

Document Title

Quorum Network Resources Ltd

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Author

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# Overview

## Introduction

In this demo, we will demonstrate how to connect to various data sources using Power BI Desktop. The sample of data sources we will connect to will be as follows:

* Excel
* CSV
* Folder
* Web
* SharePoint
* Database
* Dataflow
* Dataset

This is only a few of the vast connection options with Power BI. We have chosen these as they are the most commonly used.

# Loading Data

When our new PBIX opens in Power BI Desktop, the first task is always to load in some data. To do this, we want to hit the “Get data” ribbon in the “Home” tab. To get just the most common data connectors hit the little arrow next to Get data, and you will get this dropdown.

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Click on the symbol above Get data to get the full list of connectors.

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## Excel and CSV

First we will start with Excel. In the dropdown select Excel workbook.

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This will open your file explorer. Navigate to the Excel file you wish to load in and click open.

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This will then open an other window which show you the files contents and give you the ability to choose which sheets you whish to load in.

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No time that not you will want to transform you data in some way directly after loading in the data but for this exercise we will only load the data in.

Now we can see our new table in the Data pain in Power BI Desktop.

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To load in a CSV file you first select CSV from the dropdown and then follow the same steps as above.

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## Folders

The Folder connector can be useful if all the data you want to import is in a single folder. If this is the case, then this would be quite an efficient connector, especially if the data within the folder follow the same structure. For example, say you have multiple files containing sales data; all files have the same column with the same data type, and each file is partitioned by month. So you have a sales data file for each month of the year. This connector can connect to the folder and append all the data into a single table in a single step.

First we need to go into the full list of connectors and find folder.

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You must provide the folder path or navigate to it using the Browse button.

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Next you will be presented with this window. This is where you can combine your files into a single table (only if they follow the same structure) If you wish to do this the you can hit the combine button and you will be given the option to combine + load or combine + transform.

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Quorum Network Resources Limited  
18 Greenside Lane, Edinburgh, EH1 3AH

[www.qnrl.com](http://www.qnrl.com/) | [info@qnrl.com](mailto:info@qnrl.com)

Reg. No. SC 196645, Registered Office: 24a Melville Street, Edinburgh EH3 7NS.