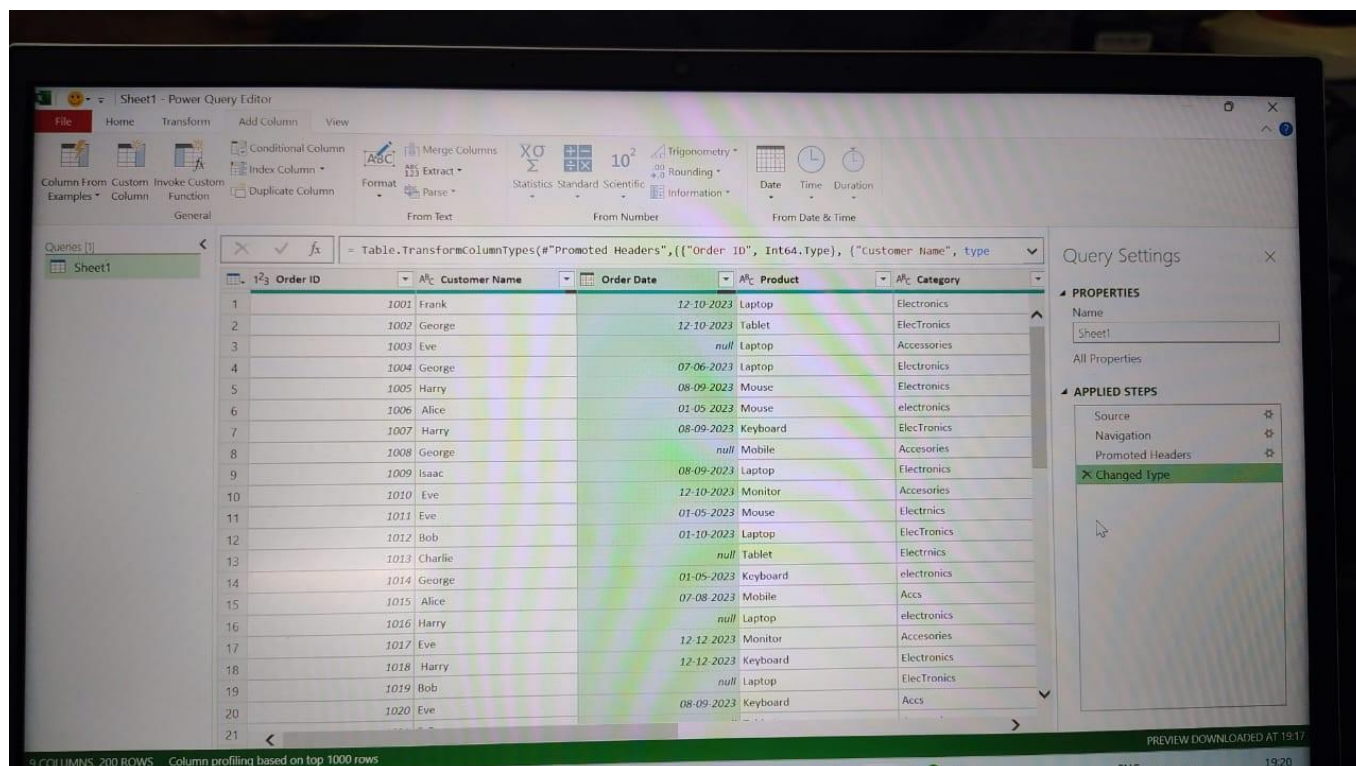


TASK 1

Steps I have taken to clean the data:

1. Loaded data into Power BI and promoted headers:

This step shows how the dataset was loaded into Power BI, and the header row was promoted so that the first row of data becomes the column headers.



Sheet1 - Power Query Editor

Formulas: = Table.TransformColumnTypes(#"Promoted Headers", {["Order ID", Int64.Type}, {"Customer Name", type

