

Data Cleaning in **Power BI**

Master essential data cleaning techniques using Power Query



What is Data Cleaning?

Identifies inaccuracies and removes inconsistencies to ensure data quality, enhancing reliability for accurate analysis

Why Data Cleaning?

- Improves decision-making by providing clean, reliable data.
- Eliminates duplication and irrelevant data, streamlining analysis.
- Boosts the efficiency and accuracy of data-driven processes.

Step 1

Data Type Handling



Ensure each column has the right data type. Power Query offers simple options to convert data types, like changing text to numbers.

Step 2 Removing Duplicates



Duplicate records can distort analysis results. Use Power Query to quickly find and remove them for accurate data.



Step 3

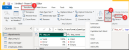
Filtering and Sorting



Filtering and sorting are key steps in data cleaning, helping users focus on specific rows or columns based on custom criteria.

Step 4

Text Manipulation



Cleaning text data involves removing spaces, changing cases, or extracting text. Power Query provides easy tools for these tasks.

Step 5 Handling Missing Values



The screenshot shows the Microsoft Power Query Editor interface. The 'Home' tab is active, and the 'Replace Values' button in the 'What If This Cell?' group is highlighted with a red arrow. Below the ribbon, the 'Query1' table is displayed with columns 'id', 'dept', and 'name'. The 'dept' column contains values 'Marketing', 'Sales', and 'Finance'. The 'name' column contains values 'John', 'Jane', and 'Bob'.

id	dept	name
1	Marketing	John
2	Sales	Jane
3	Finance	Bob

Missing data can skew your analytics results. Power Query helps by replacing nulls or filling gaps with nearby values.

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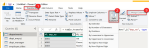


Microsoft University



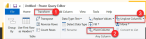
Microsoft

Step 6 Splitting and Merging



Data in one column may not suit analysts. Power Query allows you to split or merge columns for better organization and analysis.

Step 7 Data Transformation



Power Query allows users to perform advanced tasks like pivoting, which turns rows into columns, and unpivoting, which turns columns into rows.



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