1. Open power bi
2. Click on blank page
3. Select home and click on get data and select the file.
4. After selecting file now click on load data.

( load : is used when data is clean and no changes required.

Transform : is used when we need to perform change)

1. Click on home and select transform data option.
2. You can see files on left side right click on the file and paste it there and rename it.
3. Now select on top of column and check whether it is required or not. If it's not required then select top of that column and go to file option that is visible on top and click remove columns.
4. Once made all changes then press close & apply option.
5. Now click on file option and click on save as button visible on left and save in your desired location.