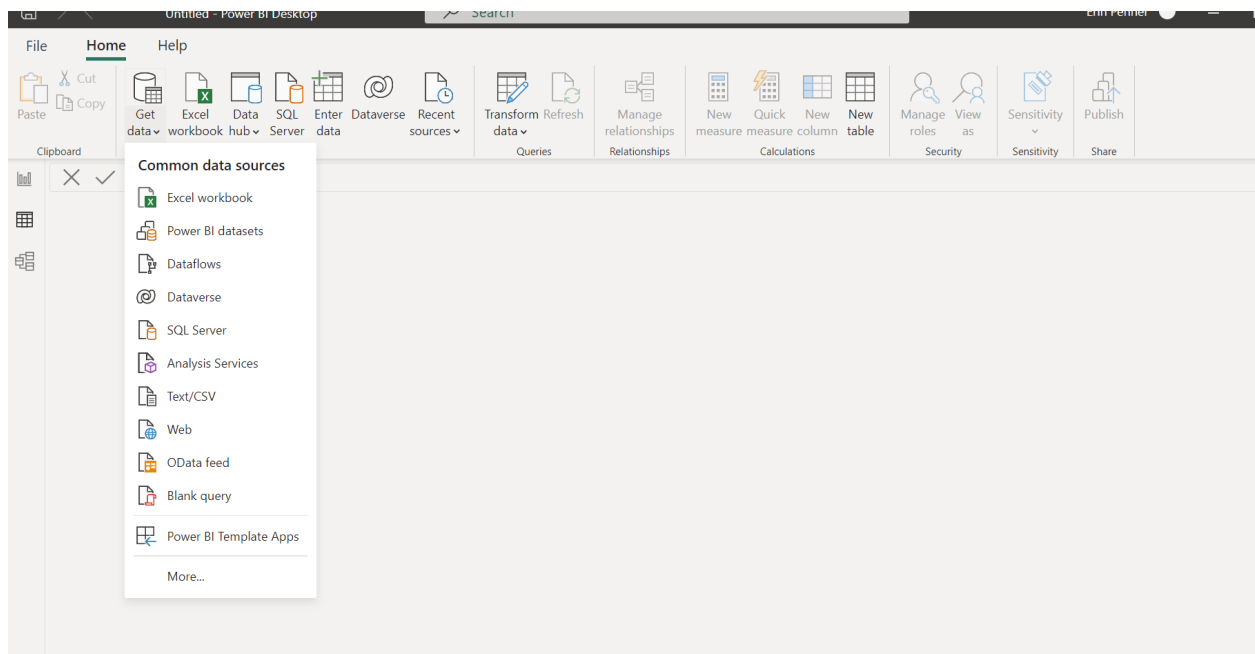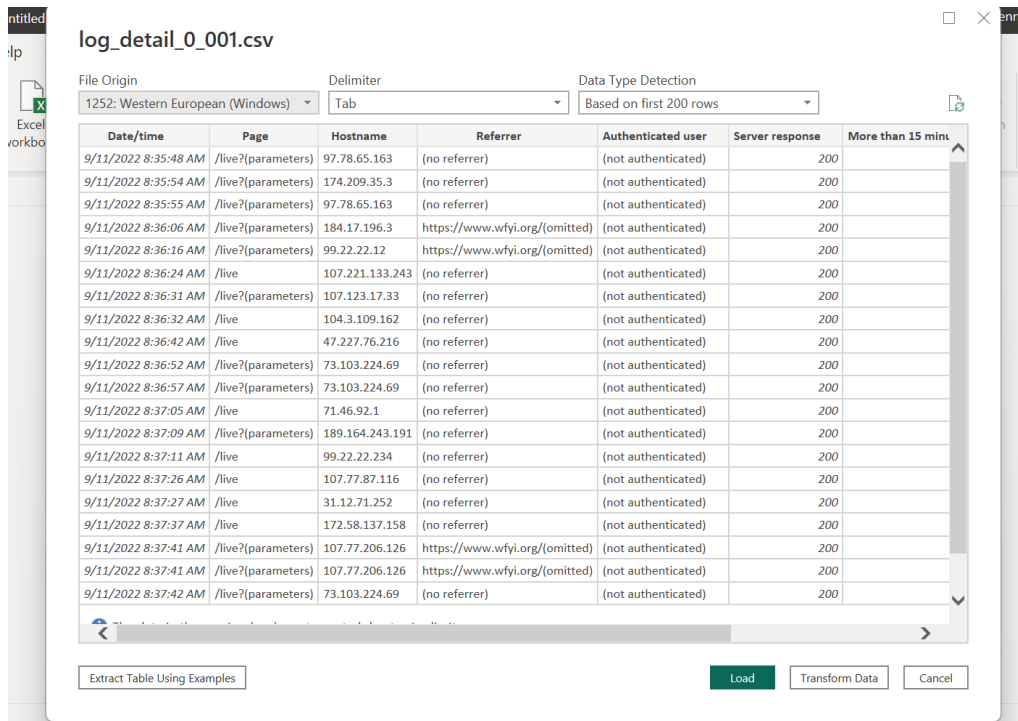For Desktop: (there isn't a way to add new data in the Web Browser version of Power BI)

Adding Data

a. Go to Get data in the data tab
b. Select your data source
c. Select load data

Adding new columns with formulas

a. Day of the Week (with days represented as numbers)
   a. COLUMN_NAME = WEEKDAY(NAME_OF_TABLE[existing Date/time column])

   b.

b. Month
   a. Column_Name = Month(Table_NAME[existing Date/time column])

b.

c. Year

a. COLUMN_NAME = Year(TABLE_NAME[existing Date/time column])

b.

d. Week No

a. COLUMN_NAME = WEEKNUM(TABLE_NAME[existing Date/time column])

b.

e. Hour

a. COLUMN_NAME = hour(TABLE_NAME[existing Date/time column])

b.

f. Day_Name (day of week with words)

a. COLUMN_NAME = FORMAT(TABLE_NAME[existing Date/time column], "dddd")

b.

