

# Power query in Power BI

Data cleaning &  
Transformation

-by Venkatesh M

# What is Power Query?

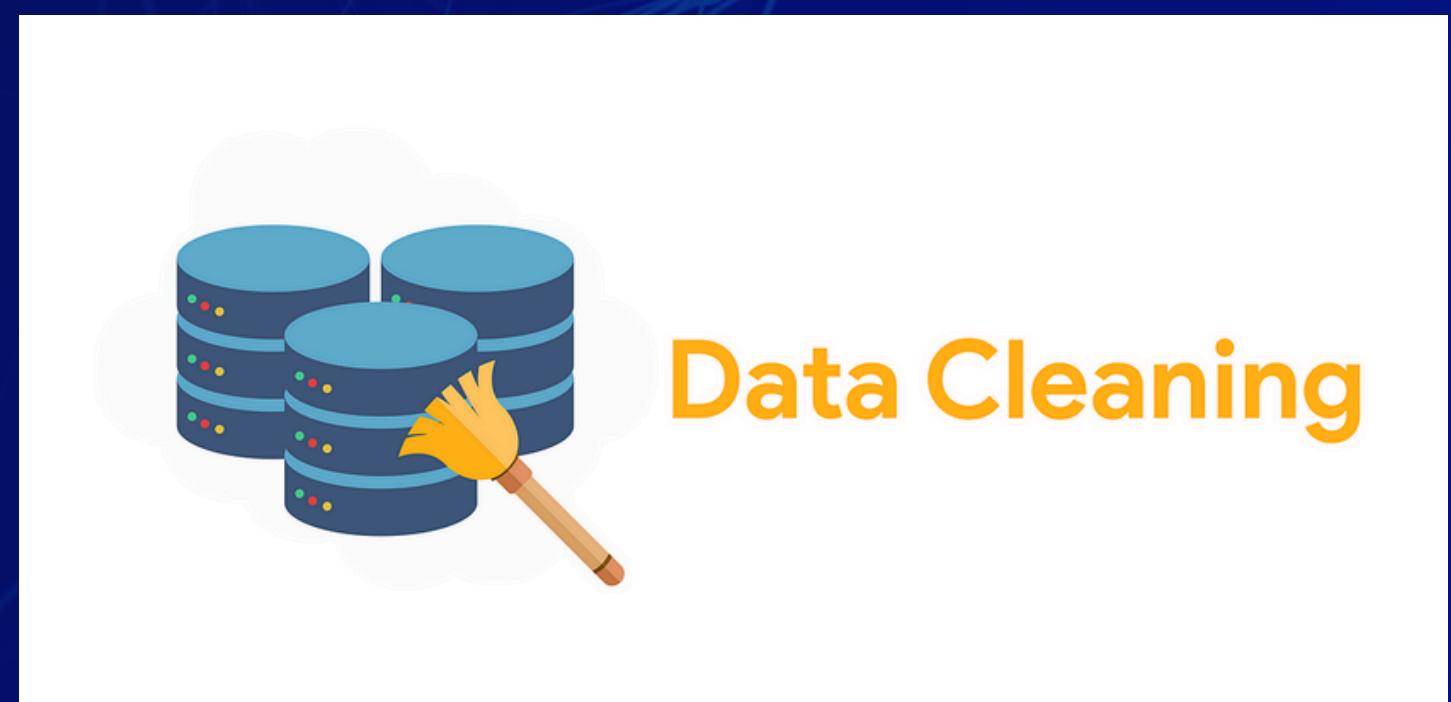


- **A data connection and transformation tool in Power BI & Excel**
- **Used to import, clean, reshape and transform data**
- **Makes raw, messy data ready for analysis**

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# Why is Power query Important?

- Automates repetitive data cleaning tasks
- Ensures clean & reliable data for dashboards
- Saves Time in reporting & analysis
- Essential for Data analysts & BI Developers



