Goal : Connect to a new Excel Data source, add a new column, and remove existing columns, as a pipeline of transformation steps

1. In PowerBI > Get data – Excel workbook – Holidays.xlsx

2. select the table **tblBookings**, then select **Transform Data**

3. Add a new column FROM EXAMPLES :

1. Highlight full columns Park and HolidayType using CTRL to multi select and from the Add Column tab, click **Column From Examples** > **From Selection**
2. In the first cell of the new column, type «Morthond Valley / Friday weeks» , followed by CTRL + Enter and observe PowerBI picking up the pattern
3. Click OK
4. Rename the column – **Park\_type**

4. Removing columns in two different methods:

1. Remove three columns: **InsuranceTaken, Adults, Children**
2. Notice that there is only one item in the APPLIED STEPS window which deletes all columns

5. Delete the last Step called Removed Columns

6. On the Home ribbon, select Choose Columns, and then untick 3 columns: **Adults, Children, InsuranceTaken**, then click OK

7. Notice gear icon next to the Removed Other Columns step which allows for editing

8. On the Home tab, click Close & Apply so that the data is ready to use

Graphical user interface, text, application, chat or text message

Description automatically generated