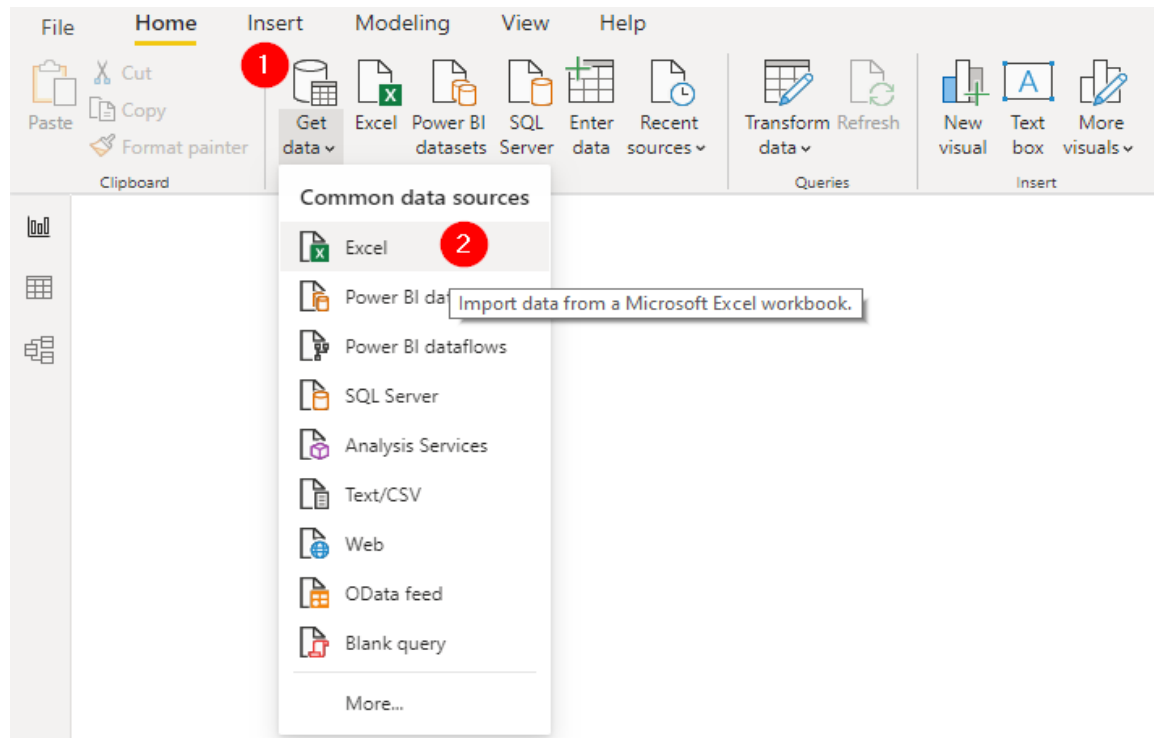


## Shaping Data in Power Query Editor

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

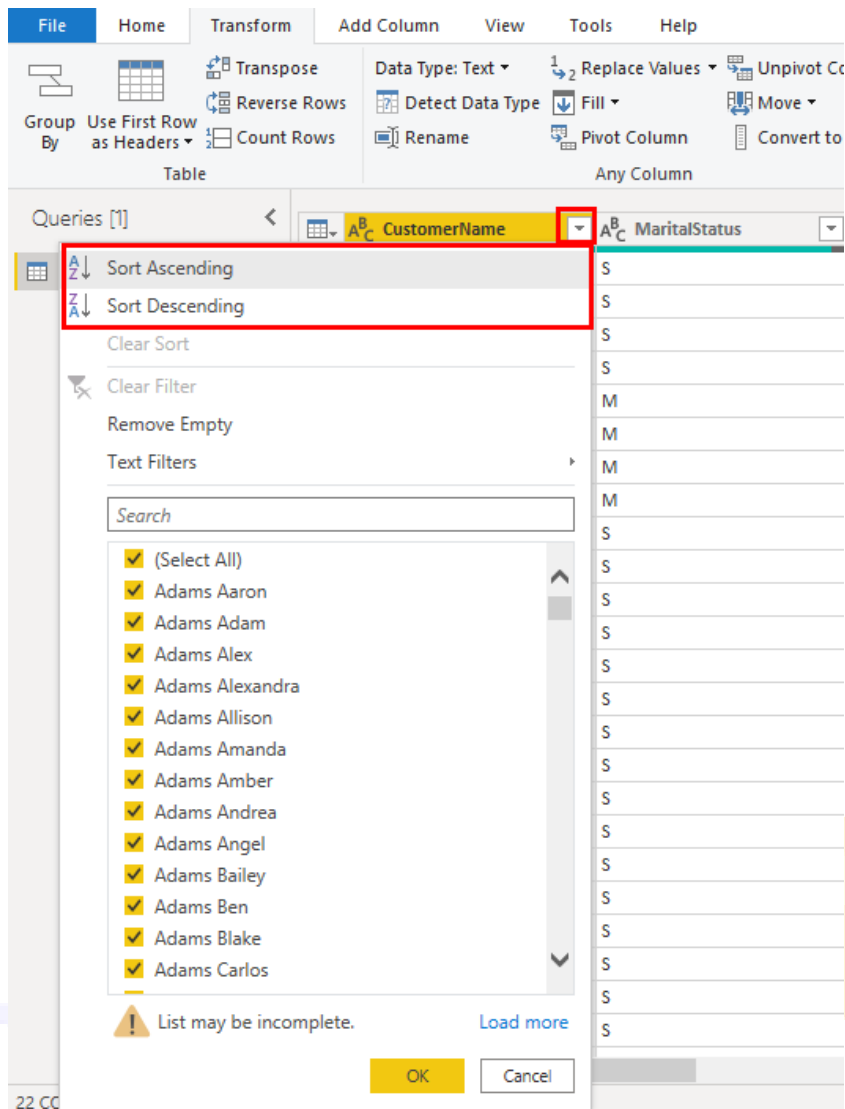
CustomerName	MaritalStatus	Gender	EmailAddress
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Adam	M	M	adam46@adventure-works.com
Adams Adam	M	M	adam46@adventure-works.com
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 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
Adams Amber	S	F	amber16@adventure-works.com

2 Load Transform Data Cancel

## Applying Shaping Techniques to a Table

1. Sorting

- Click on the Arrow near the column name, and click on the Sort Ascending or Sort Descending, and then click ok



## 2. Removing Rows and Columns

- Right Click on the column and select the Remove or Remove other columns option