	Order ID	Customer Name	Order Date	Product	Category
1	1001	Frank	12-10-2023	Laptop	Electronics
2	1002	George	12-10-2023	Tablet	Electronics
3	1003	Eve	null	Laptop	Accessories
4	1004	George	07-06-2023	Laptop	Electronics
5	1005	Harry	08-09-2023	Mouse	Electronics
6	1006	Alice	01-05-2023	Mouse	electronics
7	1007	Harry	08-09-2023	Keyboard	Electronics
8	1008	George	null	Mobile	Accessories
9	1009	Isaac	08-09-2023	Laptop	Electronics
10	1010	Eve	12-10-2023	Monitor	Accessories
11	1011	Eve	01-05-2023	Mouse	Electronics
12	1012	Bob	01-10-2023	Laptop	Electronics
13	1013	Charlie	null	Tablet	Electronics
14	1014	George	01-05-2023	Keyboard	electronics
15	1015	Alice	07-08-2023	Mobile	Accs
16	1016	Harry	null	Laptop	electronics
17	1017	Eve	12-12-2023	Monitor	Accessories
18	1018	Harry	12-12-2023	Keyboard	Electronics
19	1019	Bob	null	Laptop	Electronics
20	1020	Eve	08-09-2023	Keyboard	Accs
21					

9 COLUMNS, 200 ROWS Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 19:17

ENG 19:20

Query Settings

PROPERTIES

Name: Sheet1

APPLIED STEPS

- Source
- Navigation
- Promoted Headers
- Changed Type

2. Removed leading/trailing spaces using 'Trim Text':

Unnecessary white spaces were removed from text columns using the 'Trim Text' function to ensure consistency.

The screenshot displays the Power Query Editor interface. The main area shows a data table with the following columns: Order ID, Customer Name, Order Date, Product, and Category. The data is as follows:

Order ID	Customer Name	Order Date	Product	Category
1	1001 Frank	12-10-2023	Laptop	Electronics
2	1002 George	12-10-2023	Tablet	Electronics
3	1003 Eve	null	Laptop	Accessories
4	1004 George	07-06-2023	Laptop	Electronics
5	1005 Harry	08-09-2023	Mouse	Electronics
6	1006 Alice	01-05-2023	Mouse	electronics
7	1007 Harry	08-09-2023	Keyboard	Electronics
8	1008 George	null	Mobile	Accessories
9	1009 Isaac	08-09-2023	Laptop	Electronics
10	1010 Eve	12-10-2023	Monitor	Accessories
11	1011 Eve	01-05-2023	Mouse	Electronics
12	1012 Bob	01-10-2023	Laptop	Electronics
13	1013 Charlie	null	Tablet	Electronics
14	1014 George	01-05-2023	Keyboard	electronics
15	1015 Alice	07-08-2023	Mobile	Accs
16	1016 Harry	null	Laptop	electronics
17	1017 Eve	12-12-2023	Monitor	Accessories
18	1018 Harry	12-12-2023	Keyboard	Electronics
19	1019 Bob	null	Laptop	Electronics
20	1020 Eve	08-09-2023	Keyboard	Accs

The 'Query Settings' pane on the right shows the 'APPLIED STEPS' list, which includes 'Trimmed Text' as the final step. The status bar at the bottom indicates '9 COLUMNS, 200 ROWS' and 'Column profiling based on top 1000 rows'.

3. Capitalized each word in text columns:

Text transformation was used to standardize entries like category names or product descriptions.

Sheet1 - Power Query Editor

File Home Transform Add Column View

Column From Custom Invoke Custom Examples Column Function Duplicate Column General

Conditional Column Index Column Merge Columns Extract Format Parse From Text From Number From Date & Time

Queries [1] Sheet1

Table.TransformColumns(#"Trimmed Text",{"Customer Name", Text.Proper, type text}, {"Product",

