WEEK 1

Steps to Download Microsoft Power BI

1. Visit: [Power BI Download Link](Power%20BI%20Download%20Link)

2. Download based on system specifications.

3. Install Power BI (Next → Next → Finish).

4. Open the Power BI application.

ETL:

- Extract: Pull Data from Data Sources ex: Excel, Csv, text, database file

- Transform: Data Preprocessing, Data Cleaning

- Load: When data is Cleaned we Load it for analysis

Opening a New Project

- Open Power BI → Click "Blank Project"

- A new untitled Power BI window opens (also called Canvas/Power BI Desktop).
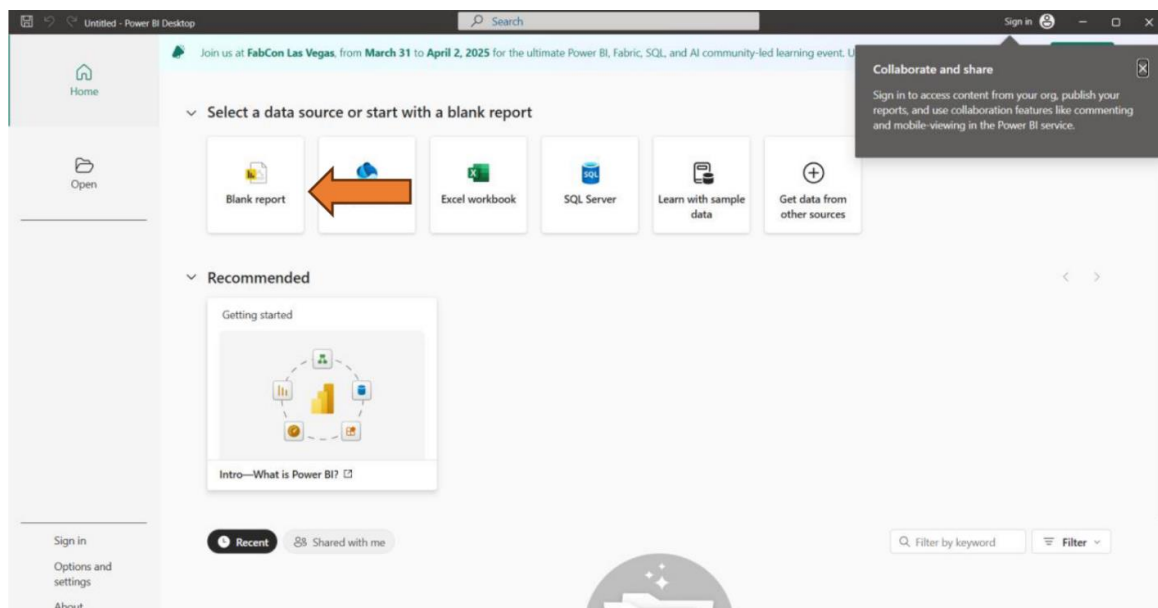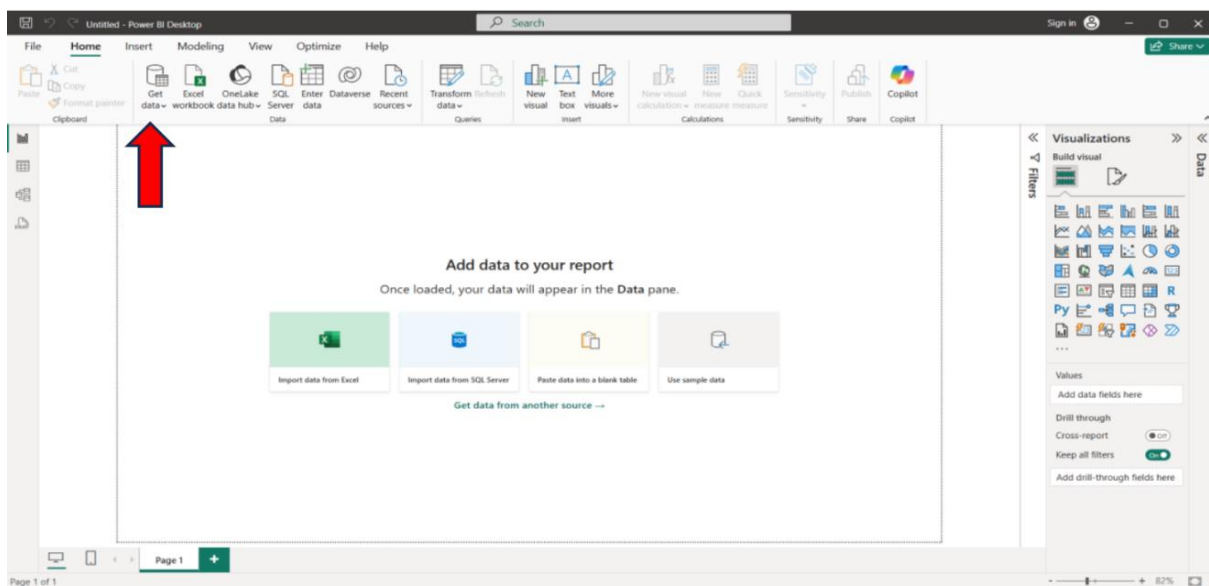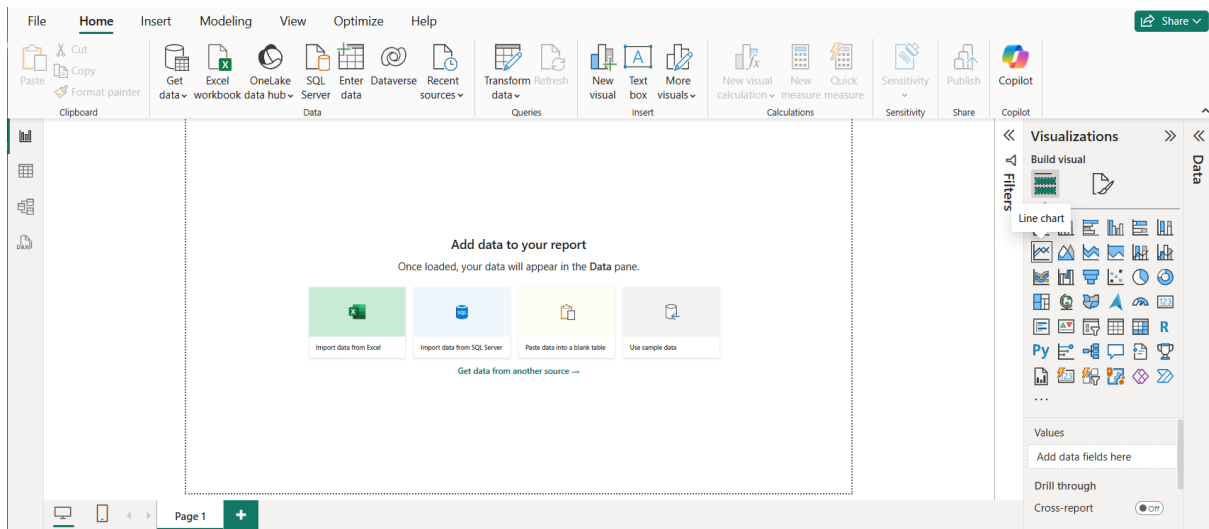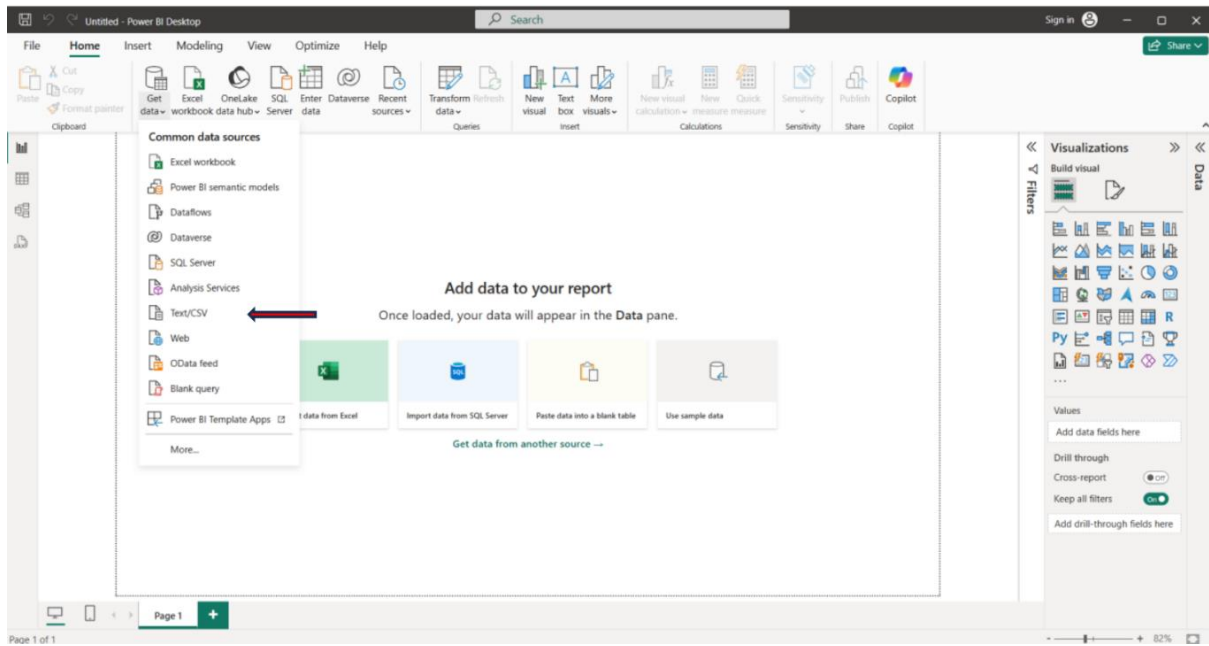
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Extracting Data