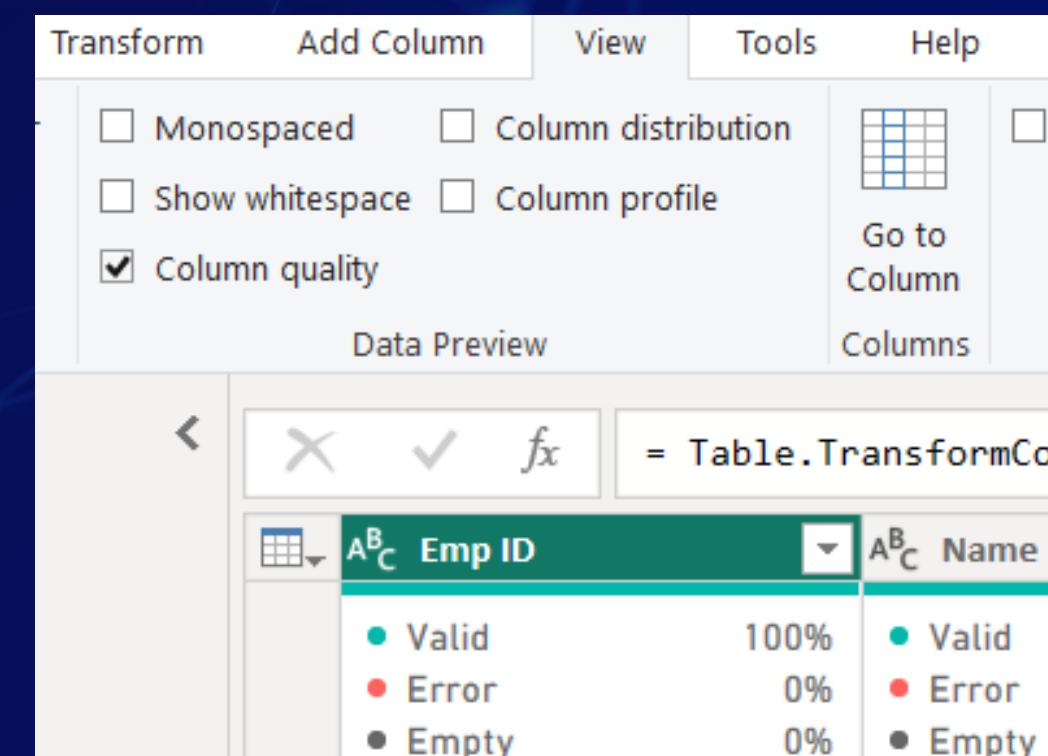
# Data cleaning operations:

- Checking column quality
- The first row as Header
- Find & Replace Values
- Handling Null Values
- Formatting Data types
- Trim & Clean text
- Removing Duplicate & empty rows/columns
- Pivot & Unpivot columns
- Append Query
- Merge Query
- Transpose & Reverse rows



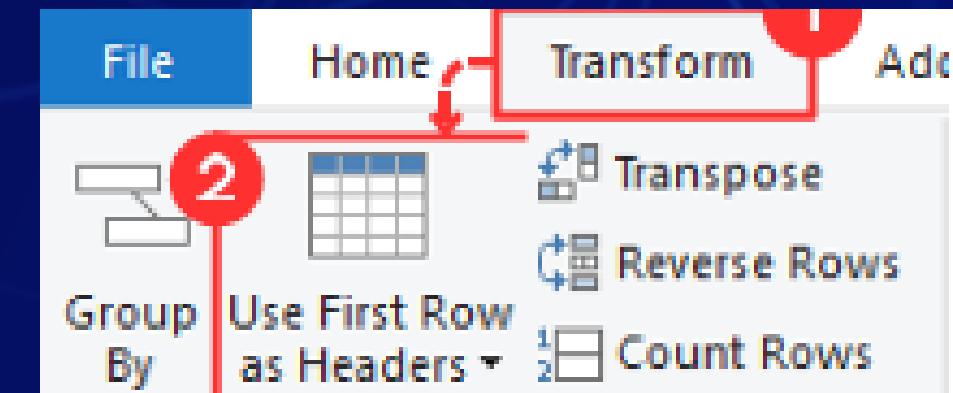
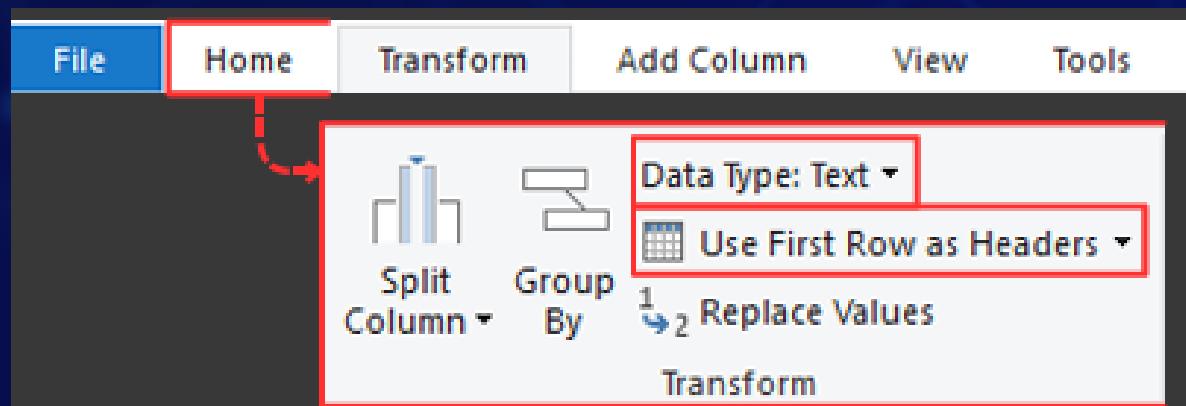
# Checking the column quality

