

## **Power BI – Data Transformation Notes**

1. Data Import: The dataset was imported into Power BI using the Get Data option. CSV/Excel files were loaded into Power Query for transformation before visualization.
2. Removing Unwanted Columns: Unnecessary columns such as IDs, system-generated fields, and irrelevant attributes were removed to reduce model size and improve performance.
3. Handling Missing Values: Missing values were handled by either removing rows with null values or replacing them using logical defaults such as 0, 'Unknown', or average values depending on the column type.
4. Data Type Correction: Each column was assigned the correct data type (Text, Whole Number, Decimal, Date) to ensure accurate calculations and visuals.
5. Splitting Columns: Columns like Full Name and Address were split using delimiters to improve data normalization and analysis.
6. Conditional Columns: New columns such as Age Group and Salary Band were created using conditional logic to support better insights.
7. Final Load: After all transformations, the data was applied and loaded into the Power BI model for dashboard creation.

### **Outcome:**

Clean, structured, and analysis-ready data suitable for building accurate Power BI dashboards.