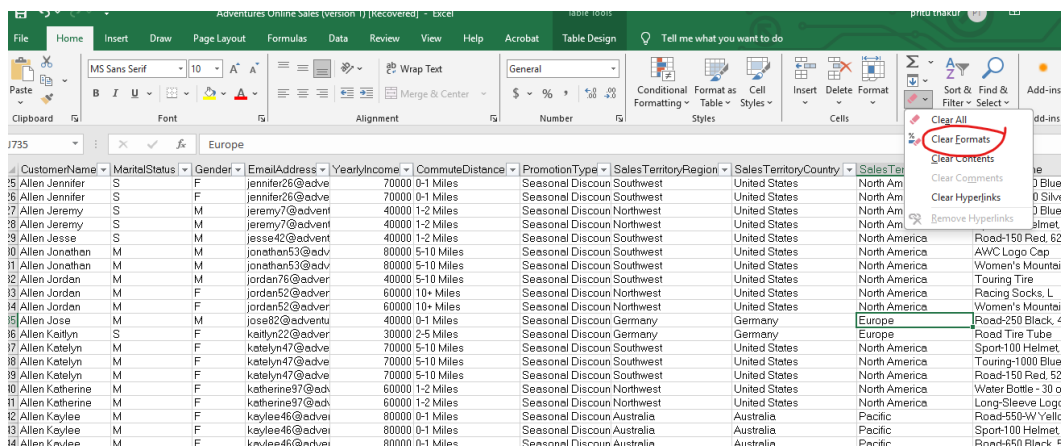# CASE STUDY - Using Files as a Data Source
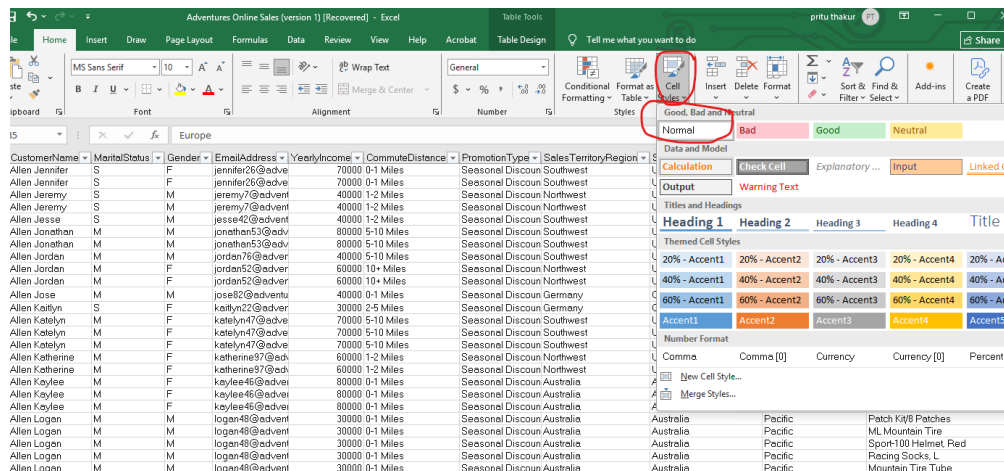
The tasks to be completed:

1. **Reduce the size of the Excel file by formatting it.**

Solution: On home tab on excel ribbon → Editing → Clear→Clear Format.
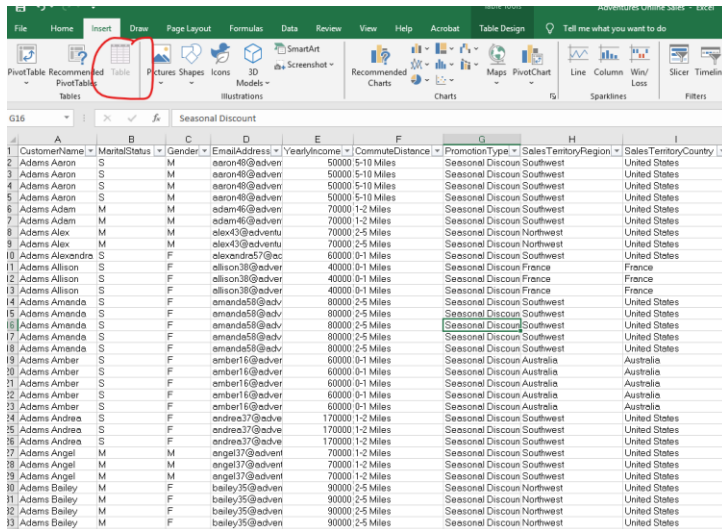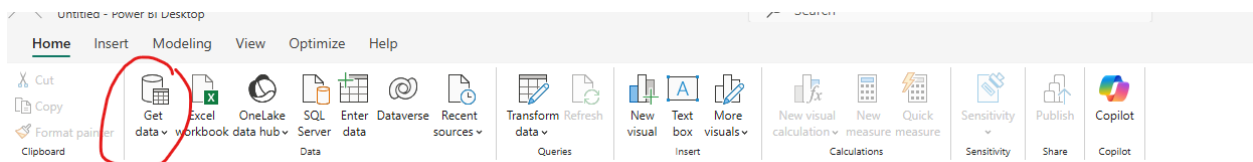