- Go to view tab in power query
- Tick the column quality option
- Make sure valid=100% and 0 % empty & Error records



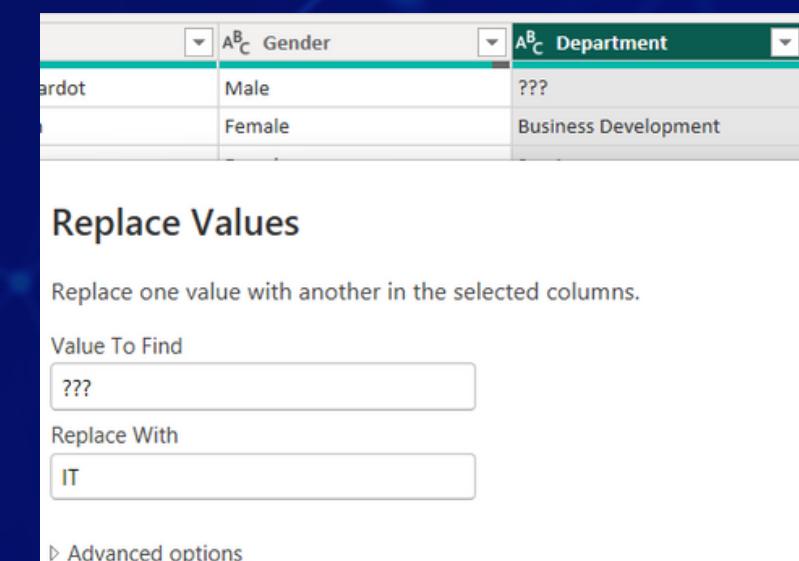
# First Row as Header

- Home > Use First Row as Header or,
- Transform > Use First Row as Header



## Find & Replace values

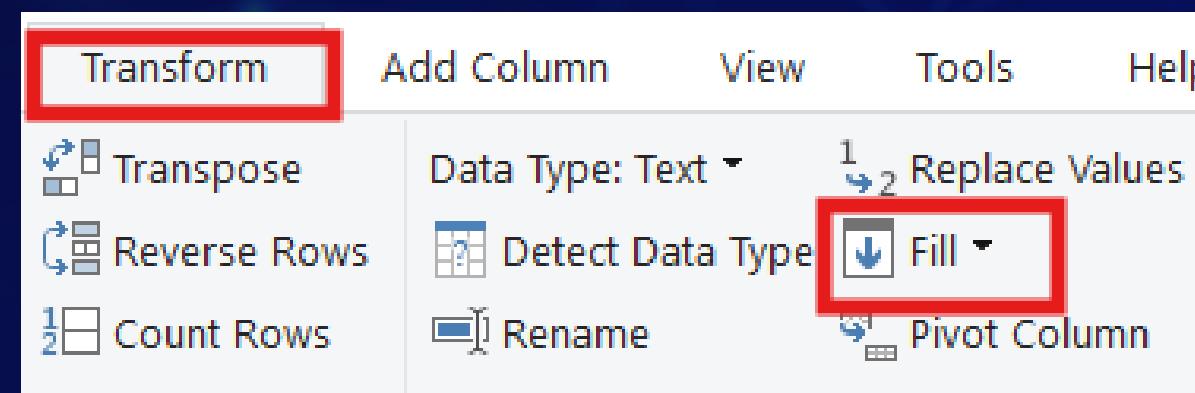
- Select column> right click> Use Replace values



