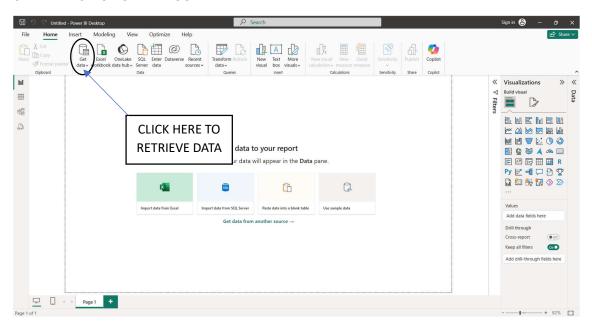
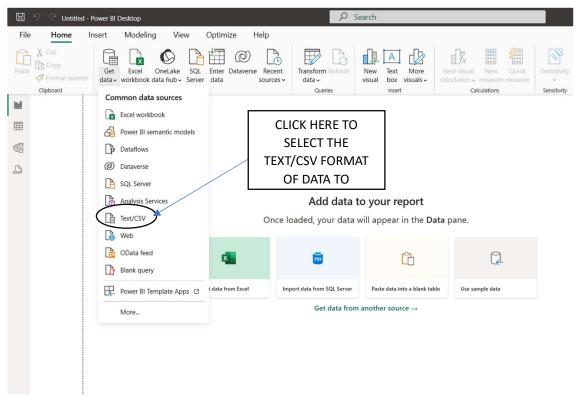
# TASK 1

#### **BASIC OPERATIONS OF POWERBI**

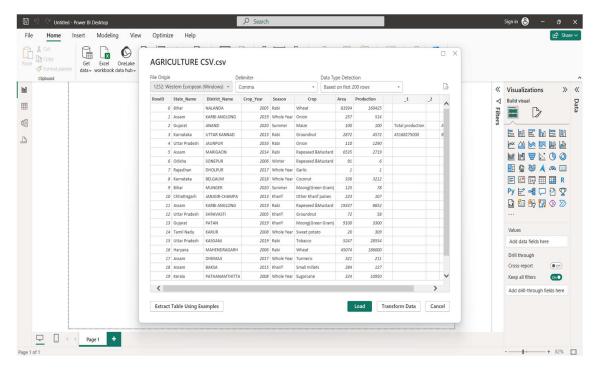
STEP 1: OPEN POWERBI AND THEN RETRIEVE THE DATA FROM THE LOCAL STORAGE BY USING THE GET DATA BUTTON ON THE TOOL BAR.



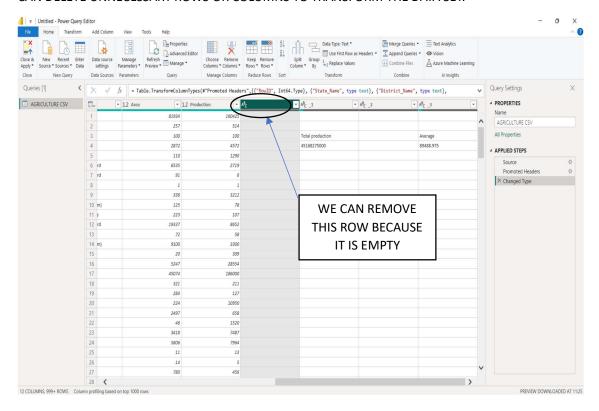
STEP 2: AFTER CLICKING THE GET DATA OPTION SELECT THE TEXT/CSV FROMAT TYPE FROM THE GIVEN DATA SOURCES OPTION TO RETRIEVE THE CSV FILE FROM LOCAL STORAGE.