Query Settings

PROPERTIES

Name Sheet1

All Properties

APPLIED STEPS

Source

Navigation

Promoted Headers

Changed Type

Trimmed Text

Capitalized Each Word

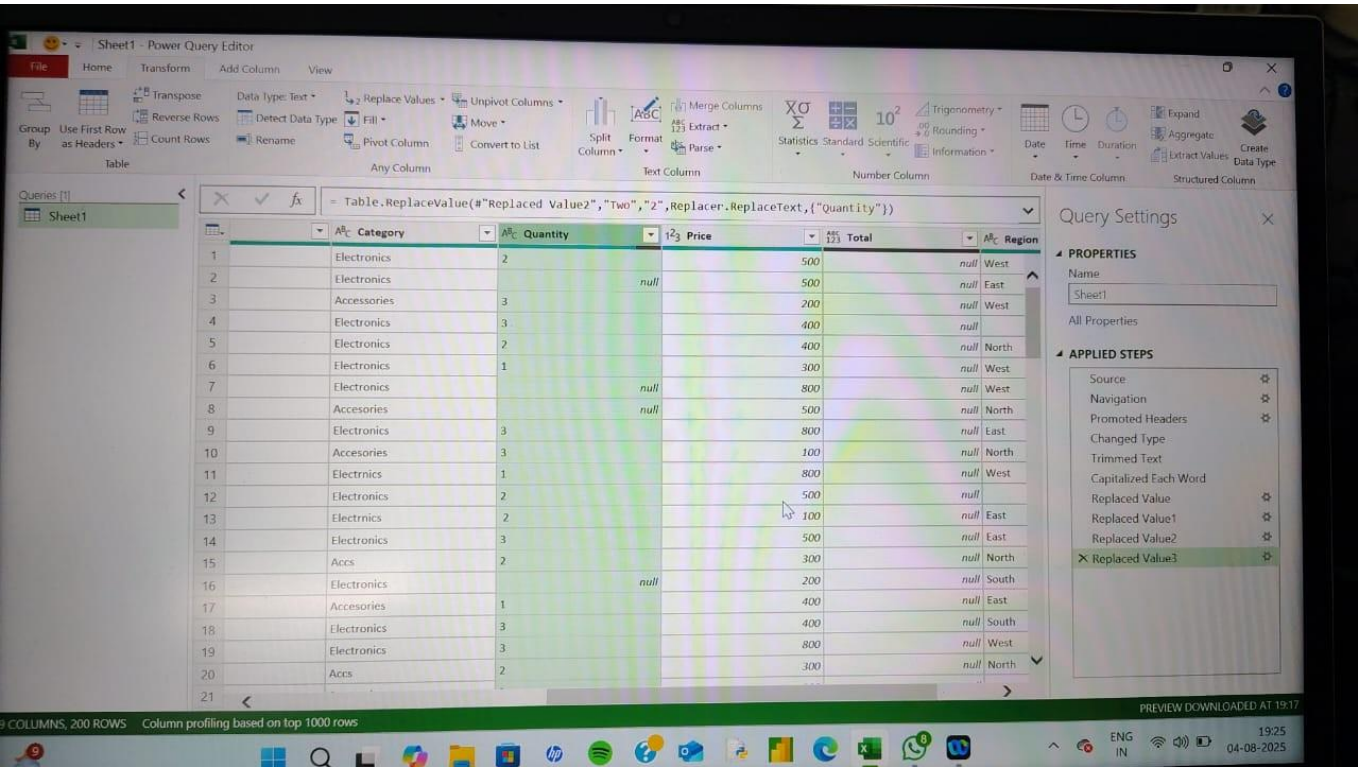
Order ID	Customer Name	Order Date	Product	Category
1001	Frank	12-10-2023	Laptop	Electronics
1002	George	12-10-2023	Tablet	Electronics
1003	Eve	null	Laptop	Accessories
1004	George	07-06-2023	Laptop	Electronics
1005	Harry	08-09-2023	Mouse	Electronics
1006	Alice	01-05-2023	Mouse	Electronics
1007	Harry	08-09-2023	Keyboard	Electronics
1008	George	null	Mobile	Accessories
1009	Isaac	08-09-2023	Laptop	Electronics
1010	Eve	12-10-2023	Monitor	Accessories
1011	Eve	01-05-2023	Mouse	Electronics
1012	Bob	01-10-2023	Laptop	Electronics
1013	Charlie	null	Tablet	Electronics
1014	George	01-05-2023	Keyboard	Electronics
1015	Alice	07-08-2023	Mobile	Accs
1016	Harry	null	Laptop	Electronics
1017	Eve	12-12-2023	Monitor	Accessories
1018	Harry	12-12-2023	Keyboard	Electronics
1019	Bob	null	Laptop	Electronics
1020	Eve	08-09-2023	Keyboard	Accs