# Handling Null values

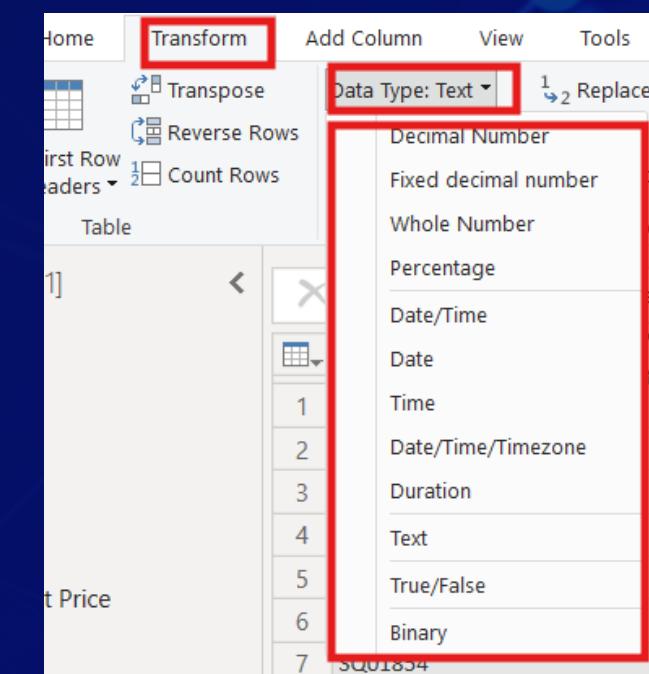
- Replace Null values

Go to Transform ribbon> Fill> Down



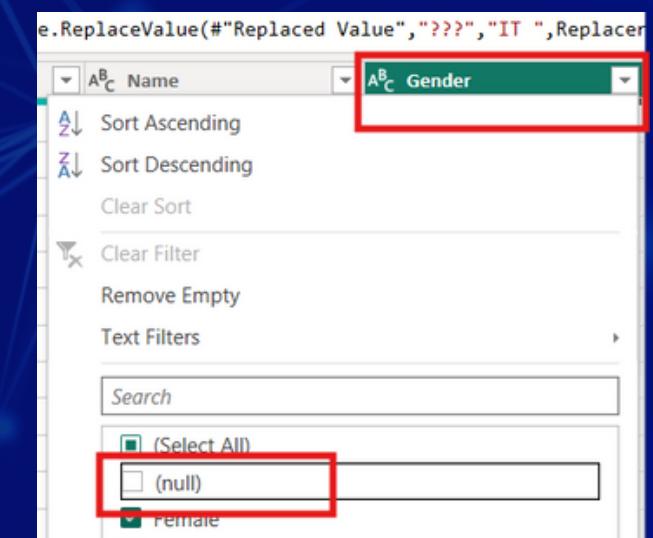
## Formatting Data types

Transform ribbon > Data Type >  
select the data type



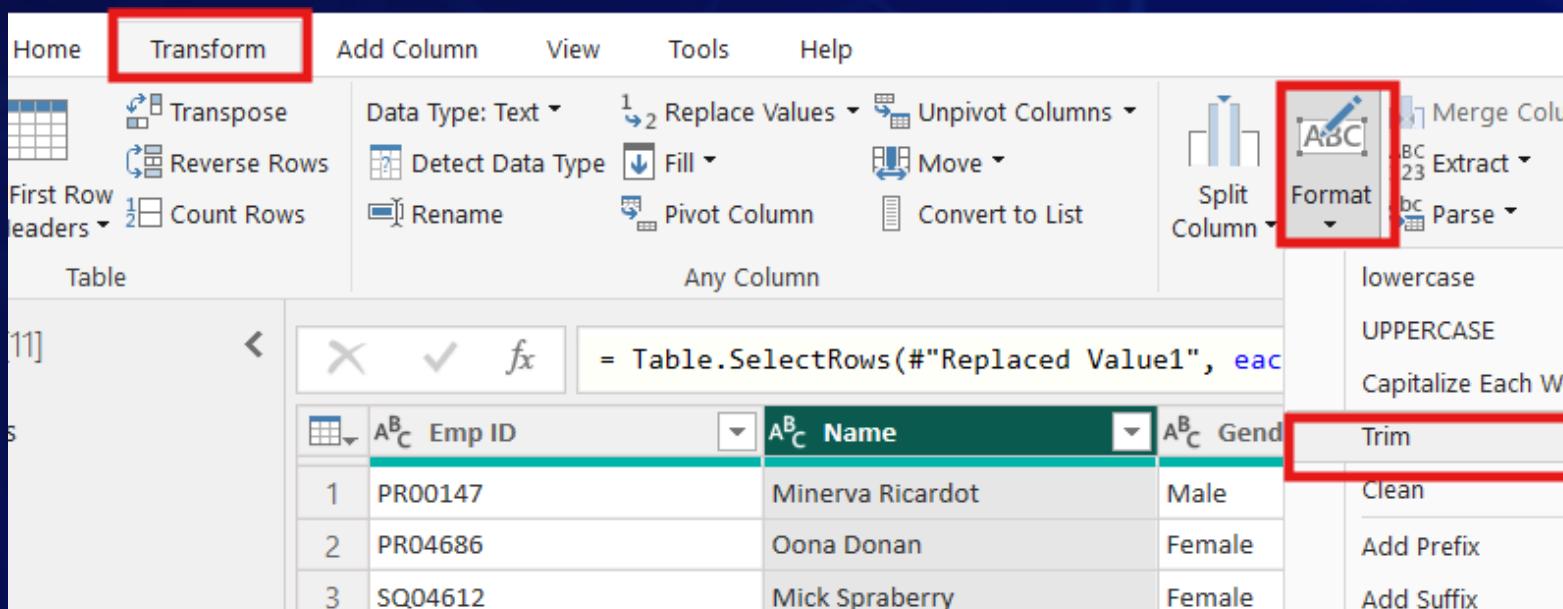
- Remove Null values

