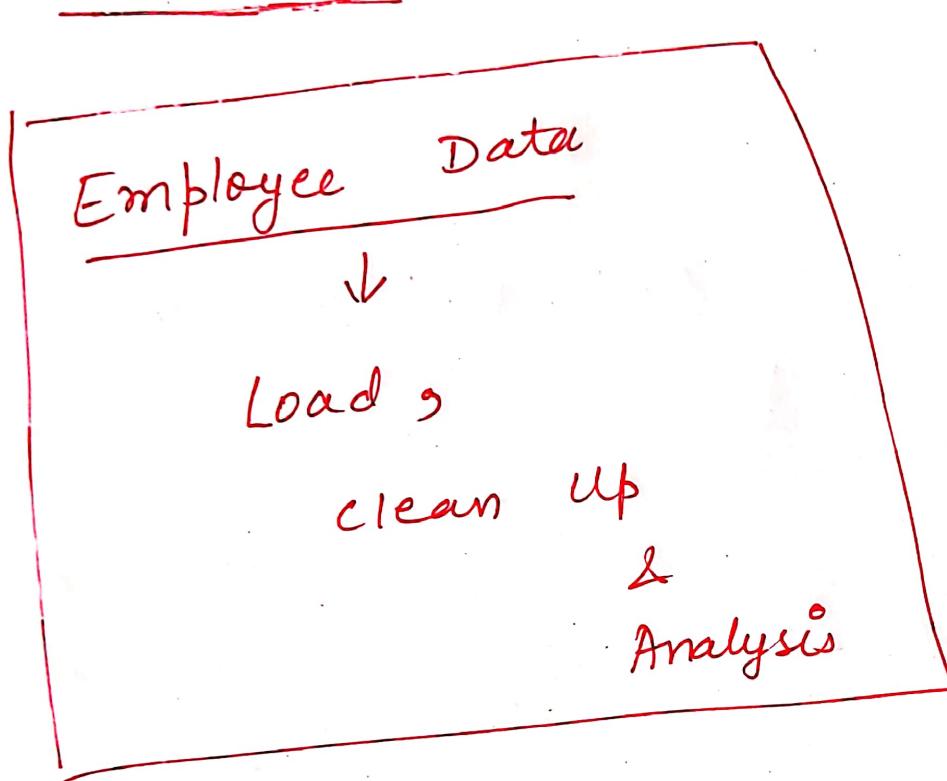


EXAMPLE - I :



Using data :-

Practical - 6 Data

↓
"mol" (Employee Data)

↓
Excel file Name

open your excel file : "M01"



(Name gender Dept. salary location start Date)

Column (6 columns of Employee Data)



Check the data carefully



This data is not adequate for
doing Analysis

Note : (in the data table)

- Some salary information missing
- Some Dept. are coded as "NULL"
- Some gender values are missing
- Inconsistent pattern while writing the address

Opening Your File/Data in PoQ.

Now, open a blank Excel workbook file



Go to → Data : Ribbon



Get & Transform Data :



Get Data



click here



From file



From Xcel Workbook



Select our file



Open

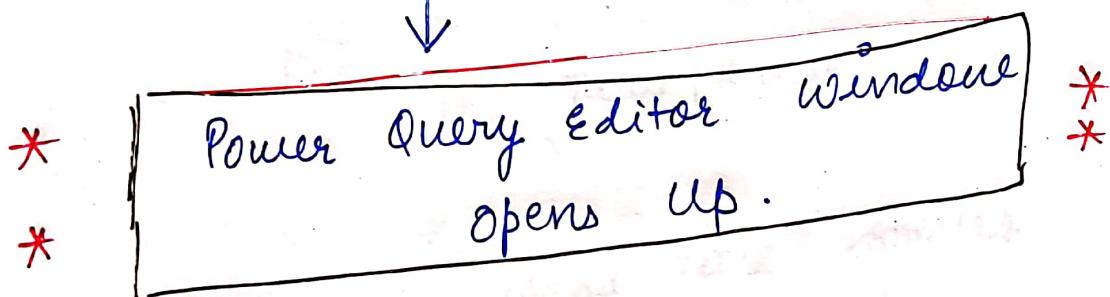


A navigator screen dialogue
Box opens up

↓
Here, we can preview our data
and select particular worksheet
or table

↓
select it

↓
click : Transform
[change / format our data]



Note :-

- * when our data is present
in the same Excel file



Data : Ribbon



Get & Transform Data :



(from Table | Range)



Other steps are similar
as prev. wala

Now,

Power Query Editor opens up

(Resize it to full screen)



We'll see :⇒

- file had data from rev no. = 3 & i-2 rev has some additional information

User Interface - Power Query

⇒ window called : "P.Q. Editor"

⇒ Access this from both

: Excel & Power BI

by using Queries button

⇒ Top : Ribbons

⇒ 3 main areas

1. Left

Queries Area

(expand & collapsed it)

Data set

Preview Window

Right

2. Middle

3. Top

query setting
Area

Preview Window (Middle)

it will show preview of the data

it will show top 1000 rows
of the data here

shown by rows & columns

we can't edit in the box/cell
(i.e., can't update them individually)

Query Settings Area (Right)

→ it has 2 imp. BOX

Properties

(Name of the query)

Applied steps

(No. of steps used / applied)

→ All operations performed on the data
are listed in this area

Applied Steps

1. source
2. navigation
3. Promoted Headers
4. changed Type

⇒ It has already performed these 4 steps on the data.

