

QUERY EDITOR

Update your Power BI options and settings as follows:

Deselect the "Autodetect new relationships after data is loaded" option in the Data Load tab

Make sure that Locale for import is set to "English (United States)" in the Regional Settings tab

Connect to the Commercial_Project_Customers csv file

Name the table "Customers", and make sure that headers have been promoted

Confirm that data types are accurate (Note: "customer_id" should be whole numbers, and both "customer_acct_num" and "customer_postal_code" should be text)

Add a new column named "full_name" to merge the "first_name" and "last_name" columns, separated by a space

Create a new column named "birth_year" to extract the year from the "birthdate" column, and format as text

Create a conditional column named "has_children" which equals "N" if "total_children" = 0, otherwise "Y"

Connect to the Commercial_Project_Products csv file

Name the table "Products" and make sure that headers have been promoted

Confirm that data types are accurate (Note: "product_id" should be whole numbers, "product_sku" should be text), "product_retail_price" and "product_cost" should be decimal numbers)

Use the statistics tools to return the number of distinct product brands, followed by distinct product names

Spot check: I should see 111 brands and 1,560 product names

Add a calculated column named "discount_price", equal to 90% of the original retail price

Format as a fixed decimal number, and then use the rounding tool to round to 2 digits

Select "product_brand" and use the Group By option to calculate the average retail price by brand, and name the new column "Avg Retail Price"

Spot check: I should see an average retail price of \$2.18 for Washington products, and \$2.21 for Green Ribbon

Delete the last applied step to return the table to its pre-grouped state

Replace "null" values with zeros in both the "recyclable" and "low-fat" columns

Connect to the Commercial_Project_Stores csv file

Name the table "Stores" and make sure that headers have been promoted

Confirm that data types are accurate (Note: "store_id" and "region_id" should be whole numbers)

Add a calculated column named "full_address", by merging "store_city", "store_state", and "store_country", separated by a comma and space

Add a calculated column named "area_code", by extracting the characters before the dash ("-") in the "store_phone" field

Connect to the Commercial_Project_Regions csv file

Name the table "Regions" and make sure that headers have been promoted

Confirm that data types are accurate (Note: "region_id" should be whole numbers)

Connect to the Commercial_Project_Calendar csv file

Name the table "Calendar" and make sure that headers have been promoted

Use the date tools in the query editor to add the following columns:

Start of Week (starting Sunday)

= **Table.AddColumn**(#"Removed Columns3", "Start of Week", each Date.StartOfWeek([date], **Day.Sunday**), type date)

Name of Day

Start of Month

Name of Month

Quarter of Year

Year

Connect to the Commercial_Project>Returns csv file

Name the table "Return_Data" and make sure that headers have been promoted

Confirm that data types are accurate (all ID columns and quantity should be whole numbers)

Add a new folder on your desktop (or in your documents) named "Commercial_Project_Transactions", containing both the Transactions_1997 and Transactions_1998 csv files

Connect to the folder path, and choose "Edit" (vs. Combine and Edit)

Click the "Content" column header (double arrow icon) to combine the files, then remove the "Source.Name" column

Name the table "Transaction_Data", and confirm that headers have been promoted

Confirm that data types are accurate (all ID columns and quantity should be whole numbers)

Spot check: I should see data from 1/1/1997 through 12/30/1998 in the "transaction_date" column

With the exception of the two data tables, disable "Include in Report Refresh", then Close & Apply

Confirm that all 7 tables are now accessible within both the RELATIONSHIPS view and the DATA view