Select column drop down> untick null option



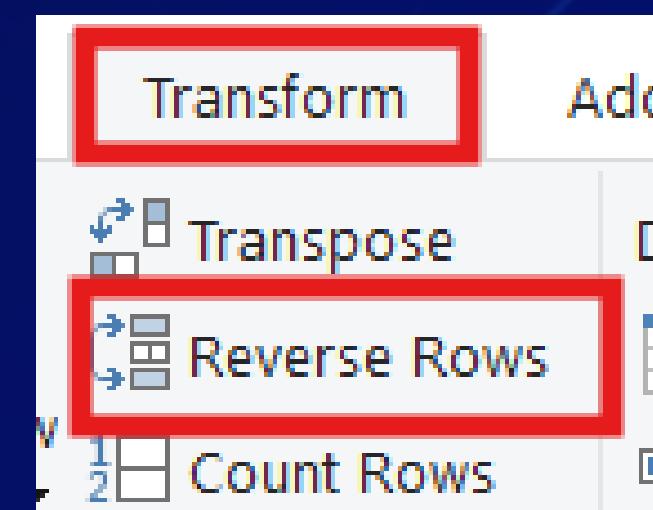
# Trim & Clean text

- Transform ribbon> Format > Trim
- Example: To remove extra spaces in text



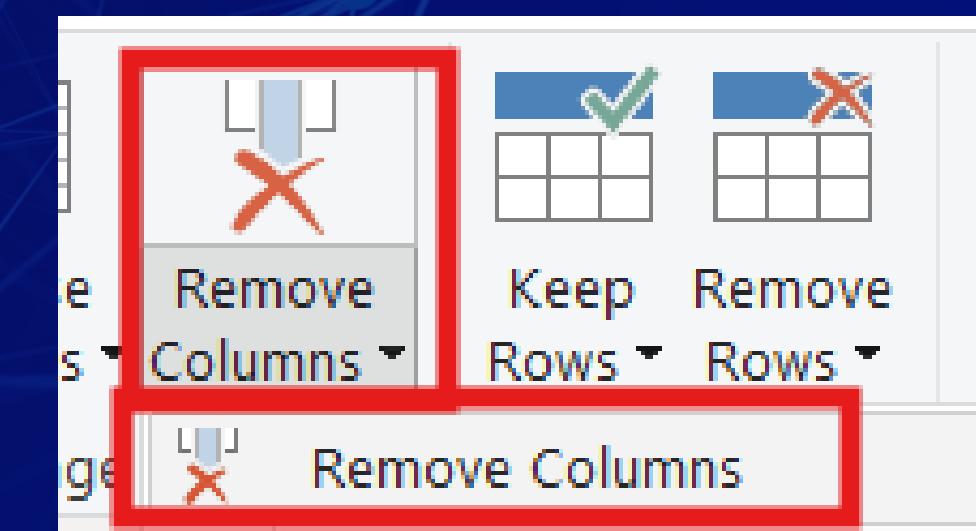
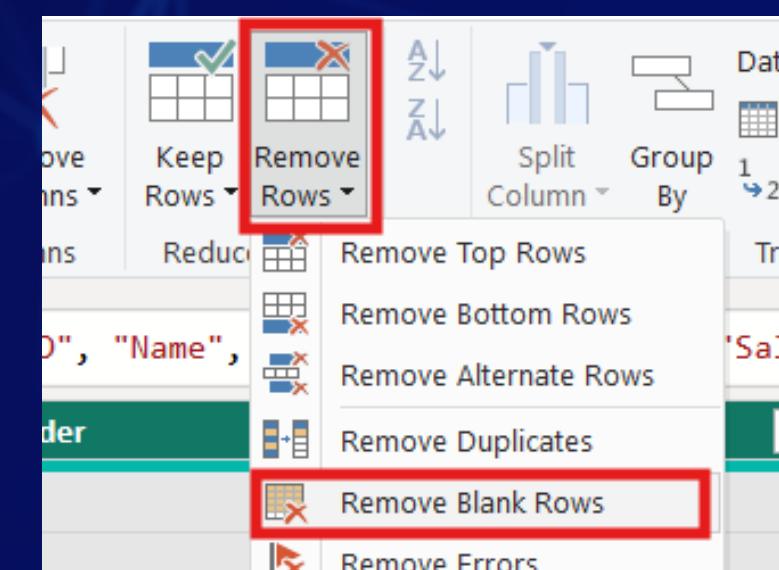
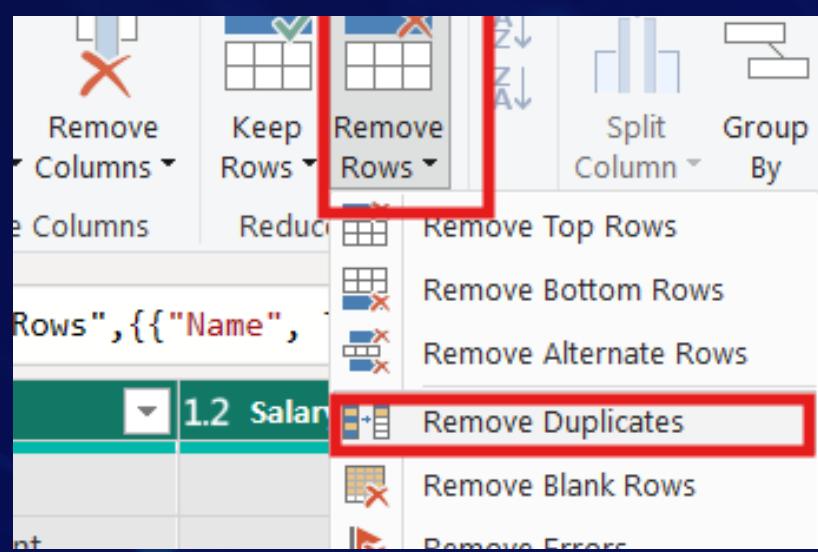
## Reverse

