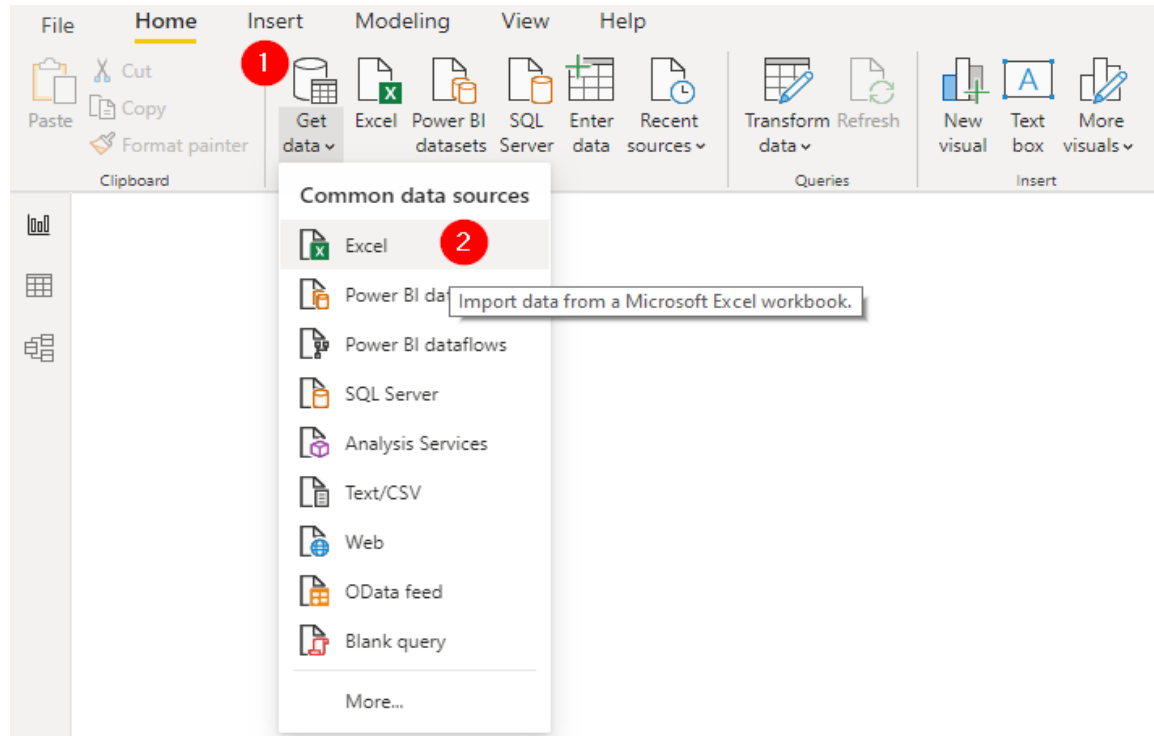


## Transforming Data in Power Query Editor

### Importing Data from Excel

1. In Power BI Desktop, from **Home**, go to **Get data > Excel**



2. Select your workbook from the next window, and then, click on **Open**
3. Once you do that, a **Navigators** window opens up, which contains the tables in the left pane and the preview window on the right
4. Select the table that you want to work with, and then, click on **Transform Data** to perform data transformation in Power Query Editor

## Navigator

Display Options ▾

Adventure.xlsx [3]

- ☐ Table1
- ☒ Sales 1
- ☐ AWInternetSales

## Sales

Preview downloaded on Monday

CustomerName	MaritalStatus	Gender	EmailAddress
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Adam	M	M	adam46@adventure-works.com
Adams Adam	M	M	adam46@adventure-works.com
Adams Alex	M	M	alex43@adventure-works.com
Adams Alex	M	M	alex43@adventure-works.com
Adams Alexandra	S	F	alexandra57@adventure-works.com
Adams Allison	S	F	allison38@adventure-works.com
Adams Allison	S	F	allison38@adventure-works.com
Adams Allison	S	F	allison38@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com

2
Load
Transform Data
Cancel

## Applying Transformation to a Table

All the data transformation functions are available in the Transform field.

