

Pivoting & Unpivoting <Doc 000042X-Day 00006Y BI>

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- ★ Pivoting describes the process of turning distinct row values into columns
- ★ Unpivoting describes the process of turning distinct columns into rows
- ★ Transpose is similar to Pivot and Unpivot; However, the entire table is transformed, not just distinct or unique values

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

Click the Text/CSV Option

Open the Product Category Sales (Unpivot Demo) Excel File

The Product Category Sales (Unpivot Demo).csv Box Pops Up

Click the Green Rectangular Ok Button

Click all the Columns that you want to unpivot

In the Power Query Editor Box Inside the Transform Option Inside the Any Column Section Click the Unpivot Columns Drop Down

Click the Unpivot Columns Option

Rename the Attribute Column Region

Rename the Value Column Quantity Sold

→ If you want to go back to the Pivoted Version of the Columns then...

Click the Column Headers of the Columns you want to Pivot

In the Power Query Editor Box Inside the Transform Option Inside the Any Column Section Click the Pivot Column Option

The Pivot Column Box Pops Up

Values Column Field: Quantity Sold

Click the Green Rectangular Ok Button

→ If you want to Transpose the Tables then...

In the Power Query Editor Box Inside the Transform Option Inside the Table Section Click the Transpose Option