

Steps:

- 1.create a blank document
- 2.In Home ,click “Get data”
- 3.There we can choose the type of data we are working eg: I have CSV file format so,I choose text/CSV.
- 4.It automatically shows file explorer,where we can select our data set for performing project.
- 5.After selection,it shows preview panel.
- 6.In the preview page there are 3 options at the end .
 - Load
 - Transform data
 - Cancel
- 7.If there is no change in data set we can directly give load.Else click transform.
- 8.Even after loading we can transform data .
- 9.Here,first I have loaded the data and then transforming data for removing some space and columns.
- 10.In the transform forum, I deleted the first column using remove option.
- 11.The removed items can be restored if necessary.
- 12.I removed the last 4 column and removed blank spaces .