File Home **Transform** Add Column View Tools Help

Group By Use First Row as Headers ▾ Count Rows

Table

Transpose Reverse Rows

Any Column

Data Type: Text ▾

Detect Data Type Rename

1 2 Replace Values ▾

Fill ▾

Pivot Column

Unpivot Columns ▾

Move ▾

Convert to List

1. Group By

- Right-click on the column and select **Group By**, or select it from **Transform** on the top

Untitled - Power Query Editor

File Home Transform Add Column View Tools Help

Group By Use First Row as Headers Count Rows

Table

Any Column

Text Column

Queries [2]

Sales

Sales (2)

	CustomerName	MaritalStatus	Gender	EmailAddress
1	Adams Aaron	S		aron48@adventure-works.com
2	Adams Aaron	S		aron48@adventure-works.com
3	Adams Aaron	S		aron48@adventure-works.com
4	Adams Aaron	S		aron48@adventure-works.com
5	Adams Adam	M		adam46@adventure-works.com
6	Adams Adam	M		adam46@adventure-works.com
7	Adams Alex	M		alex43@adventure-works.com
8	Adams Alex	M		alex43@adventure-works.com
9	Adams Alexandra	S		alexandra57@adventure-works.com
10	Adams Allison	S		allison38@adventure-works.com
11	Adams Allison	S		allison38@adventure-works.com
12	Adams Allison	S		allison38@adventure-works.com
13	Adams Amanda	S		amanda58@adventure-works.com
14	Adams Amanda	S		amanda58@adventure-works.com
15	Adams Amanda	S		amanda58@adventure-works.com
16	Adams Amanda	S		amanda58@adventure-works.com
17	Adams Amanda	S		amanda58@adventure-works.com
18	Adams Amber	S		amber16@adventure-works.com
19	Adams Amber	S		amber16@adventure-works.com
20	Adams Amber	S		amber16@adventure-works.com
21	Adams Amber	S		amber16@adventure-works.com
22	Adams Amber	S		amber16@adventure-works.com
23	Adams Andrea	S		andrea37@adventure-works.com
24	Adams Andrea	S		andrea37@adventure-works.com

Copy

Remove

Remove Other Columns

Duplicate Column

Add Column From Examples...

Remove Duplicates

Remove Errors

Change Type

Transform

Replace Values...

Replace Errors...

Split Column

Group By...

Fill

Unpivot Columns

Unpivot Other Columns

Unpivot Only Selected Columns

Rename...

Move

Drill Down

Add as New Query

- The Group By dialog box appears; here, specify the column and the operation from the drop-down menu, and then, click on **OK**

Group By

Specify the column to group by and the desired output.

