ET in Power BI

1. Introduction

The ET (Extract, Transform) process is essential for preparing and analyzing data. This document details the step-by-step procedure of performing ET in Power BI.
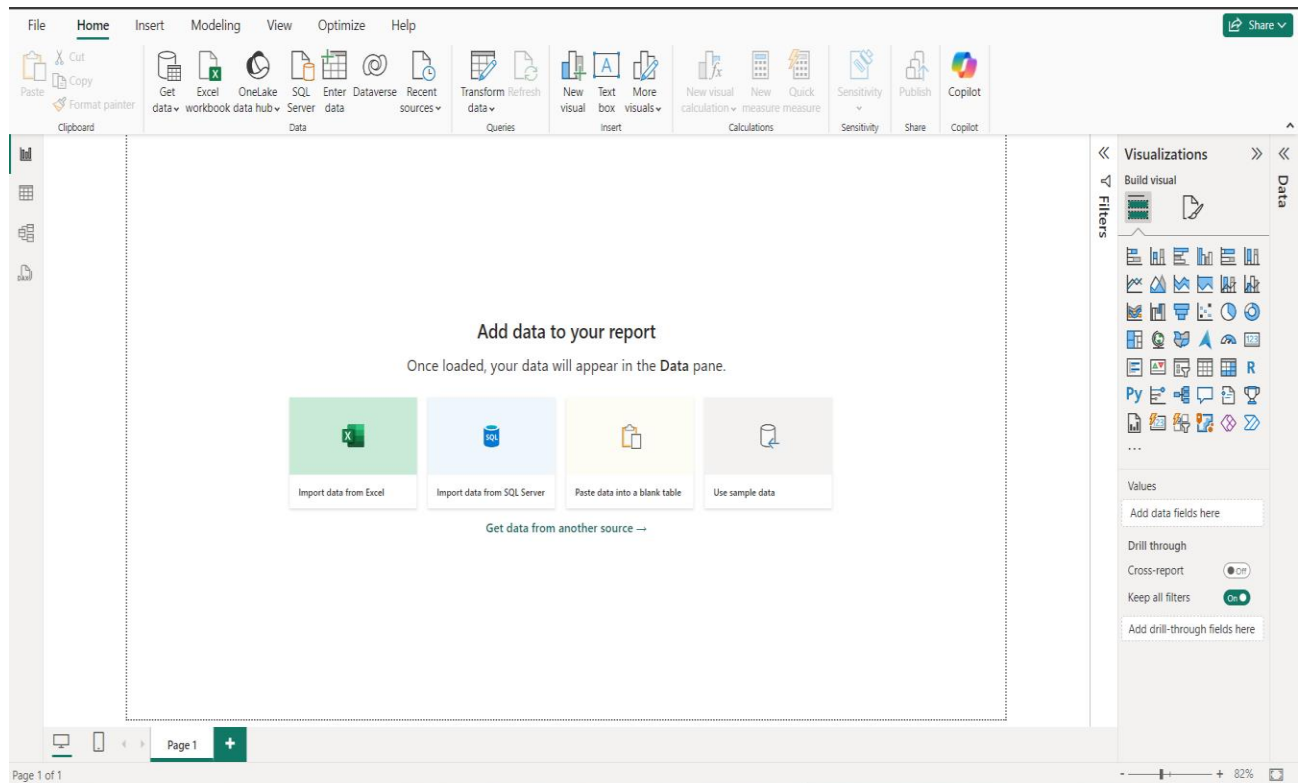
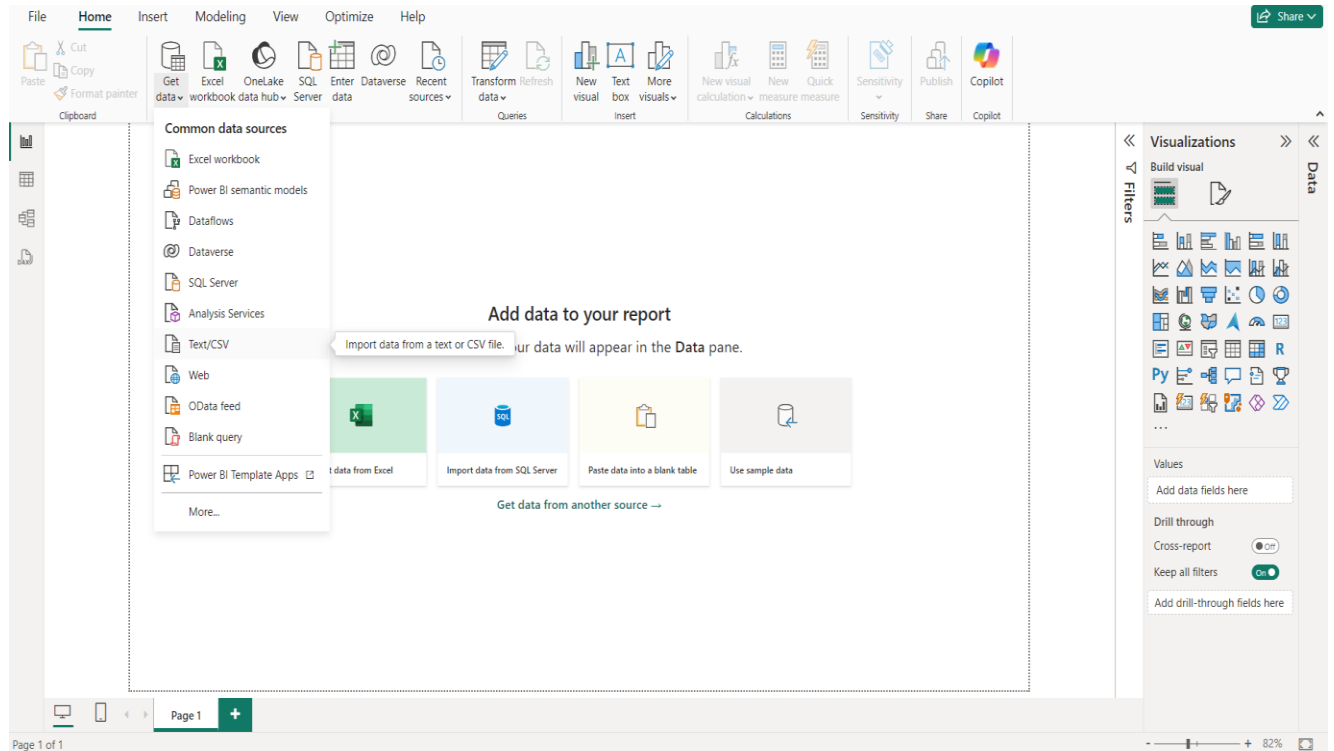## 2. Steps Performed