Supported File Types: Excel, CSV, Text, Database Files
Steps to Extract Data:

1. Go to the **Home Tab**

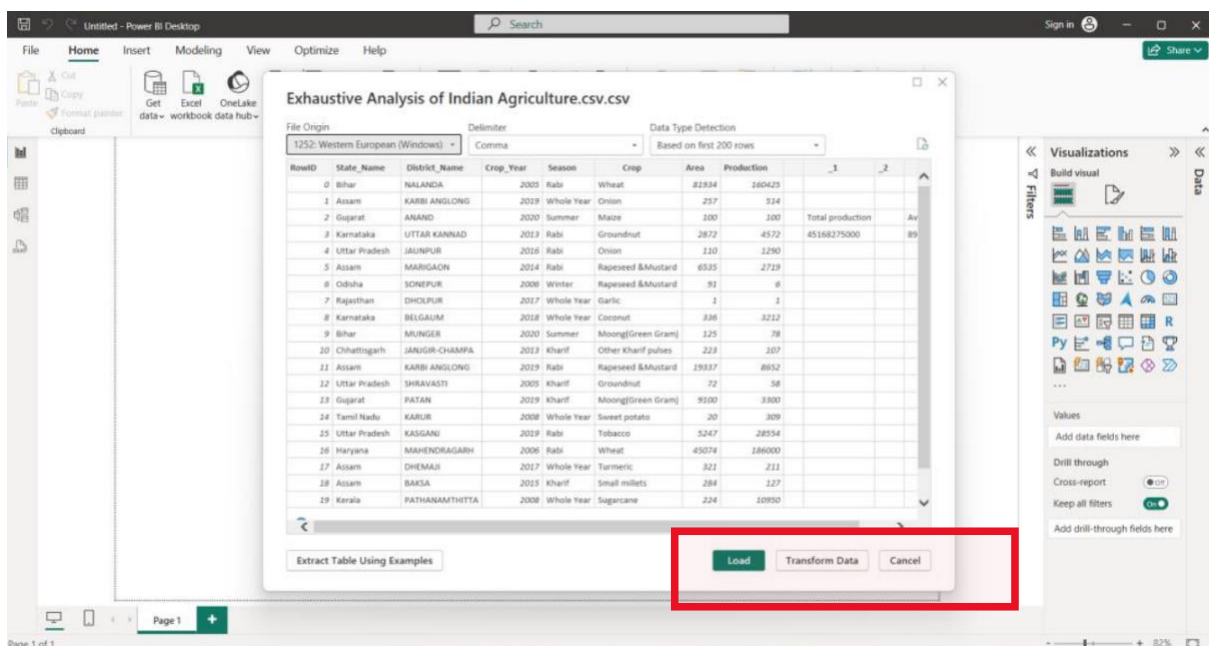2. Click **Get Data**

3. Download & add the required dataset

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Data Load & Transformation Options

Three Options in Power BI:
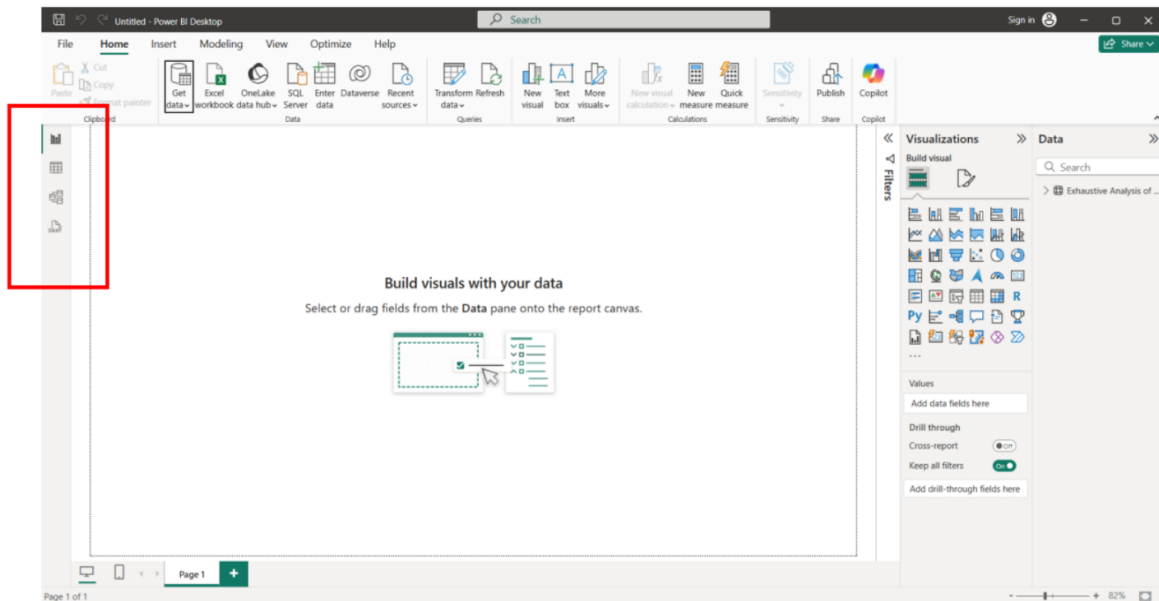
1. **Load** – Directly import cleaned data