☒ Basic ☐ Advanced

MaritalStatus

New column name

Count

Operation

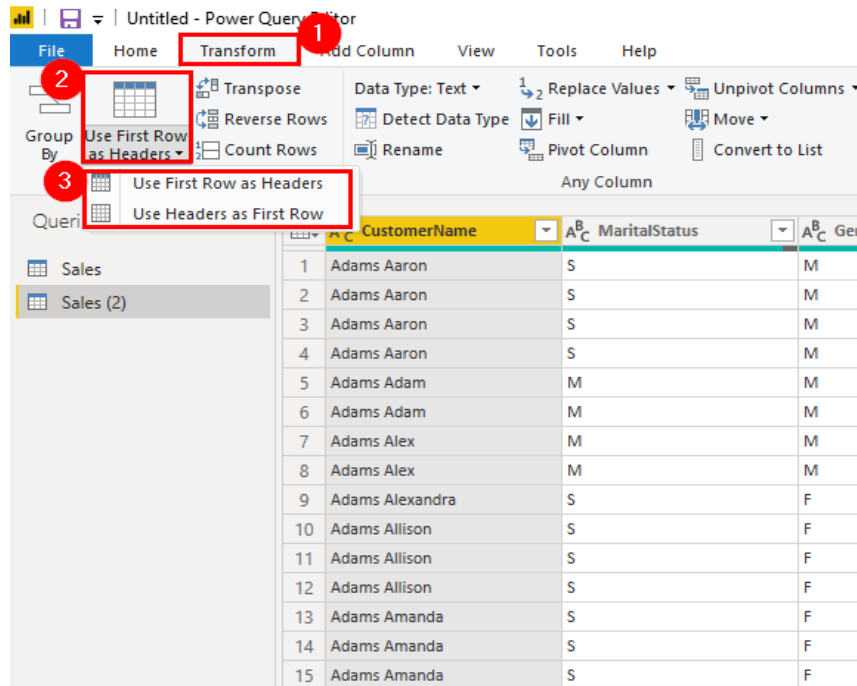
Count Rows

Column

OK Cancel

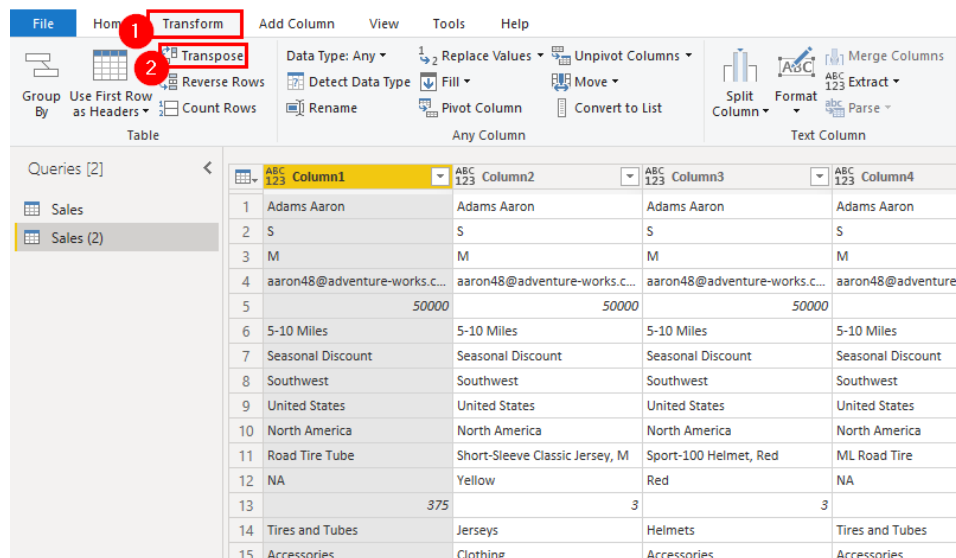
## 2. Use First Row as Headers

- To apply this function, go to **Transform** > **Use First Row as Headers**
- In this, you can make either the headers as the first row or the first row as the headers



