

Open a new Power BI Desktop file, and complete the following steps:

1) Update your Power BI options and settings as follows:

- Deselect the "Autodetect new relationships after data is loaded" option in the **Data Load** tab
- Make sure that Locale for import is set to "English (United States)" in the **Regional Settings** tab

2) Connect to the **MavenMarket_Customers** csv file

- Name the table "**Customers**", and make sure that headers have been promoted
- Confirm that data types are accurate (**Note:** "customer_id" should be whole numbers, and both "customer_acct_num" and "customer_postal_code" should be text)
- Add a new column named "full_name" to merge the "first_name" and "last_name" columns, separated by a space
- Create a new column named "birth_year" to extract the year from the "birthdate" column, and format as text
- Create a **conditional column** named "has_children" which equals "N" if "total_children" = 0, otherwise "Y"

3) Connect to the **MavenMarket_Products** csv file

- Name the table "**Products**" and make sure that headers have been promoted
- Confirm that data types are accurate (**Note:** "product_id" should be whole numbers, "product_sku" should be text), "product_retail_price" and "product_cost" should be decimal numbers)
- Use the statistics tools to return the number of distinct product brands, followed by distinct product names
 - **Spot check:** You should see **111 brands** and **1,560 product names**
- Add a calculated column named "discount_price", equal to 90% of the original retail price
 - Format as a fixed decimal number, and then use the rounding tool to round to 2 digits
- Select "product_brand" and use the **Group By** option to calculate the average retail price by brand, and name the new column "Avg Retail Price"
 - **Spot check:** You should see an average retail price of **\$2.18** for Washington products, and **\$2.21** for Green Ribbon
- Delete the last applied step to return the table to its pre-grouped state
- Replace "null" values with zeros in both the "recyclable" and "low-fat" columns

4) Connect to the **MavenMarket_Stores** csv file

- Name the table "**Stores**" and make sure that headers have been promoted
- Confirm that data types are accurate (**Note:** "store_id" and "region_id" should be whole numbers)

- Add a calculated column named "*full_address*", by merging "*store_city*", "*store_state*", and "*store_country*", separated by a comma and space (*hint: use a custom separator*)
- Add a calculated column named "*area_code*", by extracting the characters before the dash ("-") in the "*store_phone*" field

5) Connect to the **MavenMarket_Regions csv file**

- Name the table "**Regions**" and make sure that headers have been promoted
- Confirm that data types are accurate (**Note:** "*region_id*" should be whole numbers)

6) Connect to the **MavenMarket_Calendar csv file**

- Name the table "**Calendar**" and make sure that headers have been promoted
- Use the date tools in the query editor to add the following columns:
 - *Start of Week (starting Sunday)*
 - *Name of Day*
 - *Start of Month*
 - *Name of Month*
 - *Quarter of Year*
 - *Year*

7) Connect to the **MavenMarket>Returns csv file**

- Name the table "**Return_Data**" and make sure that headers have been promoted
- Confirm that data types are accurate (all ID columns and *quantity* should be whole numbers)

8) Add a new folder on your desktop (or in your documents) named "MavenMarket Transactions**", containing both the **MavenMarket_Transactions_1997** and **MavenMarket_Transactions_1998** csv files**

- Connect to the folder path, and choose "Edit" (vs. *Combine and Edit*)
- Click the "*Content*" column header (double arrow icon) to combine the files, then remove the "*Source.Name*" column
- Name the table "**Transaction_Data**", and confirm that headers have been promoted
- Confirm that data types are accurate (all ID columns and *quantity* should be whole numbers)
 - **Spot check:** You should see data from 1/1/1997 through 12/30/1998 in the "*transaction_date*" column

9) With the exception of the two data tables, disable "*Include in Report Refresh*", then **Close & Apply**

- Confirm that all 7 tables are now accessible within both the **RELATIONSHIPS** view and the **DATA** view

10) Save your .pbix file (*i.e.* ***"MavenMarket_Report"***)