- It will reverse the order of rows



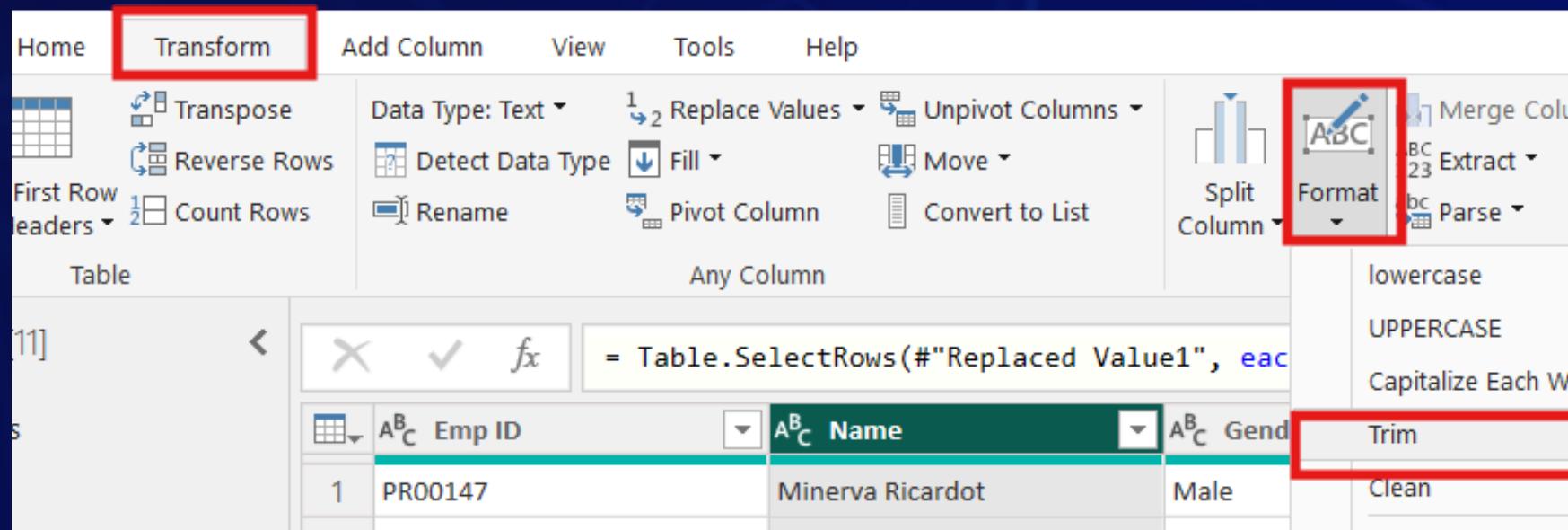
# Removing Duplicate & empty rows/columns