Adding More Data and Appending it to Existing Data
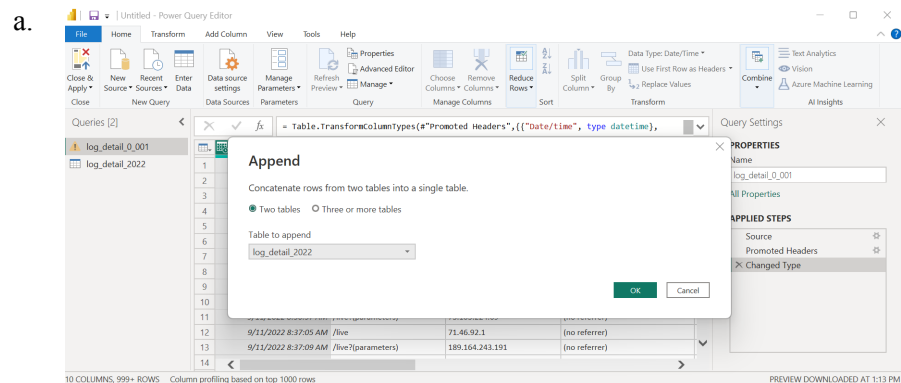
 a. Get Data

 b. Select data source

 c. Select Load Data

 d. Transform Data

  a.
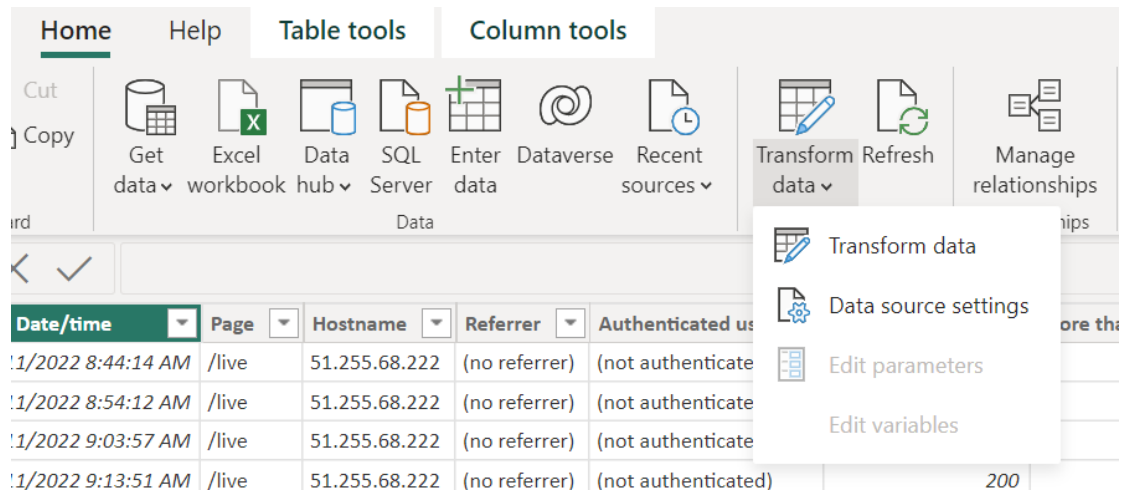
 e. Select Combine and Append Queries

  a.
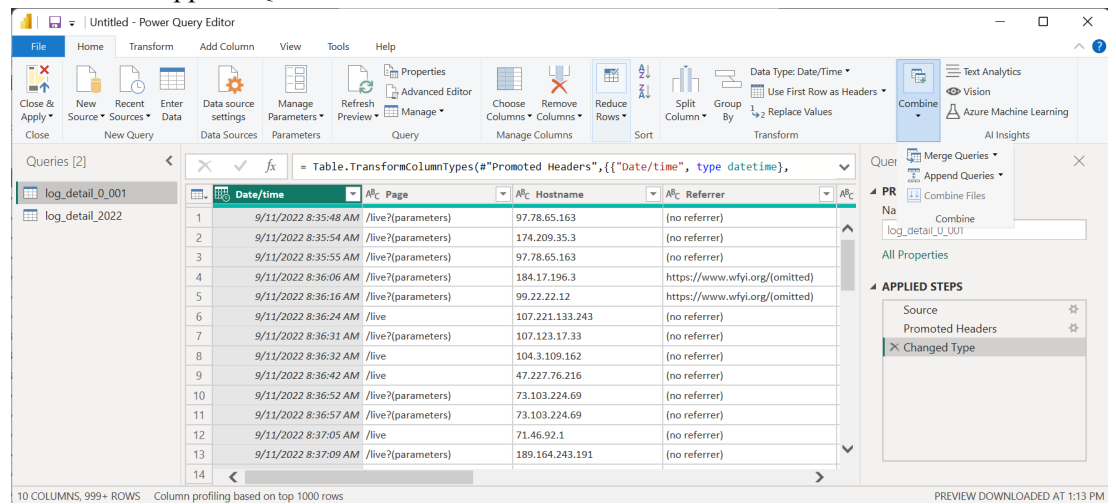
 f. Select Table to Append

  a.

g. Removing Duplicates
   a. Select all rows

   b. Reduce Rows, Remove Rows, Remove Duplicates

   c. Close Power Query Editor and Apply Changes