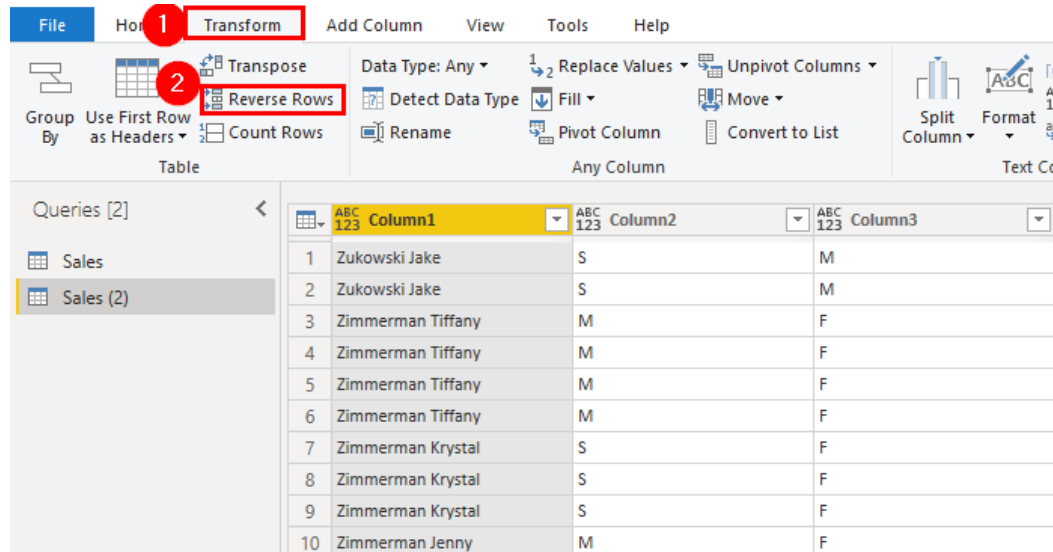
## 3. Transpose

- It converts rows into columns and columns into rows
- To apply this function, go to **Transform**, and click on **Transpose** from the Table group



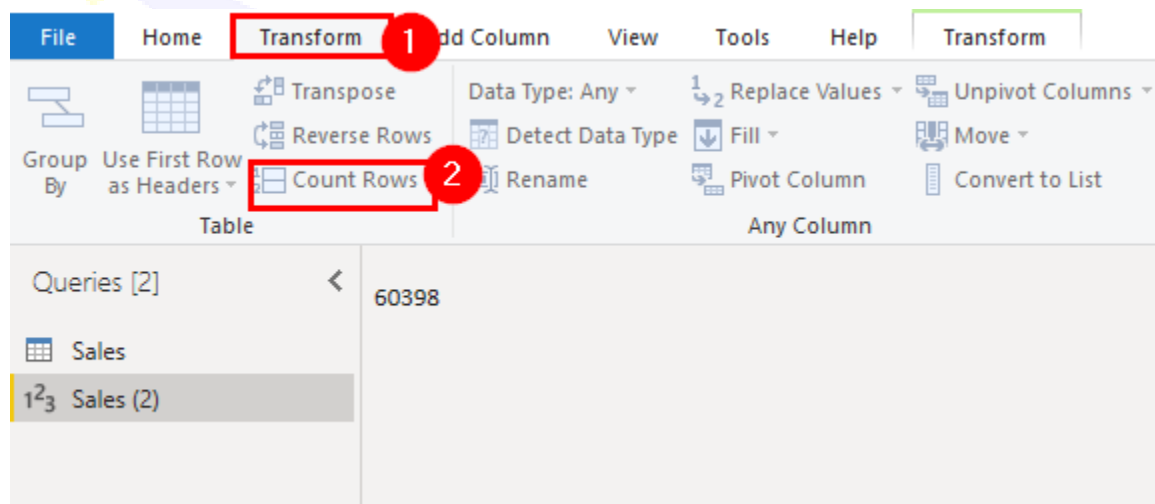
#### 4. Reverse Rows

- To reverse the order of the rows, you can use the Reverse Rows function
- To apply this on the table, go to **Transform** > **Reverse Rows**