2. **Transform Data** – Process & clean data before loading

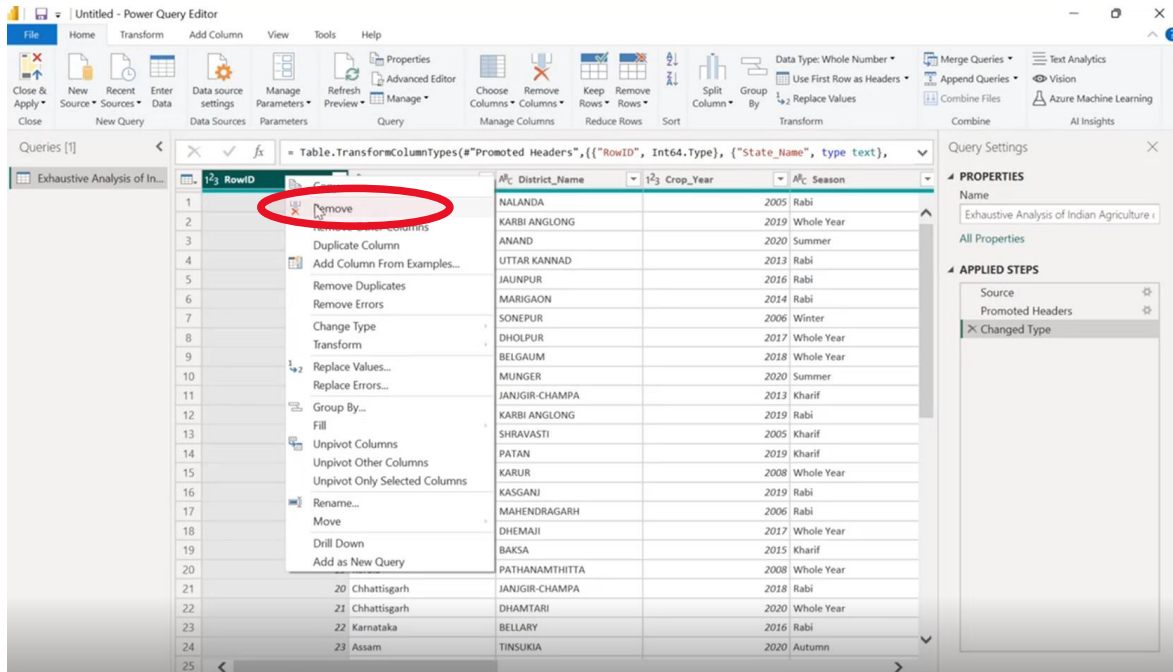3. **Cancel** – Discard data import

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Power BI Views

- **Report View:** Visualizations & dashboards

- **Table View:** Data in tabular format

- **Model View:** Creating relationships between datasets

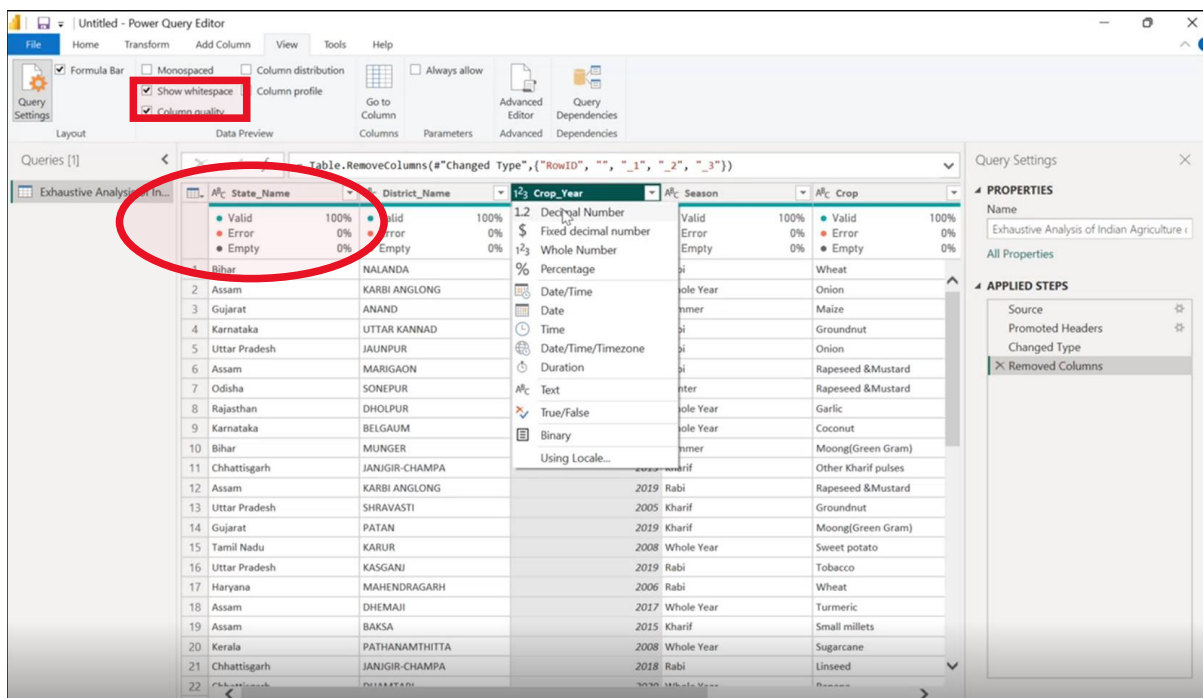**Data Transformation - Removing Blank Columns**

