

Basic Table Transformations <Doc 000021X-Day 00006Y BI>

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At the Top of the Report View Inside the Home Option in the Manage Columns Section you can Choose the Columns you want to remove or the Columns you want to keep

You can use these Options to Automate the Process of which columns you want to keep when you get more data, this saves you the time of having to manually delete the columns
Every time you get an updated set of data

At the Top of the Report View Inside the Home Option in the Reduce Rows Section you can Remove the Top Rows or Bottom Rows, you can keep a specific number of rows to keep or remove, you can remove alternate rows, you can remove duplicates

At the Top of the Report View Inside the Home Option in the Sort Section you can find sorting options like A to Z or low to high

At the Top of the Report View Inside the Home Option in the Transform Section you can change your data types or promote your header rows

If you Right Click any column header you can access a lot of these same common tools and also do things like duplicate, move or rename columns

★ A lot of Power BIs tools are often available in multiple places, in multiple menus, in multiple tabs and sometimes Multiple Views in Power BI

At the Top of the Report View Inside the Home Option Click the Transform data Option

Click the Transform data Option in the Menu that just appeared

In the Power Query Editor Box Inside the Home Option Click the New Source Option is used to bring up the Get Data Menu

Click the More... Option to Open the Get Data Box

In our case we'll Click the Text/CSV Option

Click the Green Rectangular Connect Button

For our purposes Open the AdventureWorks Product Lookup Excel File

The AdventureWorks Product Lookup.csv Box Pops Up

Click the Green Rectangular Ok Button

You Return to the Power BI Query Editor Box

Click the Name Field and Rename it appropriately for your uploaded file

Look at the Icon to the Left of the Column's Names in their Cells within the Promoted Header Row to figure out what data type PowerBI Automatically Assigned to all the columns

You should go through all the columns to make sure that their data types have been labeled appropriately

→ If you want to Change the Data Type of a Column Directly then...

In our case Click the ProductCost Column Header Data Type Icon

Click the Fixed decimal number Option

The Change Column Type Box Pops Up

Click the Grey Rectangular Add new step Button

→ If you want to Change the Data Type of a Column Indirectly then...

You can also Highlight the ProductCost and ProductPrice Columns

Inside the Home Option, Inside the Transform Section Click the Data Type: Decimal Number Option

Click the Fixed decimal number option, [this is for the Currency Data Type](#)

The Change Column Type Box Pops Up

Click the Grey Rectangular Add new step Button

★ Inside Power Query's Applied Steps Section you can rename steps to make them easier to remember what you did

Right Click the Step you want to Rename

Click the Rename Option

Type in the new name you want

When we want a better picture of all the entries in a Column we Click the Gray Square Down Arrow Button in the Column Header to view the entries

Inside the ProductSize Column Header Click the Gray Square Down Arrow Button

Notice that this column contains Numbers and Sizes, these are two different types of Data in the same column

→ If you want to Directly Delete a Column then...

Right Click the Column Header

Click the Remove Option

→ If you want to Indirectly Delete a Column then...

Inside the Home Option, Inside the Manage Columns Section Click the Remove Columns Option

Click the Remove Columns Option in the Menu that Pops Up

★ **You Should Update Your Table Name and Confirm Your Data's Types and Accuracy every time you Connect to a new Data Source**

In the Power Query Editor Box Inside the Home Option Click the Close & Apply Option

You Return to the Report View of Power BI

Inside the Data Section of the Report View you should see the table you just connected to added to the list

Inside the Model View you should see the table you just connected to added to the Model

Click the Save Button