9 COLUMNS, 200 ROWS Column profiling based on top 1000 rows

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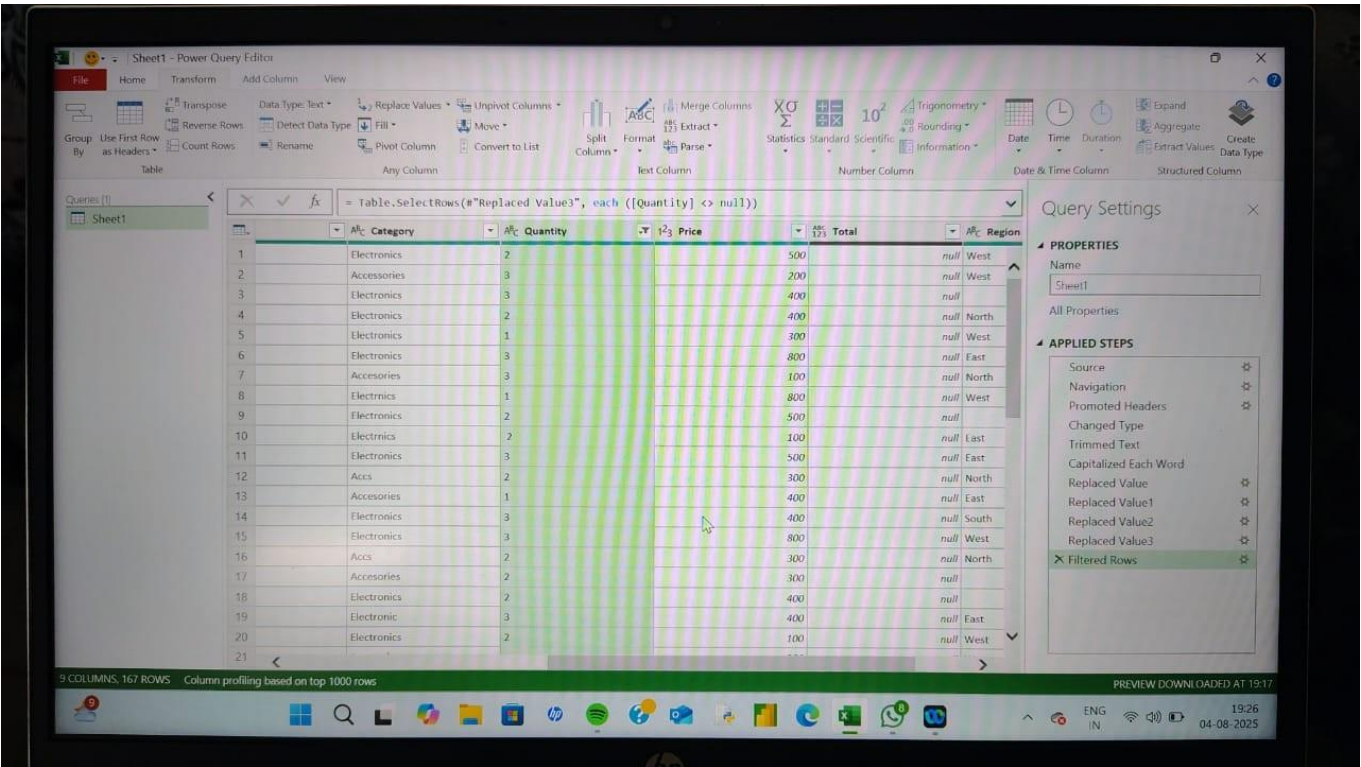
4. Changed data types for consistency:

Data types of each column were modified appropriately, for example converting text to date or numeric.



