**Understanding Row Information**

NOW Inspect the data connected in power BI query Editor

Click on specific row, all these so-called values of the row are displayed.

Quickly have a look at all the different entries that we have in this row for the specific columns.

We see that the names of the values in the second row should actually be our column names.

We could kind of tell Power BI Desktop that this **second row** should actually be our well **header our column names of our table**.

Due to a specific issue we have in this query here, the issue is that our **first row here holds also other values which are not required** for the actual data.

We have **numbers for each individual column**. One, two, three, four, and so on.

So here we should actually **remove this** row and **then tell Power BI Desktop that our second row which will then be our first row should become our header**.

**TRY:**

**STEP 1:**

Go to our **Home Ribbon** and there into the **Reduce Rows** area.

In **Reduce Rows**, we have the **Two** options

1. **Keep Rows**
2. **Remove Rows**.

**Remove Rows:**

Click on to **Remove Rows** now, we see **different options** appearing.

1. Remove the top rows
2. Remove the bottom rows
3. Remove alternate rows.
4. Remove duplicates
5. Remove blank rows
6. Remove errors

We want to **remove** the **top row** actually.

So, **removing top rows** should be the option of choice here.

If we **enter this menu**, we see that we now have to specify:

How many rows we want to remove starting from the top?

In our case, the first row should be removed.

So, we simply **enter one** here.

And by confirming this, we see that the **first row was removed.**

**NOTE:**

And once again, please note that this step **is now part of our applied steps here in the query settings column**.

With this change in place, we have the same structure in the first, second and in the third query.

**Step 2:**

So, in all these queries, we actually have a **first row now which should be the actual header the actual column names** so to say.

**Power BI Desktop ships** with a feature which allows us now to **turn the first row into a header**.

Go to **Home ribbon**, you saw this option already here to the right, **use first row as headers**.

If we now **click onto this button**, we see that suddenly **LocID, Location and so on now became our column names.**

**TRY JUST TO UNDERSTAND:**

If we would **click this button** in the right part again, so on this **lower arrow here**, we could also **turn the headers into the first row**.

So, this would kind of **reverse** that change.

Now we are **back at the initial state** without undoing that step, which I will do now though because we **need promoted headers**, **not demoted headers**.

So, let's **undo** this.

And with that, the **first query has well named column names**.

This step, by the way, would be applied automatically by Power BI Desktop.

But you remember, **we disabled the automatic type detection** for educational reasons here.

And, therefore, **this has to be done manually** here.

**Let's now apply the same step in the second query.**

Use the **Home ribbon**

Use the **first row as headers** here in the **Transform ribbon** in the **left part of the screen**.

And if I click it in the upper part I do exactly that, I turn the first row into the header.

**And let's now go to the third query here and there**.

I'll now use another way to access this option.

Here I'll click onto the button in the left upper corner of the table, which gives me access to the table options.

If I do that, you see that plenty of options appear.

The **same options** that can be **found in the ribbons on top**.

But again, this is just some **convenience feature** to give you a **quicker access** to **well frequently used** options in **connection with the enter entire table** here.

Select **Use First Row as Headers**.

And with that also our t**hird query is prepared from a column name perspective.**

We have more options when it comes to **row operations** in Power BI Desktop.

**TRY:**

**Transform ribbon** here, you can also find options like **Reverse Rows.**

If we select this, we would **invert the entire table**.

So now **the bottom entries of our table would be displayed on top**.

We can, of course, **undo this operation here in the applied steps** once again

You also have the option to **count the rows**.

So, to get the quick overview of the **amount of rows your actual data here contains**.

At the **bottom** you see that we **get a preview information** that we have nine columns and more than **999 rows** here but with **count rows, we reduce the entire table preview here to one single entry, giving us a roll count of more than 40,000 rows in our dataset**.

So that's again, a nice convenience feature when it comes to interacting with the rows in our data.

**Undo the steps from applied steps under Right Most Column- Query Settings**

**TRY**:

We also have more options in the **reduce rows area in our Home ribbon though.**

As you saw initially, besides **removing the top rows** here in the remove rows option, we can also **remove bottom rows** which is kind of self-explanatory.

We now simply **remove the rows starting from the bottom**. So we want to **remove the last five rows**.

**Go to Remove Rows**, we also have the option to **remove alternate rows here**

Alternate rows would mean that we define the **first row that should be removed**.

For example, here we could say that we want to **start in row two**. So, therefore, yes **row two should be removed**.

Then we define **how many rows should be removed including this first selection.**

So, if you want to remove Albania, Algeria, and Angola here for example, then we would enter a **total number of three.**

So, we **start with two and then three and four a total of three rows should be removed**.

Then we **find the number of rows that should be kept**.

Let's say **one**, for example.

And **then this pattern would be repeated**.

So, what we do here is we start with **removing rows two, three, and four**. **Then we keep one country**. **Then we again, remove three rows**.

So, one, two, three, then we keep one and so on.

So, with this, we should then have a country list.

So, to say of **Afghanistan then Antigua and Barbuda, then three gaps Australia and so on.**

Let's see if this works by performing this operation. And we indeed have Afghanistan, Antigua and Barbuda, Australia, and so on.

So, this would be removing alternate rows

**Let's undo this though as this is not too helpful.**

Besides removing rows here, we also have the option **to keep rows**.

These are again the same options that we had for the remove rows, just vice versa.

So, to say, here **we can define how many rows we want to keep**.

So, for example, if I want **to keep the top two rows,** I would enter this and only two rows would remain.

**Let's undo this again.**

And for **keeping bottom rows**, it's the same.

And then we also have the option to **keep a range of rows**.

So instead of removing alternate rows, here we have a range of rows that should be kept.

So, for example, we could say that we want **to keep the third row** and then only three rows in total.

So, we exclude two rows from the top, **then keep three**.

So, this means **Algeria, Angola, and Antigua will be kept**.

So, if we do that, you see only these three countries remain.

**We can also undo the step though, as this is not required**.

**So, these are the basic row options that we have in Power BI Desktop.**