

Lesson 2

Topic: Importing Data into Power BI

Prerequisites: Download Sales_Data.csv file

1. List three data sources Power BI can connect to.
Excel files (XLSX, XLS)

SQL Server databases

Web sources (OData, REST APIs, websites, etc.)

2. What is the first step to import data into Power BI Desktop?
Click the "Home" tab and select "Get Data".

3. How do you refresh imported data in Power BI?
Click the "Refresh" button in the Home ribbon to reload data from the source.

4. What file formats can Power BI import directly? (Name two.)
CSV (.csv)

Excel (.xlsx, .xls)

5. What does the "Navigator" window show after selecting a data source?
It displays all available tables, sheets, or objects from the data source. You can preview data and select which ones to import.

6. Import Sales_Data.csv and load only the "Product" and "Price" columns.
Step-by-step:

Go to Home > Get Data > Text/CSV and select Sales_Data.csv.

In the Navigator, click "Transform Data".

In Power Query, select only Product and Price columns (right-click other columns > Remove).

Click Close & Apply to load.

7. How would you change OrderDate to a date format during import?
In Power Query, right-click the OrderDate column, choose Change Type > Date.

8. What is the difference between "Load" and "Transform Data" in the import dialog?

Load: Imports data as it is, without changes.

Transform Data: Opens Power Query to let you filter, clean, or transform data before loading.

9. Why might you see an error when connecting to a SQL database? (Name one reason.)

Reason: Incorrect server name or login credentials.

10. How do you replace a data source after importing it?

Go to Home > Transform Data > Data source settings, select your source, then click Change Source and browse to the new location.

11. Write the M-code to import only rows where Quantity > 1.

powerquery

Копировать

Редактировать

= Table.SelectRows(Source, each [Quantity] > 1)

12. How would you change the data source if Sales_Data.csv changed?

Go to Data source settings (in Power Query), select your CSV source, click Change Source, and pick the new file.

13. Troubleshoot: Your CSV import fails due to a "mixed data type" error—how do you fix it?

In Power Query, set the correct data type for the problematic column (right-click column header > Change Type).

14. Connect to a live SQL database with parameters (e.g., filter by year).

In Get Data > SQL Server, enter a query like

SELECT * FROM Sales WHERE YEAR(OrderDate) = 2024

or use Power Query parameters to make the filter dynamic.

15. How would you automate data imports using Power BI and Power Automate?

Use Power Automate to set up a flow that triggers a Power BI dataset refresh on a schedule or when the source file is updated.