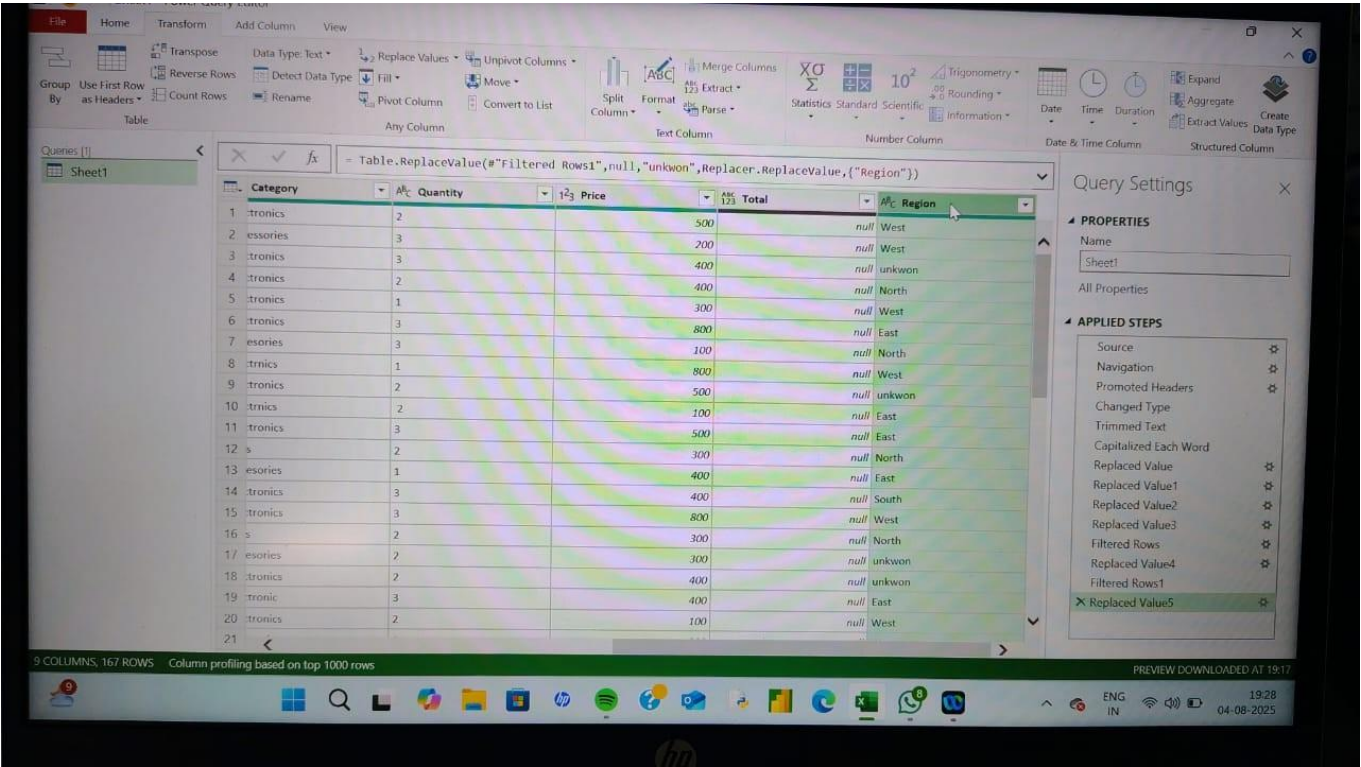
5. Removed unwanted columns:

Unnecessary columns were removed from the dataset to reduce clutter and keep only relevant fields.



6. Renamed columns for clarity:

Column headers were renamed to make them more descriptive and easier to understand.



7. Added custom column for total price:

A new column was created using a custom formula to multiply Quantity and Price.

Sheet1 - Power Query Editor

File Home Transform Add Column View

Group By Use First Row as Headers Count Rows Table

Data Type: Text Replace Values Unpivot Columns Merge Columns X Σ 10² Trigonometry

Detected Data Type Fill Pivot Column Move Split Column Format Extract Parse Statistics Standard Scientific Rounding

Any Column Text Column Number Column Date & Time Column Structured Column

Queries [1] Sheet1

fx = Table.ReplaceValue(#"Filtered Rows1",null,"unkwon",Replacer.ReplaceValue,{"Region"})

Order ID	Customer Name	Order Date	Product	Category
1001	Frank	12-10-2023	Laptop	Electronics
1003	Eve	null	Laptop	Accessories
1004	George	07-06-2023	Laptop	Electronics
1005	Harry	08-09-2023	Mouse	Electronics
1006	Alice	01-05-2023	Mouse	Electronics
1009	Isaac	08-09-2023	Laptop	Electronics
1010	Eve	12-10-2023	Monitor	Accessories
1011	Eve	01-05-2023	Mouse	Electronics
1012	Bob	01-10-2023	Laptop	Electronics
1013	Charlie	null	Tablet	Electronics
1014	George	01-05-2023	Keyboard	Electronics
1015	Alice	07-08-2023	Mobile	Accs
1017	Eve	12-12-2023	Monitor	Accessories
1018	Harry	12-12-2023	Keyboard	Electronics
1019	Bob	null	Laptop	Electronics
1020	Eve	08-09-2023	Keyboard	Accs
1021	D@Ve	null	Tablet	Accessories
1022	D@Ve	07-08-2023	Mobile	Electronics
1023	Bob	08-09-2023	Monitor	Electronic
1024	Harry	08-09-2023	Tablet	Electronics