Step 1: Extract

Objective: Pull data from various sources such as Excel, CSV, Text, or a database file.
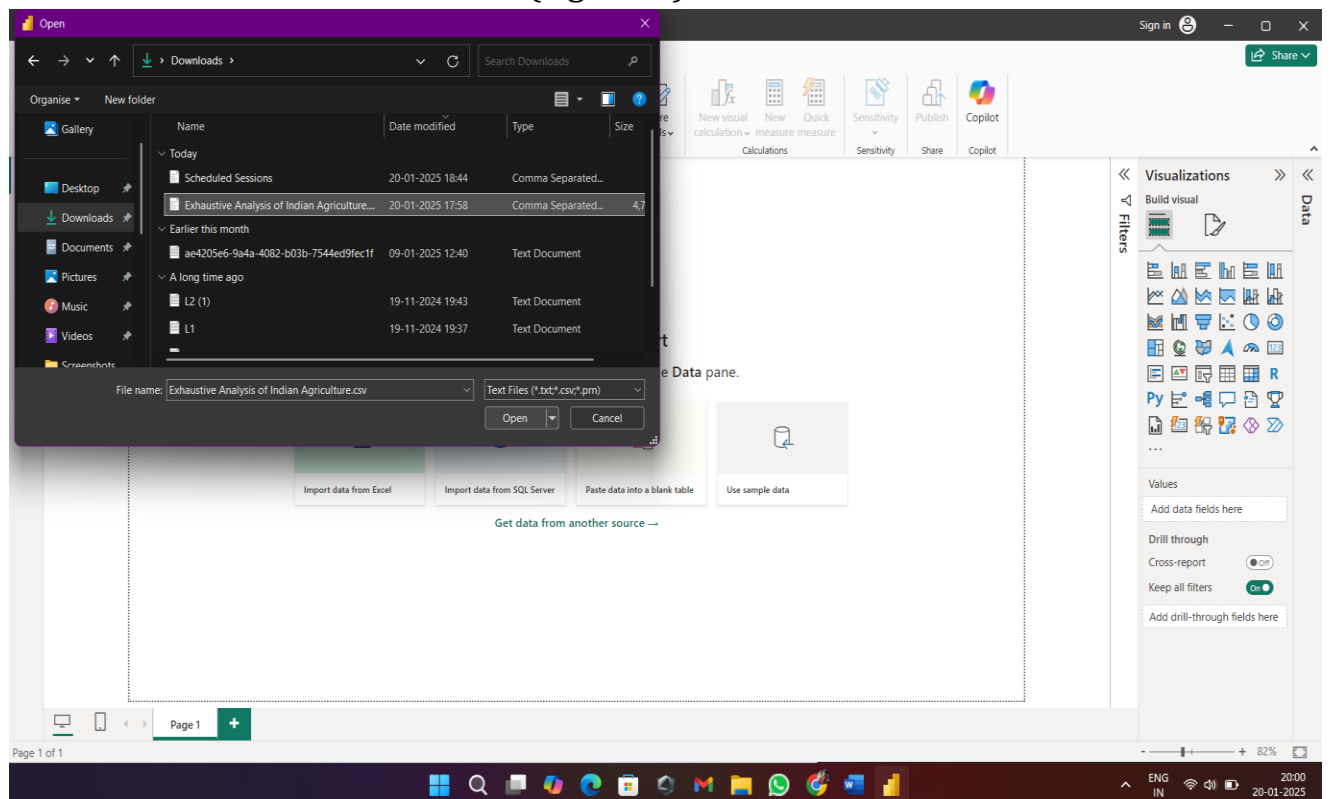
Procedure:

