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Lab 2 – Add an index column

1. Load the excel file containing data of accounts in Power BI.
2. Select transform data.
3. First, we will add index column.
4. Select index column.
5. Select Index column add and select modulo from the standard group.
6. Enter value 3.
7. Select Index column again and select divide(integer) from the standard group.
8. Enter value 3.
9. Remove the Index column.
10. Modulo column needs to be pivoted by using the values from the Column1.
11. Select modulo column and then select Pivot from transform tab.
12. In Pivot Column dialog box, select Column1, select Advanced options then select Don’t aggregate.
13. Remove the Integer-Division column.
14. Select Use First Row as Headers.

Lab 3 – Add a custom column

1. Select the Product table.
2. Select custom column.
3. In custom column dialog box, give a name to column as Total Price.
4. Add the formula as [Quantity]\*[Price].

Lab 4 – Add a conditional column

1. Select the Product table.
2. Select conditional column.
3. In add conditional column dialog box, give a name to the column as the Grade.
4. Add the conditions:
   1. Price > 3000 🡪 A
   2. Price > 2000 🡪 B
   3. Price > 1000 🡪 C
   4. Else 🡪 D

Lab 5 – Using Query Parameter

1. Add the parameter to filter the quantity values.
2. From the manage parameter select new parameter.
3. Give the name as Margin, type as decimal, suggested value as decimal and current value as 10.
4. Select the Product table.
5. Select the Quantity column’s filter arrow, select Number Filters 🡪 Greater than.
6. In Filter Rows dialog box, change the type of the value from decimal to parameter
7. Select the parameter Margin.
8. Now to change the value of the Margin Parameter.
9. Select it from queries pane and change to value and see the changes in the table.
10. Add the parameter Products to filter the Item column.
11. Right-click on the Other Queries group and select New Parameter.
12. Give the name as Products, type as Text, Suggested value as List of values.
13. Type the list of products.
14. Add any one product name in current value.
15. Select the Product table.
16. Select the Item column’s filter arrow, select Text Filters 🡪 Equals.
17. In Filter Rows dialog box, change the type of the value from text to parameter
18. Select the parameter Products.

Lab 6 – Custom Functions for web scraping

1. Select Get Data 🡪 Web.
2. Provide the URL:
3. Select connect and click OK.
4. Select Table 0 and select Transform.
5. Remove first column.
6. Promote the header as column names.
7. Create a parameter ‘Year’ with value 2020. Keep type as Text.
8. Add a new column to display the year value.
9. Select the custom column.
10. Give the name ‘Year’ to the column and type the formula ‘=Year’.
11. Click the setting icon for the source step in the applied steps.
12. Select Advanced.
13. Add [-](https://publicholiday.co.nz/nz-public-holidays-) in the first part.
14. Add name of the parameter ‘Year’ in second part.
15. Click on Add Part to add .html in the third part.
16. Right-click on the Table 0, select create function.
17. Give the name ‘GetHolidays’ to the function.
18. Select new source 🡪 Blank Query.
19. In the formula bar, type = List.Numbers(2020,5)
20. Select To Table from the transform table.
21. Change the data type of the Column1 to text to match with the url.
22. From Add column tab, select invoke custom function.
23. Give the name ‘Holidays’ to the column, select ‘GetHolidays’ as function query.
24. Go back to Table 0, select Date column and select split column 🡪 by delimiter.
25. Select the delimiter as comma.
26. Rename new columns as Month and Day.
27. Now Goto query1 and verify the changes being reflected.
28. Expand the table to display the data