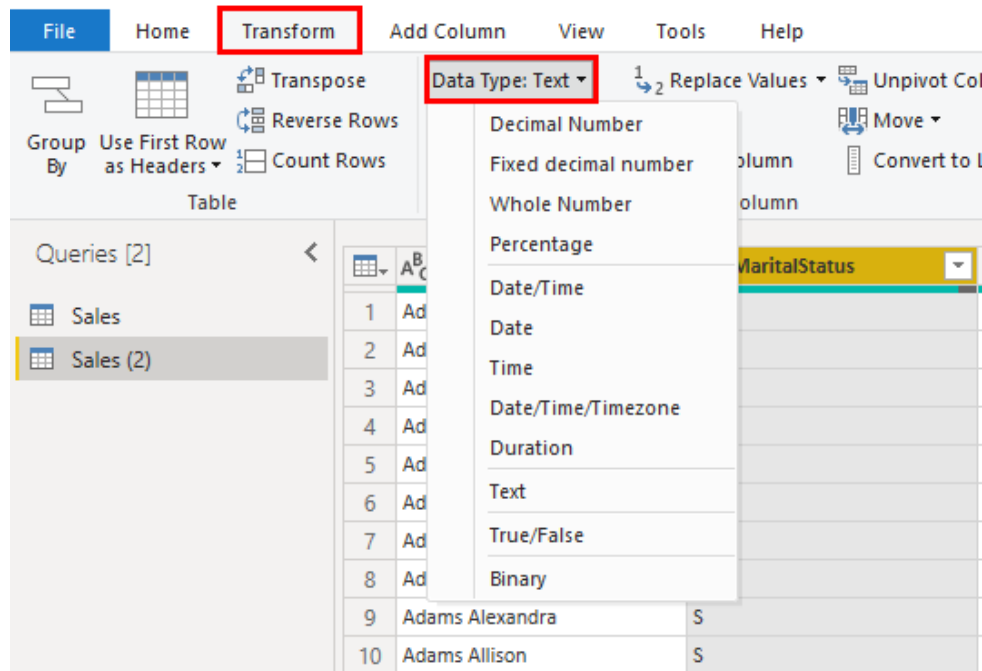
#### 5. Count Rows

- It is used to display the number of rows
- For this, go to **Transform** > **Count Rows** from Table group



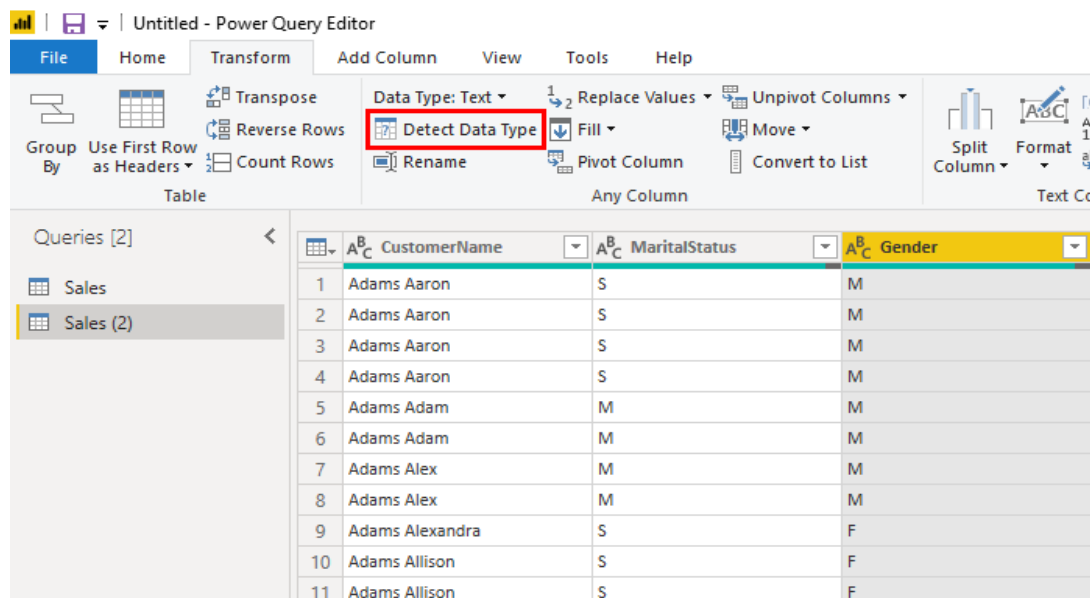
## 6. Data Type

- You can choose from a list of data types available in Power BI by going to **Transform > Data Type**