1. Open Power BI Desktop.

2. Navigate to Home > Get Data.

3. Select the desired data source (e.g., CSV).
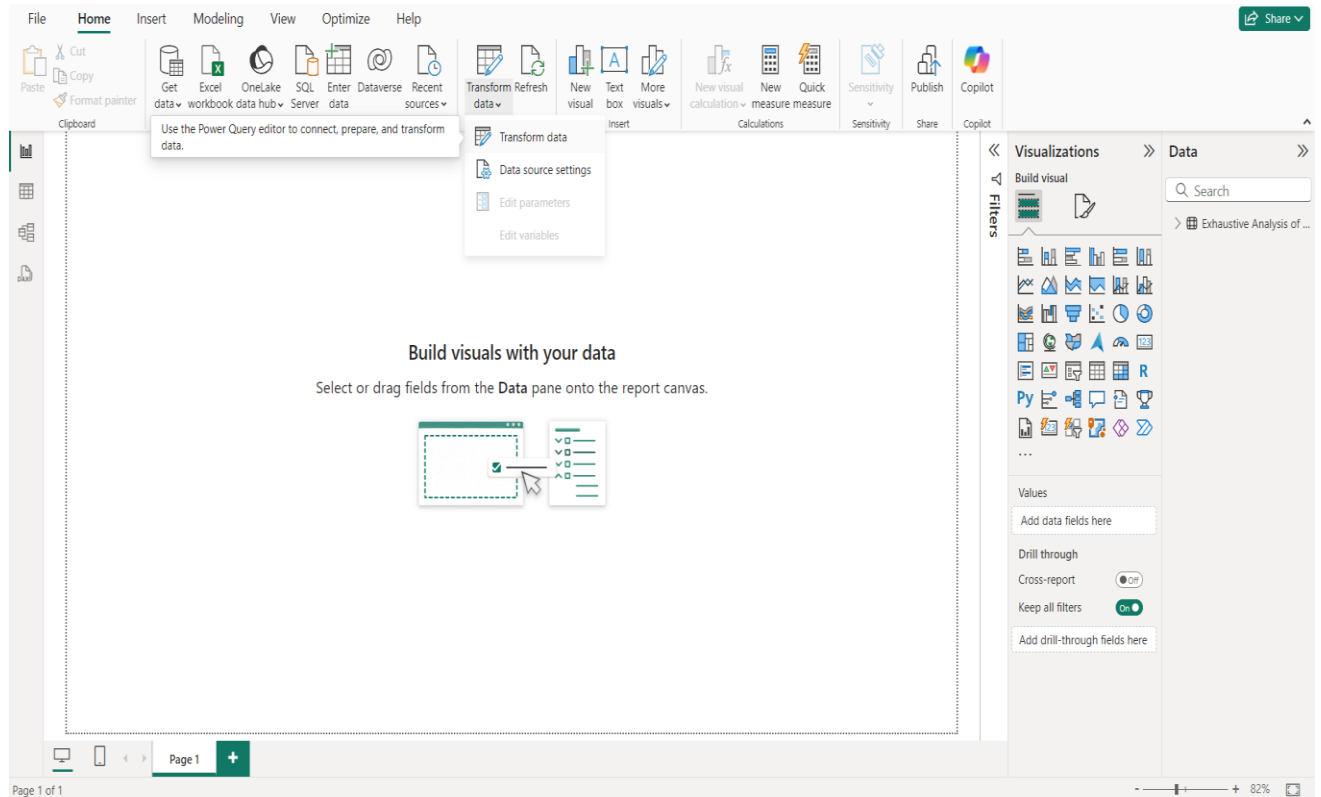
4. Browse and load the file.

5. Preview the data in the Navigator window and load it.

Step 2: Transform

Objective: Clean and process the data to prepare it for analysis.

Procedure:

1. Open Power Query Editor ： Home > Transform Data.

2. Perform the following tasks:

- Remove unnecessary columns.

- Rename columns for clarity.

- Handle missing values (e.g., replace nulls).

- Change data types (e.g., Text, Number, Date).

- Remove duplicates.

By right click on we will get all the transformation tasks

Given below

3. After cleaning data we can view the quality of data :

View > Column quality

4. To save all the changes we will:

Home > Close and Apply