# Demo 1 Data Import & Transformation Instructions

Lesson Focus

1. Importing flat files and files from a folder
2. Normalize the sale table by creating Dimension tables
3. Merging Tables
4. Clean and transform the Sales Forecast Table
5. Implementing parameters

**Demo steps**

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| **1) Importing flat files & files from a folder**   * Import the 6 tables from the Sample – Superstore KPI * Launch Power Query for transformation |  |
| * Select the **Sample – Superstore** Table and From the View Tab turn on the Data Preview options and explain to the class each option and their benefits   Column quality  Column distribution  Column profile |  |
| * Demonstrate how to import data using the folder connector importing all files from the **Business Segment** folder. Place emphasis on the need for consistent column profiles in the source files * Remove Source.Name column * Rename Table to **Sales** |  |
| **2) Normalize the sale table by creating Dimension tables**   * Duplicate Sales table to create a **Location Dimension Table**   dimension tables   * Create the Location Dimension Table first by duplicating the Sale table keeping only the columns listed * Select the entire table and remove duplicated rows. * Create an Index column and rename the header to **LocationID** * Explain the benefits of using numeric Index |  |
| **3)** **Merging Tables**   * Merge the **LocationID** column to the Sales table using the Merge Query option * Expand the table records and return the **Location ID** only * Remove "Country", "City", "State", "Postal Code", "Region" columns once the **Location ID** is present |  |
| **3) Clean + Transform Sales Forecast Table**   * Select the Sales Forecast table * Clean and format the table using remove top 2 rows and promote first row to header * Keep top 4 rows |  |
| * Select the year column and unpivot the other columns |  |
| * Add a Date field using the column from example utility in the add column tab * Select the Year and the Attribute field for the example and use the first day of the month in combination with the year for the example as shown format should be MMM-DD-YYYY * Change data type for merged to Date only. * Remove the Attribute column and Rename the value column to Target and Merged to date | A screenshot of a computer  Description automatically generated |
| **4) Implementing Parameters**   * From the Home Tab select Manage parameters -> new parameter * Ensure that the type is selected as Date with the current value set to 1/1/2016 * Repeat the above steps for the end date setting the current value to 31/12/2022 * Demonstrate to the class the benefits of utilizing parameters for query and data efficiency |  |
| * Filter the Order date using the date parameter for start and end |  |
| **END** | **Please refer to Completed Demo 1 PBIX File for further rerance** |