9 COLUMNS, 167 ROWS Column profiling based on top 1000 rows

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Query Settings

PROPERTIES

Name Sheet1

APPLIED STEPS

- Source
- Navigation
- Promoted Headers
- Changed Type
- Trimmed Text
- Capitalized Each Word
- Replaced Value
- Replaced Value1
- Replaced Value2
- Replaced Value3
- Filtered Rows
- Replaced Value4
- Filtered Rows1
- Replaced Value5

8. Change The Data Type In The Whole Number Format .

Sheet1 - Power Query Editor

File Home Transform Add Column View

Conditional Column Index Column Duplicate Column Merge Columns Extract Parse From Text Statistics Standard Scientific Trigonometry Rounding Information Date Time Duration From Number From Date & Time

Queries [1] Sheet1

Table.SelectRows(#"Trimmed Text1", each true)

Product	Category	Quantity	Region
Laptop	Electronics	2	West
Laptop	Accessories	3	West
Laptop	Electronics	3	unknown
Mouse	Electronics	2	North
Mouse	Electronics	1	West
Laptop	Electronics	3	East
Monitor	Accessories	3	North
Mouse	Electronics	1	
Laptop	Electronics	2	
Tablet	Electronics	2	
Keyboard	Electronics	3	
Mobile	Accs	2	
Monitor	Accessories	1	
Keyboard	Electronics	3	
Laptop	Electronics	3	
Keyboard	Accs	2	
Tablet	Accessories	2	
Mobile	Electronics	2	
Monitor	Electronic	3	
Tablet	Electronics	2	

Copy Remove Remove Other Columns Duplicate Column Add Column From Examples... Remove Duplicates Remove Errors Change Type Transform Replace Values... Replace Errors... Create Data Type Split Column Group By... Fill Unpivot Columns Unpivot Other Columns Unpivot Only Selected Columns Rename... Move Drill Down Add as New Query

Decimal Number Currency Whole Number Percentage Date/Time Date Time Date/Time/Timezone Duration Text True/False Binary Using Locale...

Query Settings

PROPERTIES

Name Sheet1

APPLIED STEPS

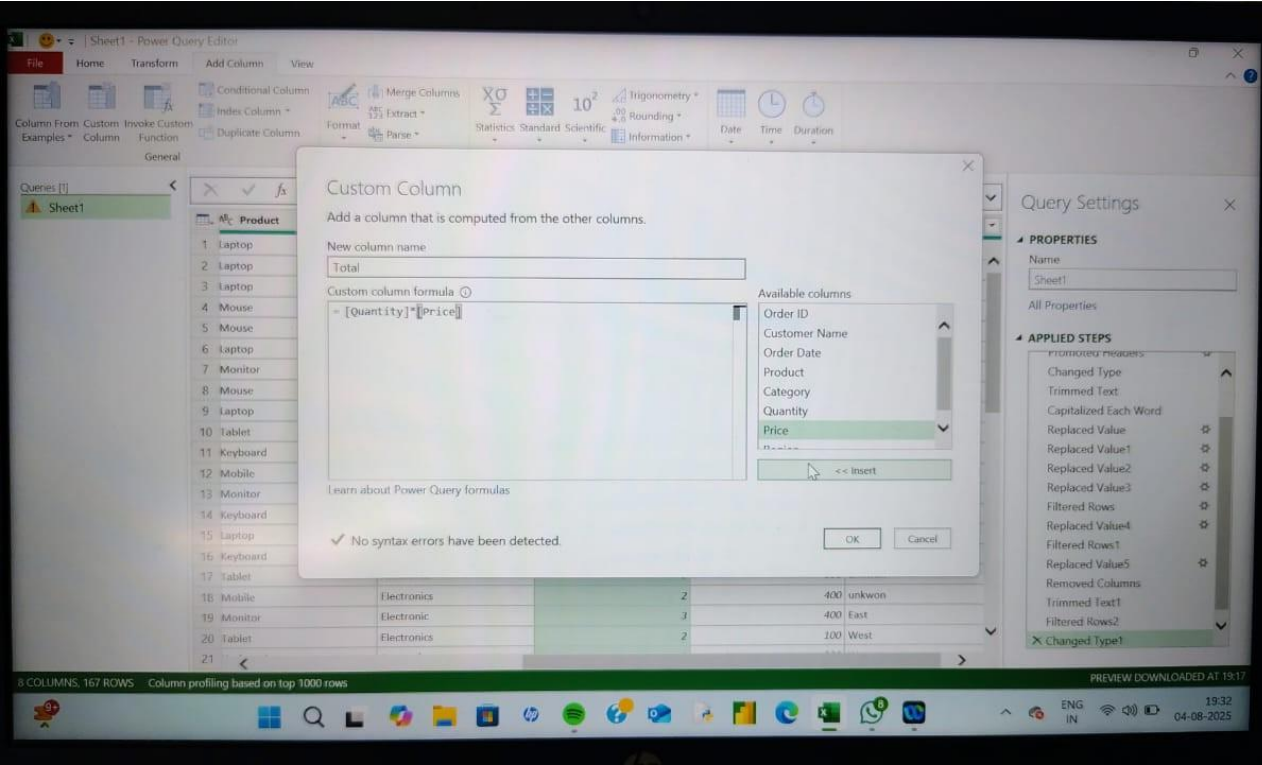
Promoted Headers Changed Type Trimmed Text Capitalized Each Word Replaced Value Replaced Value1 Replaced Value2 Replaced Value3 Filtered Rows Filtered Rows1 Replaced Value4 Replaced Value5 Removed Columns Trimmed Text1 Filtered Rows2