1. Right-click on the blank column.

2. Select **Remove** to delete it.

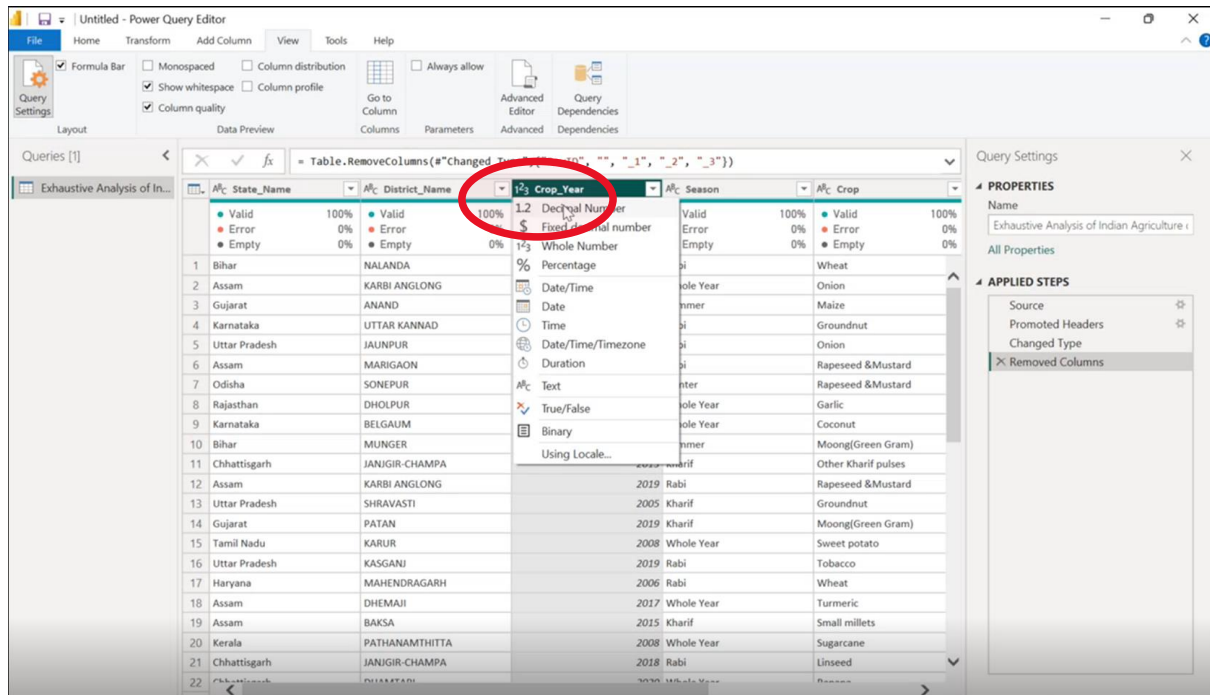# WEEK 1

Data Quality & Checking Null Values

1. Click on the **View Tab**.

2. Select **Column Quality**.

3. Analyze the dataset for completeness & accuracy.

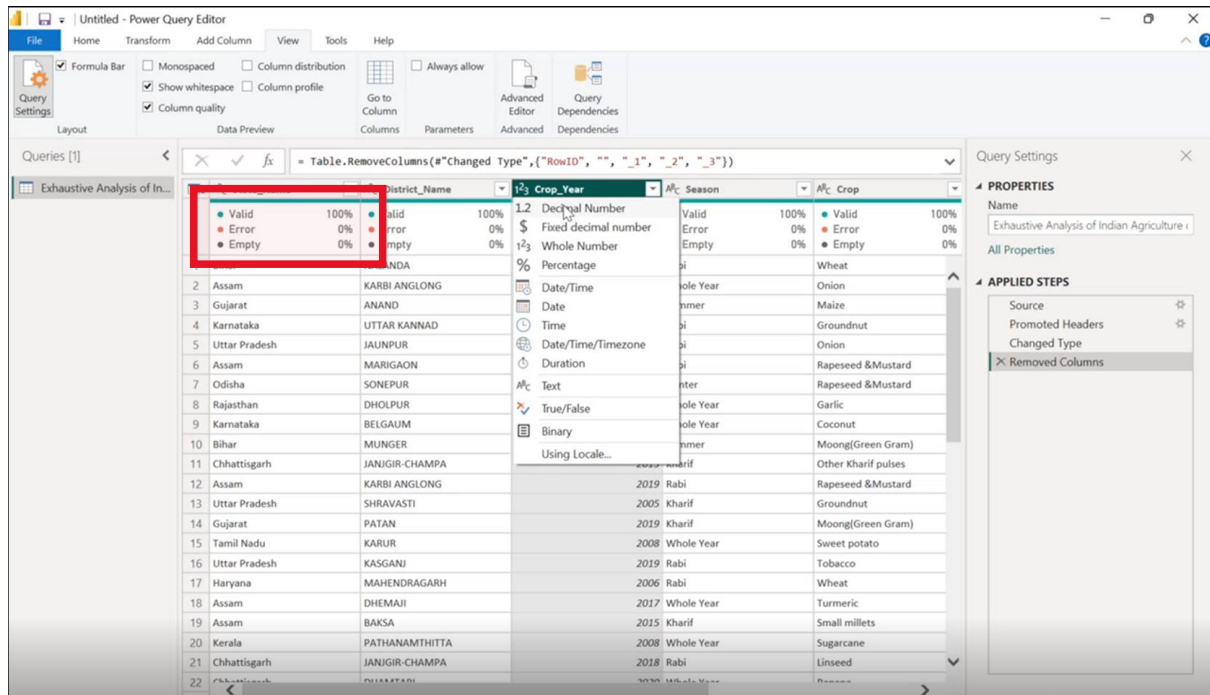# WEEK 1

Data Type

- We can view and change Data type by clicking on the left numeric or alphabetic value

Data Quality & Checking Null Values

1. Click on the **View Tab**.

2. Select **Column Quality**.

3. Analyze the dataset for completeness & accuracy.

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Saving and Applying Changes

1. Click on the **Home Tab**.

2. Select **Close & Apply**.

3. Changes are now applied to the Power BI dashboard.

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