, just click on Transform data button, you will get another window known as power query editor.
- You can perform all cleaning functions and transform all data using this window known as power query editor.
- We found some blank columns also.

Remove unwanted columns

- Click once on a row id, what you want to remove then click right button of mouse, you will get some options then click on remove option.
- Now, remove all unwanted columns by repeating the function or by selecting all columns and press delete button.

Checking data and null values

- Click on view tab and select column quality option and you can see small boxes below columns.
- In the end go to home tab and click on close & apply option.

Now, you will get the final out.