2. **Change the cell style to normal.**

3.Convert the cells into table.

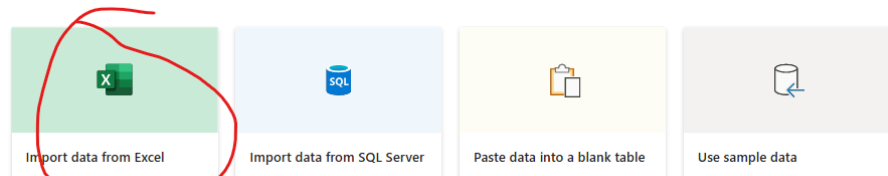Since its already in table format option is greyed out in Insert ribbon.

Import Adventure Sales excel file into Power BI Desktop.

Navigator

Display Options ∨

▲ ▢ Adventures Online Sales.xlsx [3]
  ☐ ▦ Table1
  ☑ ▦ Sales
  ☐ ▦ AWInternetSales

Sales

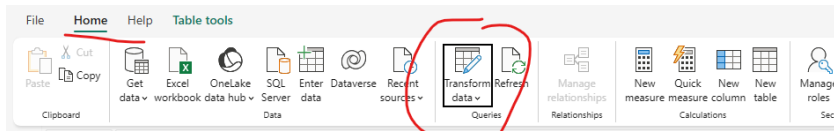| CustomerName	MaritalStatus	Gender	EmailAddress
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Aaron	S	M	aaron48@adventure-works.com
Adams Adam	M	M	adam46@adventure-works.com
Adams Adam	M	M	adam46@adventure-works.com
Adams Alex	M	M	alex43@adventure-works.com
Adams Alex	M	M	alex43@adventure-works.com
Adams Alexandra	S	F	alexandra57@adventure-works.com
Adams Allison	S	F	allison38@adventure-works.com
Adams Allison	S	F	allison38@adventure-works.com
Adams Allison	S	F	allison38@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amanda	S	F	amanda58@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com
Adams Amber	S	F	amber16@adventure-works.com

ⓘ The data in the preview has been truncated due to size limits.

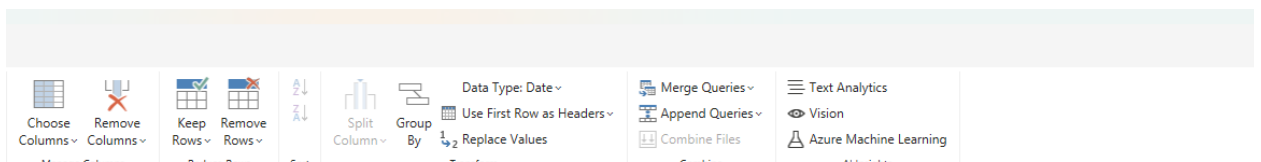Load   Transform Data   Cancel

Import data fro

Data Loaded.

5.Convert the Order Date, Due Date and ShipDate to a Date type in Power BI Desktop.

