

## **IMPORTANT: Regional Settings**

### **IMPORTANT NOTE!**

Several of the csv files used in this section contain date fields, which follow **US-specific** formatting (MM/DD/YYYY).

If you are located outside of the United States your system may not recognize these fields as dates, and they may be loaded as **text** fields instead (which yields errors and prevents you from using the Date & Time tools in the Query Editor).

Note that regional settings may impact other fields as well, including **currency**, since some regions use a comma as a decimal separator (\$2,75) instead of a period (\$2.75). Furthermore, some regional settings require a semicolon (;) to separate lists or formula arguments, rather than a comma (,) as shown in the course.

If you are using **non-US** regional settings, please follow the steps below:

### **Option 1) Update Power BI Desktop Regional Settings**

1. Open Power BI Desktop and click the **File** menu
2. Navigate down the menu options and select **Options and Settings**, then, select **Options** from the sub menu
3. From the **Options** window, click on **Regional Settings** located under the Current File options
4. Update the Locale for Import to **English (United States)**
5. Click **OK**, save the workbook, and close and reopen to confirm that the settings have been applied

**Note:** This process updates the regional settings for the **current Power BI workbook only**. If you open a new Power BI workbook and need to update the regional settings, you'll need to repeat this same process.

### **Option 2) Update Windows Regional Settings**

Microsoft Windows regional settings will influence how your date/time, numeric, and currency data types appear when you apply formatting options. The following procedure shows you how to change the Windows regional settings for your computer:

## Windows 10

1. Click the **Start** button, and then click **Control Panel**
2. Click **Change date, time, or number formats**
  - The **Region** dialog box appears
3. On the **Formats** tab, select the format you want to change from the drop-down list. Now click the **Additional Settings** button
  - The **Customize Format** dialog box appears
4. Click the tab that contains the settings that you want to modify and make your changes. For example, to change part or all of a number format, click the **Numbers** tab and change the setting that you want

## Windows 7

1. Click the **Start** button, and then click **Control Panel**
2. Click **Clock, Language, and Region**, and then click **Regional and Language Options**
  - The **Regional and Language Options** dialog box appears
3. On the **Formats** tab, under **Current format**, click **Customize this format**
  - The **Customize Regional Options** dialog box appears
4. Click the tab that contains the settings that you want to modify and make your changes. For example, to change part or all of a number format, click the **Numbers** tab and change the setting that you want

Microsoft Support Documentation Link: <https://support.office.com/en-us/article/change-the-windows-regional-settings-to-modify-the-appearance-of-some-data-types-edf41006-f6e2-4360-bc1b-30e9e8a54989>