⇒ It went to source (Excel file selected)

↓
then, navigated to data table

↓
Automatic put row 1 + 2 as headers

↓
changed data type for each column.

Note:-

→ If not happy/want any step, just select and delete it (X)

⇒ P.Q. is step-by-step language
so, every subsequent steps by default depends on prev. step.

↓
So, good way to delete the steps is from bottom.

Employee :- Data Clean Up

Keep only these steps

- 1) Source
- 2) Navigation

1) Delete 1st two Rows

Home : Ribbon



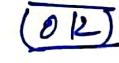
Remove rows  click here



Remove top rows



A dialogue box opens up

No. of Rows = 2  

Note:- your original excel file is not changing but when it is brought over into power query

⇒ Power Query makes a note that bring

the table, being the data worksheet
and delete the first two rows
and use the remaining data to
process.

→ we don't have to redo these steps
P.Q will apply these steps automatically

(2) Use 1st Row As Headers

Home : Ribbon



Use 1st Row as Header

(3) if Extra Column Appears, just remove them

select those extra column



right click



Remove Columns

Applied Steps :-

1. Source ✓
2. Navigation ✓
3. Remove Top Rows ✓
4. Promoted Headers ✓
5. Changed Type → Remove it as it is
6. Removed column ✓ automatically applied by P.Q.

Now,

Our Task to do in the
Power Query Editor :

- 1.) Load the Data
- 2.) Power Query window & buttons
- 3.) Blanks (Gender + Salary column)
- 4.) NULLS (Dept. column)
- 5.) Missing Salary - filter
- 6.) Extract Country
- 7.) Publish
- 8.) Pivot

9. > Update the file

10. > Refresh

(4.) Rename NULL in Gender column
as Others

Select Gender column

↓
right click

↓
Replace values

↓
A dialogue Box opens up

value To find : null

replace with : Others

↓
OK

*+ null ≠ NULL (In PQ)

* By each step, you can see its applied formula in the formula bar at the top.

If formula bar is not visible

↓
View : Ribbon

↓
 enable formula Bar

(5) Rename NULL in Dept. column
as Engineering

Select Department Column

↓
Right click

↓
Replace values

value to find :> NULL

Replace :> Engineering

↓
OK

* it means initial employee had been joined but later on they moved to engineering section.

(6) Remove person whose salary is missing

↓
It means they are now not a part of company

Go to salary  click



Uncheck (null)

↓
OK

(7) Extract last word of location column and then remove location column

Method - I

Home : Add Column



Extract



Last character



No. of last character = 3 

Method - II

select location Column



Add Column : Ribbon



Extract



Text After Delimiter

Method - III

select location Column



Add Column : Ribbon



Column from Examples

▼ click here



From selection



A new window opens up



Type : In

Column 1



whatever we type here

it will define the logic so far

↓
fill 3-4 boxes

↓
it will automatically fill up
rest

↓
click : ok

↓
Now , it will be added in
P.C table

↓
this table will be named = "custom"

↓
Delete click on it : rename it
↓
Country

Name,

remove location ~~place~~ column

↓
select location column

↓
Right click : delete / remove



close & load



Now, it will come up and sit
as a nice table within excel
with all the data.

Data Analysis & Refresh

Once the data is in Excel



~~Close & Reset~~



Table Design



summarize with Pivot Table

* Put : Dept → Rows
Name & Salary → Values

* Apply formatting to Numbers

render as Slicer

* Add

Now,
open over original Excel file

↓
go to end of the table

↓
paste some extra data

↓
(ctrl + S) this excel file

Now,
come to P.Q wall excel sheet

↓
open Pivot sheet

↓
Data : Ribbon

↓
click: Refresh All

↓
Now, automatically, everything
will get updated

Editing the Query &

Adding one More Step

Go to Data ribbon

Click: Queries & Connections

It will open Query span
And show you data added

Right click on data: on Query Span

edit

You'll be back to P.C editor

now

Select Start Date column

right click (heading)

Change Type

Date

Now, this is converted to Date data type

Select start date column



Add column : Ribbons



Date : ↑
Year



Close & Load

Now, Year column will be added to
P.O table

Again,
Go to Pivot sheet.



Data : Ribbons



Refresh

Now,
Add : Year to columns in
pivot field