Solution: Ctrl+Select 3 Columns→ right click →Change type →Date

6. Convert the Standard Cost, Sales Amount, Tax Amt to the US Dollar Currency type.

Solution: Following same steps as above fir currency as well

7. Load Sales table into Power BI Desktop

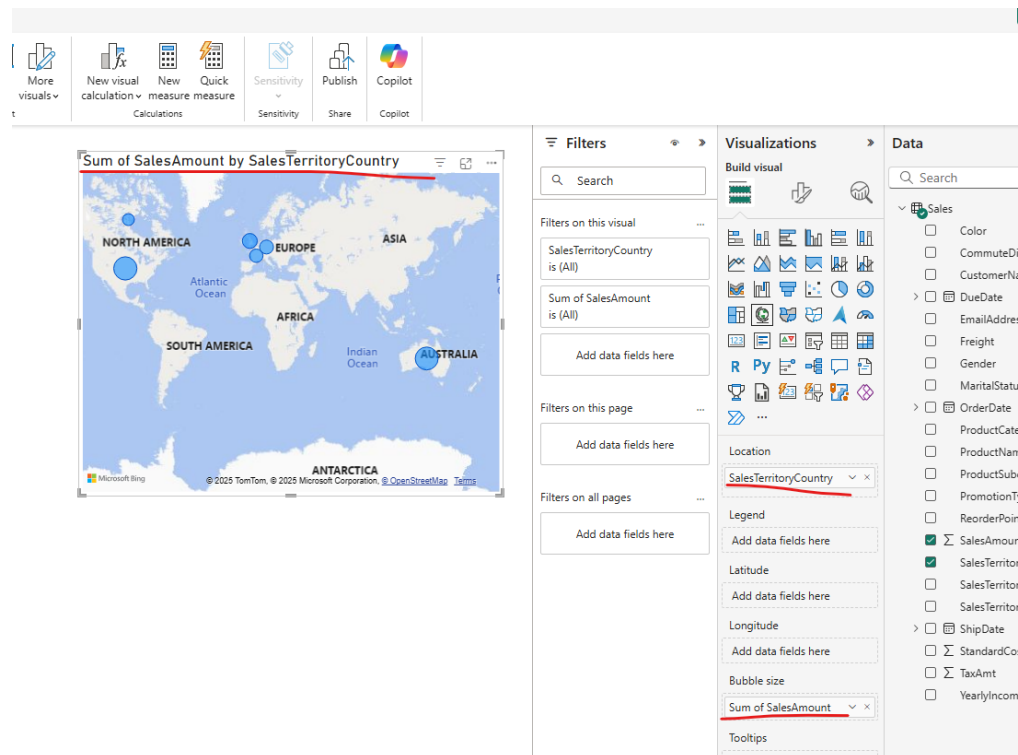Solution: Already performed in Task 4 import Adventure Sales excel file into Power BI Desktop

8. Create a Column chart of Sales Amount vs Sales Territory Group.

Solution
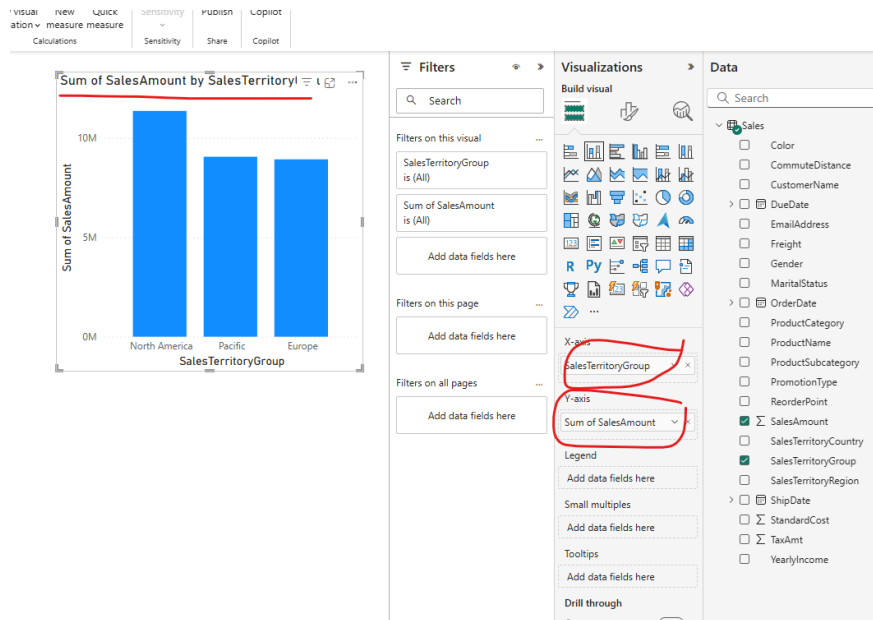
9. Create a Map Visual with Sales Territory Country and Sales Amount.