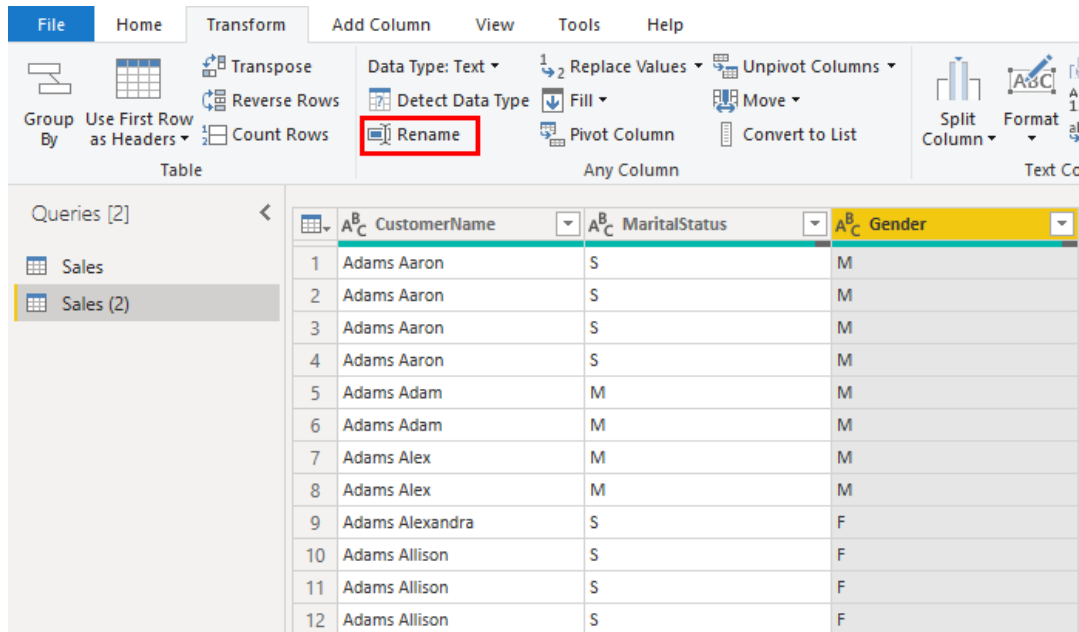
## 7. Detect Data Type

- When you are not aware of the data type to be used for a column, then use this Detect Data Type function from **Transform > Detect Data Type**



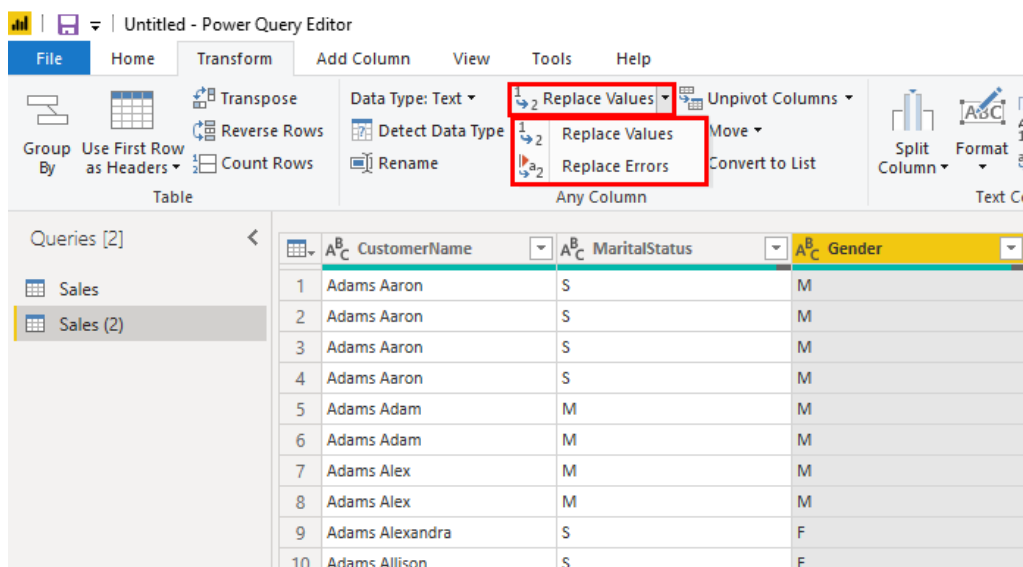
## 8. Rename

- To rename a column, select the column in the table; go to **Transform**, and then, click on **Rename** from the Any Column group
- Or, you can right-click on the column, and then, click on Rename