- Home> remove rows> Remove duplicates
- Home > remove rows> Remove blank rows
- Home> remove columns> Remove columns



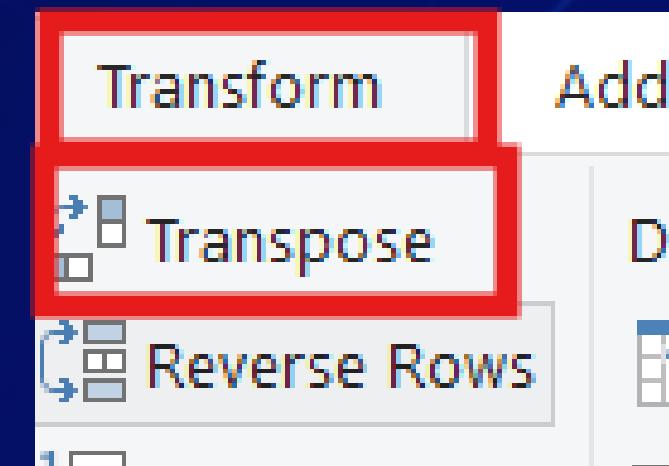
# Trim & Clean text

- Transform ribbon> Format > Trim
- Example: To remove extra spaces in text



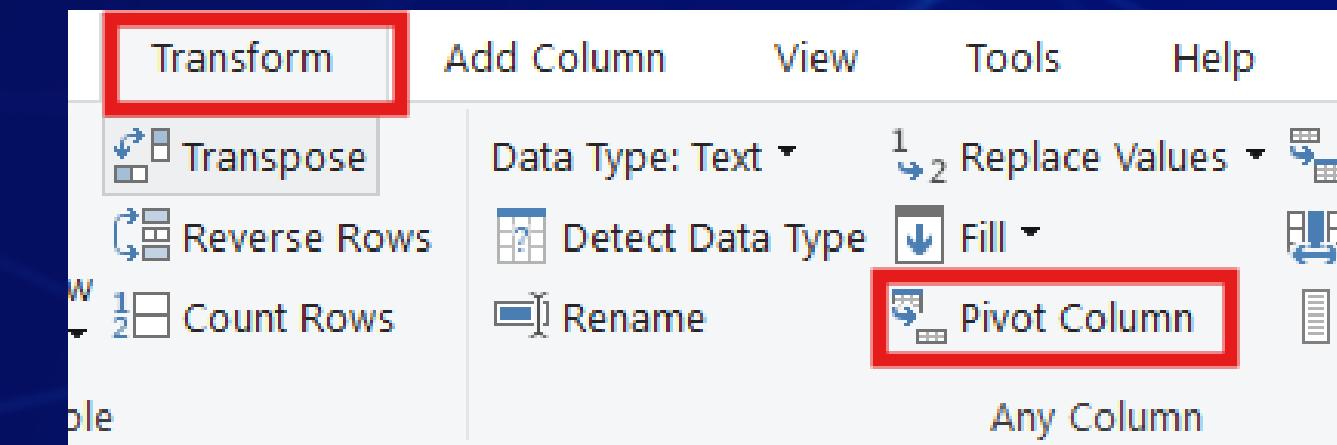
## Transpose

- Move columns to rows & Rows to columns for the entire table



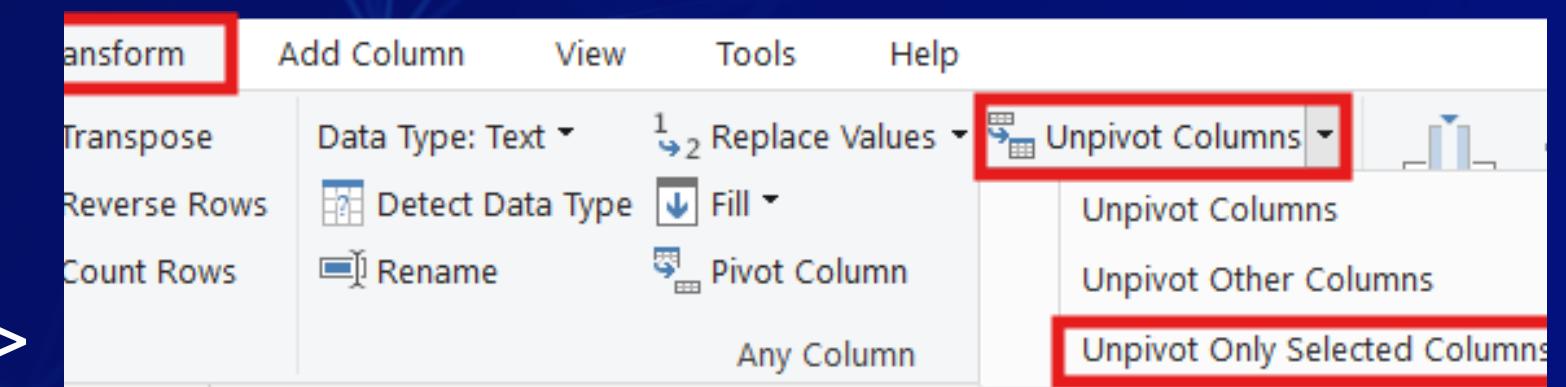
# Pivot columns

- It will changes rows into columns
- Select columns> Transform ribbon>  
>Pivot column



# Unpivot columns

- It will changes columns into rows