8 COLUMNS, 167 ROWS Column profiling based on top 1000 rows

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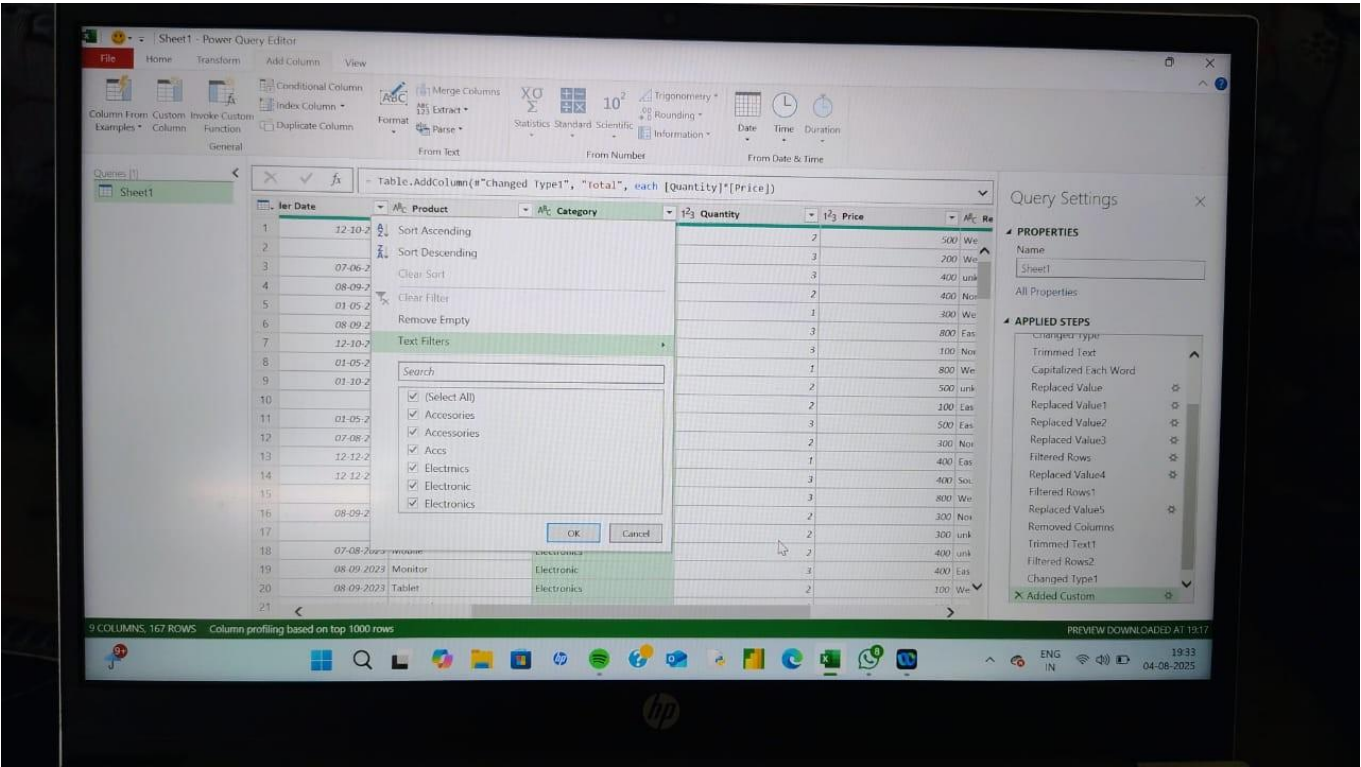
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9. Create A New Custom Coloum With A Total Title.