10. Display the Top 10 products based on the sales Amount.

11. Show the product distribution based on category using a pie chart.
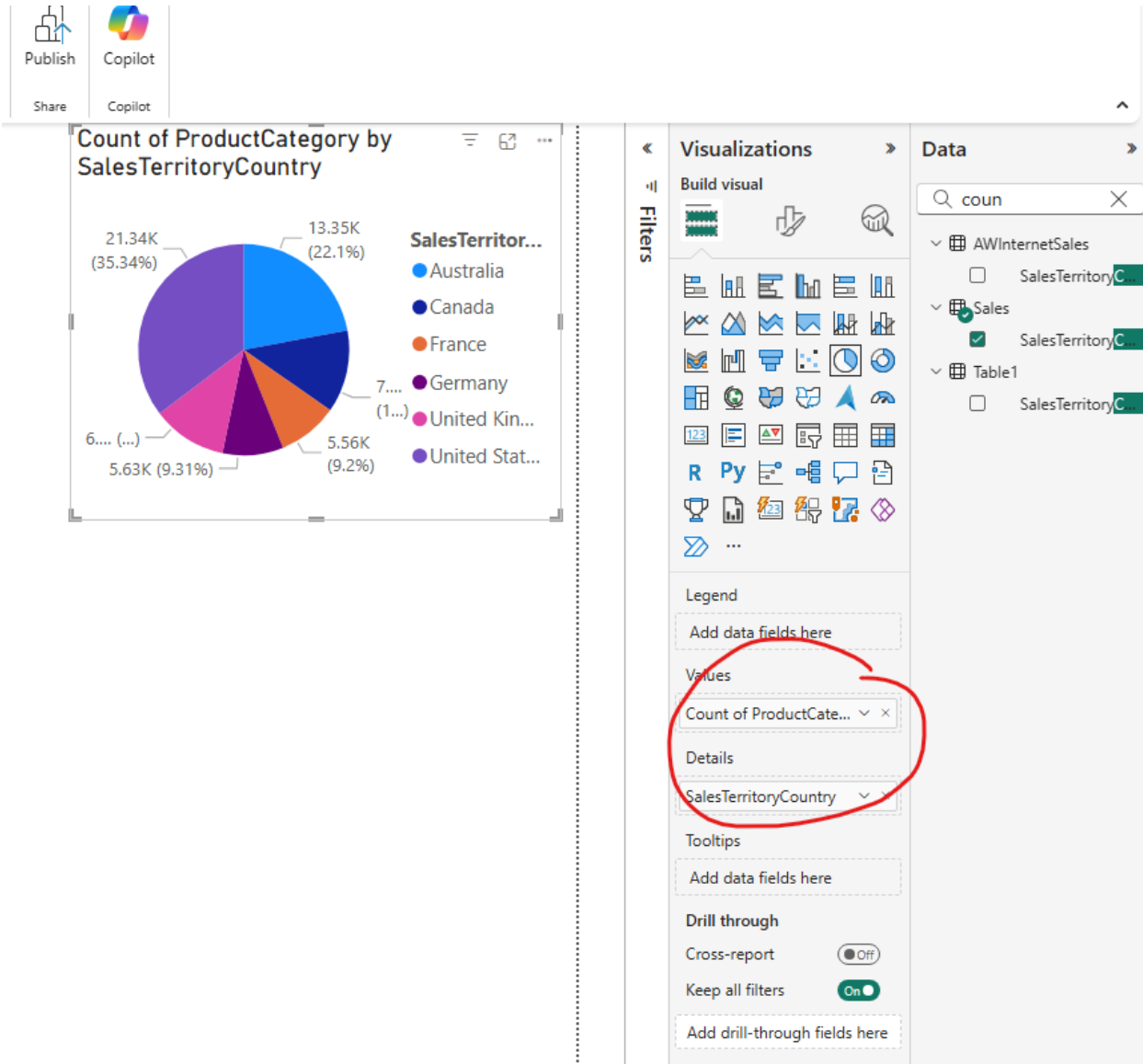
12. Save the Report as Adventure Works Excel.