- Select columns> Transform ribbon>  
>Unpivot selected column

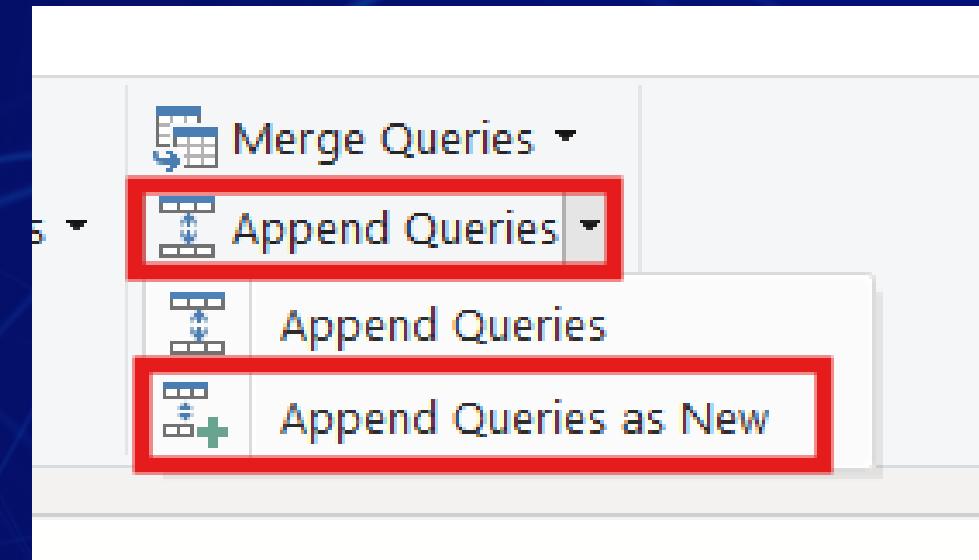


# Append query

- Adding extra rows from one table to another table

1) Append queries: modify the existing table

2) Append queries as new : Will form a new table

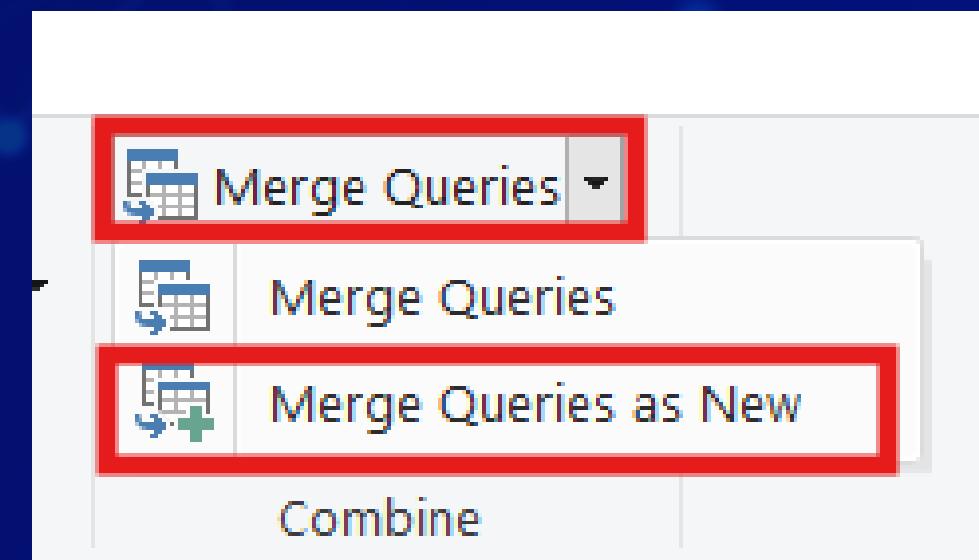


# Merge query

- Adding extra columns from one table to another table

1) Merge queries : Modify the existing table

2) Merge queries as new : Will form a new table





Thank you

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