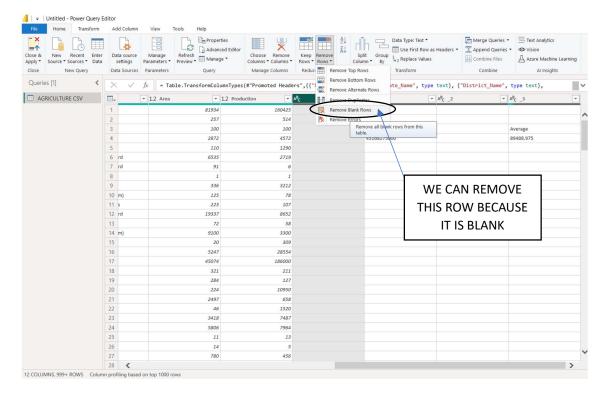
### STEP 3: THEN SELECT THE FILE FROM THE LOCAL PC STORAGE AND OPEN IT.



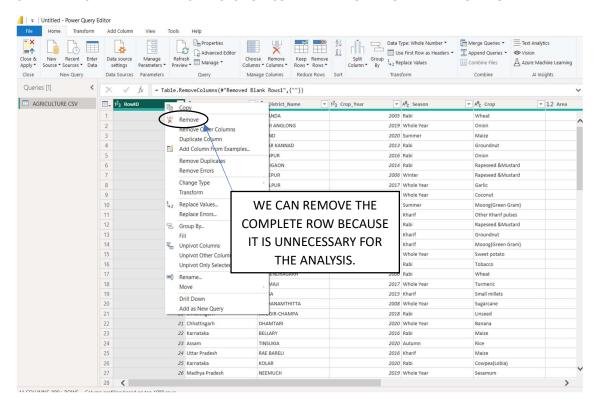
STEP 5: AFTER OPENING THE CSV FILE, WE WILL BE CLICKING ON THE TRANSFORM DATA TO CLEAN THE DATA BY REMOVING VARIOUS DATA ERRORS SUCH AS MISSING VALUES AND DUPLICATES OR WE CAN DELETE UNNECESSARY ROWS OR COLUMNS TO TRANSFORM THE DATA SET.



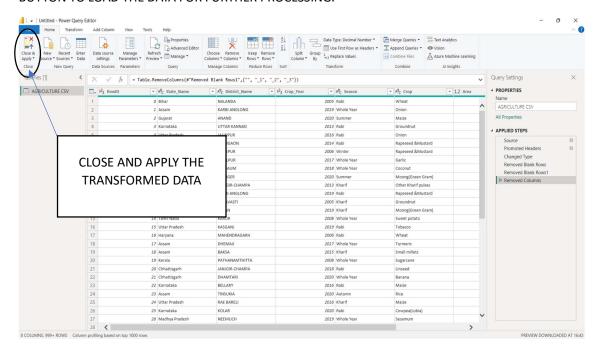
#### STEP 6: WE CAN REMOVE THE BLANK ROWS BY CHOOSING THE REMOVE BLANK ROW OPTION.



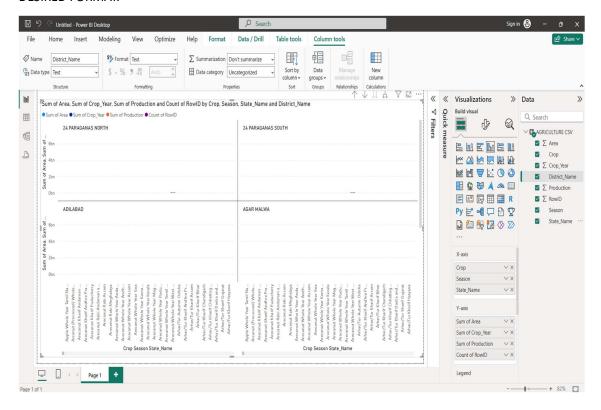
## STEP 7: WE CAN DELETE THE ROWID SECTION COMPLETELY TO REMOVE THE WHOLE ROW.



# STEP 8: ONCE THE DATA TRANSFORMATION TASK IS DONE THEN CLICK ON THE CLOSE AND APPLY BUTTON TO LOAD THE DATA FOR FURTHER PROCESSING.



STEP 9: AFTER LOADING THE DATA GO TO THE REPORT VIEW AND VISUALIZE THE DATASET INTO DESIRED FORMAT.



HENCE, OUR BASIC OPERATION IS COMPLETE.