

# PRO TIP: Appending File from a Folder <Doc 000045X-Day 00006Y BI>

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Delete the Append Query that we created in the last lesson

Now we can delete the queries that were referenced in the Append Query because the Append Query is gone now

You should have 7 Tables left:

- Territory Lookup
- Product Lookup
- Product Categories Lookup
- Product Subcategories Lookup
- Customer Lookup
- Calendar Lookup
- Rolling Calendar

In the Power Query Editor Box Inside the Home Option Inside the New Query Section Click the New Source Option

Click the More... Option

The Get Data Box Pops Up

Inside the All Section Click the Folder Option

Click the Green Rectangular Connect Button

The Folder Box Pops Up

Click the White Rectangular Browse... Button

The Browse for Folder Box Pops Up

Find the Pathway to the Sales Data Folder

Click the Sales Data Folder

Click the White Rectangular Ok Button

Click the Green Rectangular Ok Button

The [File Path to Sales Data Entry] Box Pops Up

Click the White Rectangular Transform Data Button

## You Return to the Power Query Editor

Inside the Table that was just created (Sales Data Table) you should see attributes of the files that you connected to, not Data Points

Click the Arrows Icon in the Header of the Content Column

The Combine Files Box Pops Up

You can access the other files that are included in the Sample File Drop Down

Click the Green Rectangular Ok Button

Inside Power Query's Applied Steps Section Multiple New Steps will automatically be added

★ The Source.Name Column will tell you where from which file in the folder the data came from

For our purposes we don't need it so Right Click the Source.Name Column

Click the Remove Option

Inside Power Query's Applied Steps Section the Removed Columns Steps will be added

Power BI gave us an automatic Table Name based on the Folder

★ The Query Editor will automatically generate Information in the Queries Section during an Append