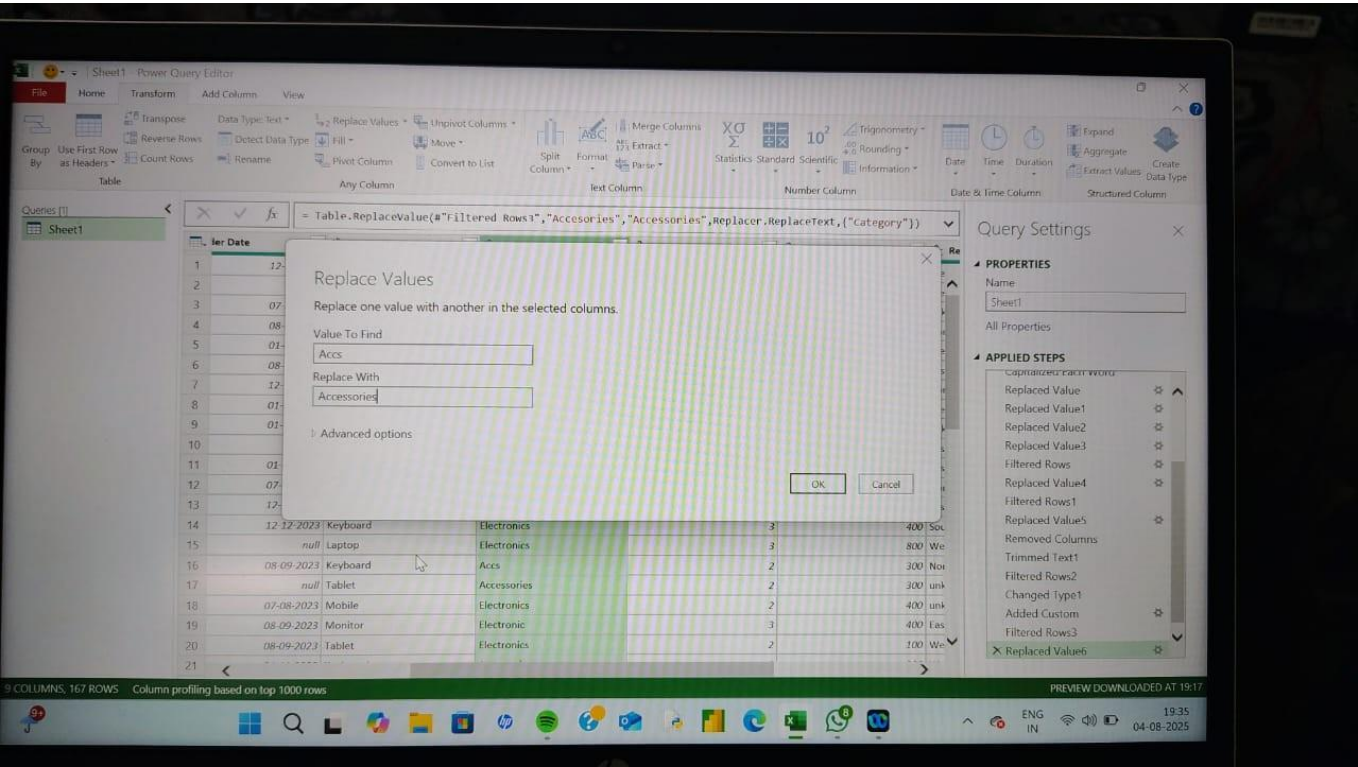
10. Final review of transformed data:

Data was verified after cleaning steps such as renaming, replacing, and creating new columns.



11. Replaced 'Accs' with 'Accessories':

The Replace Values function was used to clean up inconsistent category entries.



12. Applied multiple replacements and formatting adjustments:

Final formatting and corrections were made to ensure a clean dataset.