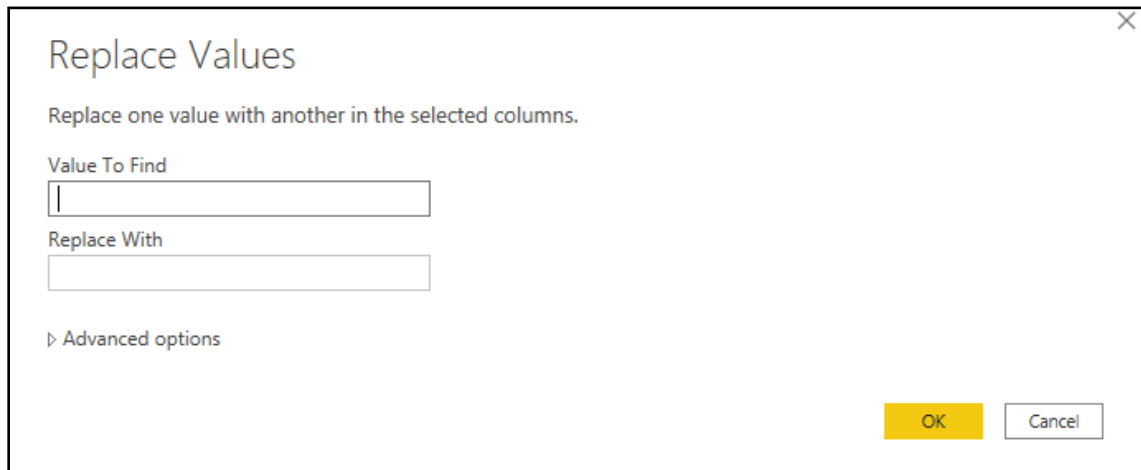


## 9. Replace Values and Replace Errors

- With these functions, you can replace a value or an error in a column with another value
- Go to **Transform**, click on **Replace Values**, and then, you can select **Replace Values** or **Replace Errors** as per your requirement



- Once you click on Replace values, the following dialog box appears
- There, provide the value to find and the value to replace it with value, and click on **OK**



**Replace Values**

Replace one value with another in the selected columns.

Value To Find

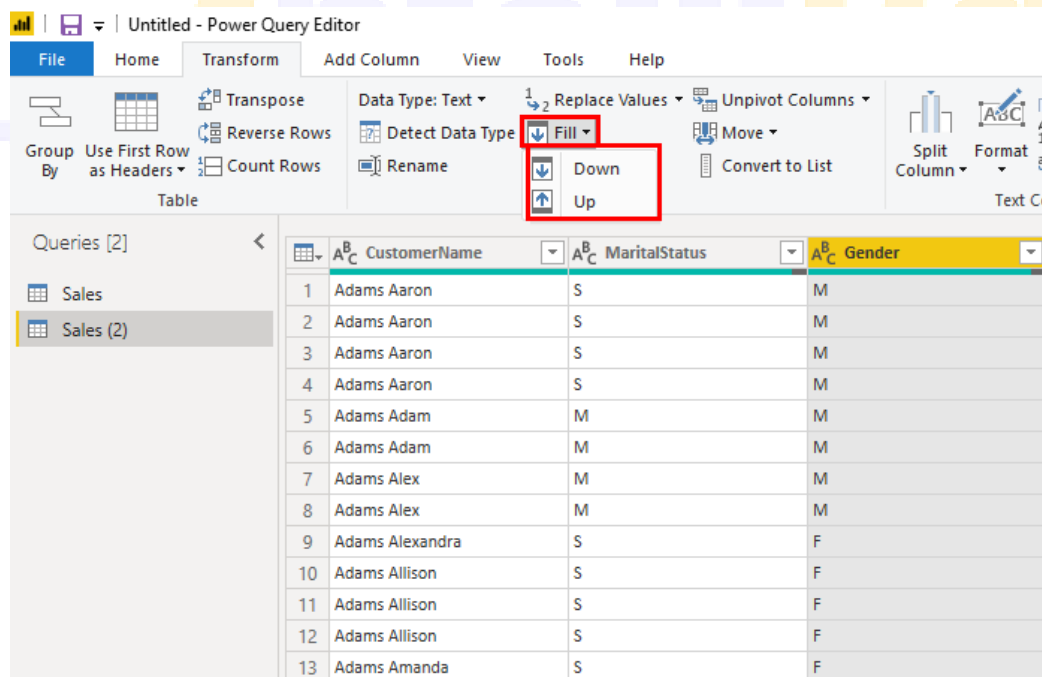
Replace With

▸ Advanced options

OK Cancel

## 10. Fill

- This function is used to fill in the null values with the values of the adjacent cell
- Go to **Transform**, click on **Fill**, and select either **Down** or **Up** as needed



Power Query Editor - Untitled - Power Query Editor

File Home Transform Add Column View Tools Help

Group By Use First Row as Headers Count Rows

Table

Transposed Reverse Rows

Data Type: Text

Detect Data Type

Rename

1 2 Replace Values

Fill

Down

Up

Unpivot Columns

Move

Convert to List

Split Column

Format

Text Columns

Queries [2]

Sales

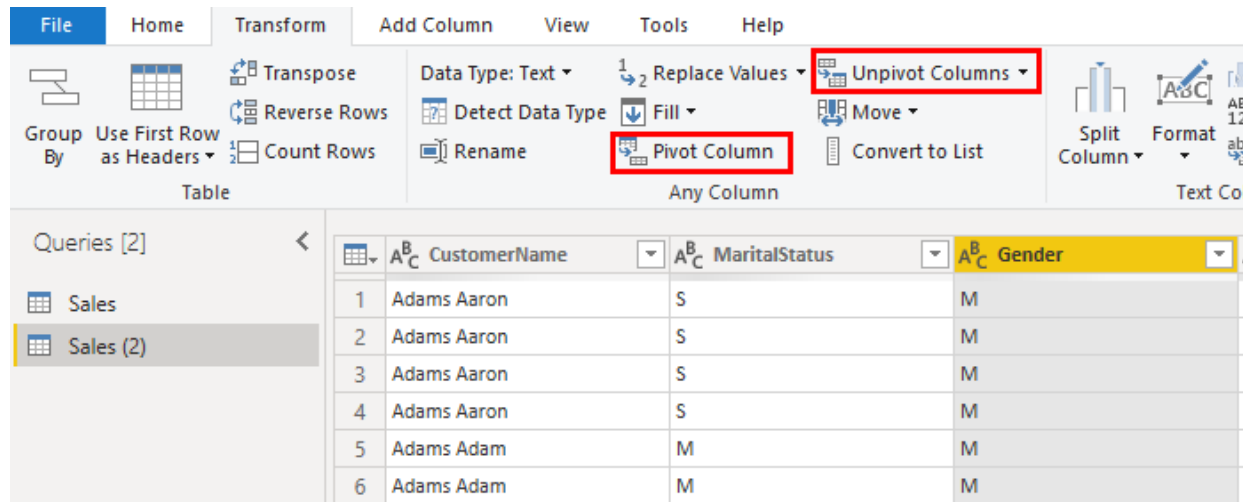
Sales (2)

	CustomerName	MaritalStatus	Gender
1	Adams Aaron	S	M
2	Adams Aaron	S	M
3	Adams Aaron	S	M
4	Adams Aaron	S	M
5	Adams Adam	M	M
6	Adams Adam	M	M
7	Adams Alex	M	M
8	Adams Alex	M	M
9	Adams Alexandra	S	F
10	Adams Allison	S	F
11	Adams Allison	S	F
12	Adams Allison	S	F
13	Adams Amanda	S	F



## 11. Pivot Column and Unpivot Columns

- The Pivot Column function takes the values from the selected column and uses them to create a new column
- Go to **Transform**, select either **Pivot Column** or **Unpivot Columns**



## 12. Move

- This function is used to move a column to another location in the table
- Go to **Transform > Move**. There are four options available: **Left**, **Right**, **To Beginning**, or **To End**

