

#### **Tasks**

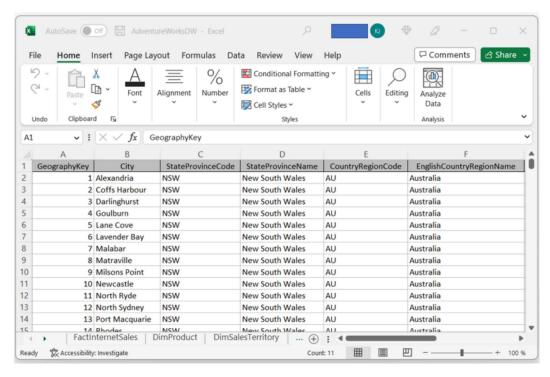
#### **Prerequisites**

Step 1: Create a work directory on your own workstation, and name it e.g.: C:\PBExams.

Step 2: Click link to download the file called AdventureWorksDW.xlsx, and save it to C:\PBExams.

### Task 1 - Open Excel workbook

Excel is definitely the most popular application in the world. Open Excel, and open the **AdventureWorksDW.xlsx** workbook:

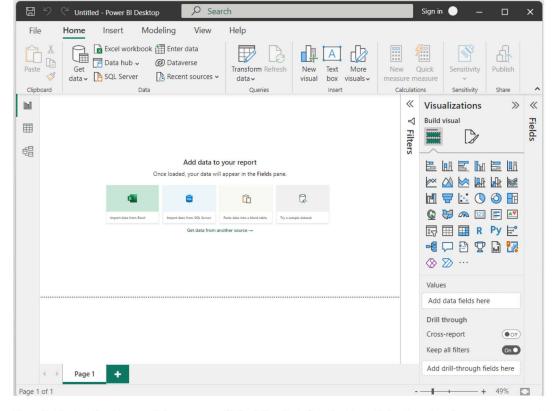


- 1. Browse different tabs.
- 2. Close Excel.

# Task 2 - Using Excel as a source

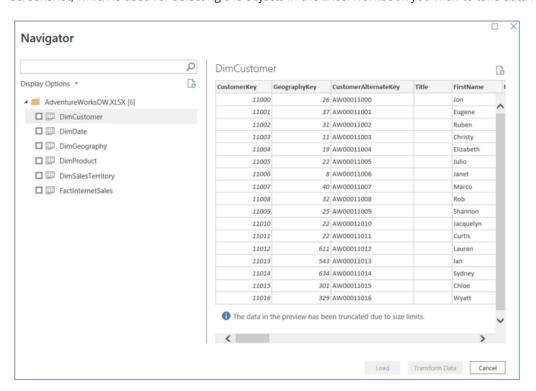
You will use the same Excel workbook as a data source as follows:

Step 1: Open Power BI Desktop and close the start-up screen if it automatically appears.



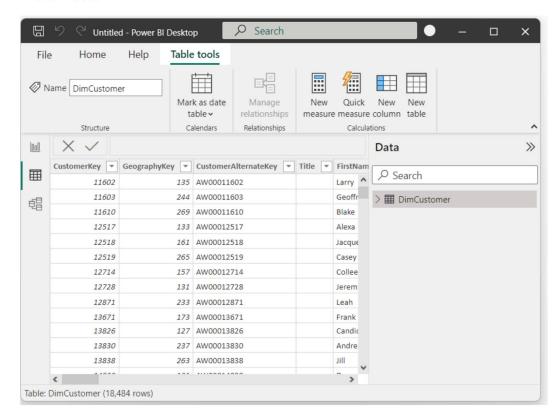
Step 2: Under the Home ribbon, you will find the Get data button. Selecting the down arrow next to the button will show you the most common data connectors, but selecting the center of the button will launch the full list of all available connectors. Regardless of which way you select the button, you will find Excel workbook at the top of both lists. Select Excel.

**Step 3**: Navigate to **C:\PBExams**, and open **AdventureWorksDW.xlsx** This will launch the **Navigator** dialog, shown in the following screenshot, which is used for selecting the objects in the Excel workbook you wish to take data from:



In this example, you can see six separate spreadsheets you can choose from. Clicking once **on the spreadsheet name** will give you a preview of the data it stores, while clicking the checkbox next to the name will include it as part of the data import. For this example, select the checkboxes next to all of the available objects, then notice the options available at the bottom right.

**Step 4**: Click **DimCustomer**, and select **Load** to take the data from the selected spreadsheet and import as separate tables into Power BI data model.



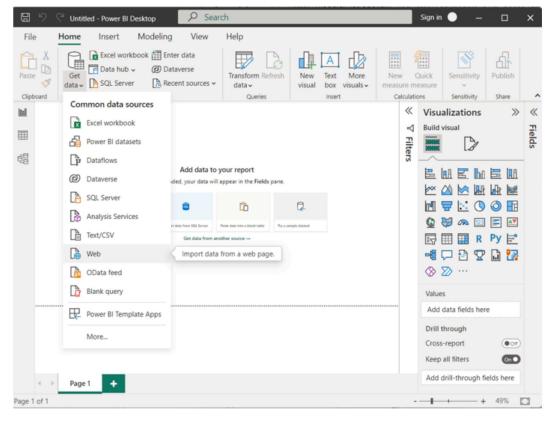
Choosing **Transform Data** will launch an entirely new window called the **Power Query Editor**, which allows you to apply data cleansing business rules or transforms to your data prior to importing it. You will learn much more about the Power Query Editor in *Lesson 3*.

Step 4: Since you will learn more about this later, simply select Load to end this example.

# Task 3 - Using Web as a source

For this task, imagine you are working for a major automobile manufacturer in the United States. You have already designed a Power BI solution using data internally available within your organization that shows historical patterns in sales trends. However, you would like to determine whether there are any correlations between periods of historically higher fuel prices and lower automobile sales. Fortunately, you found that the United States Department of Labor publicly posts the historical average consumer prices of many commonly purchased items, including fuel prices.

Step 1: In Power BI Desktop, select the Get data button and choose Web as your source.



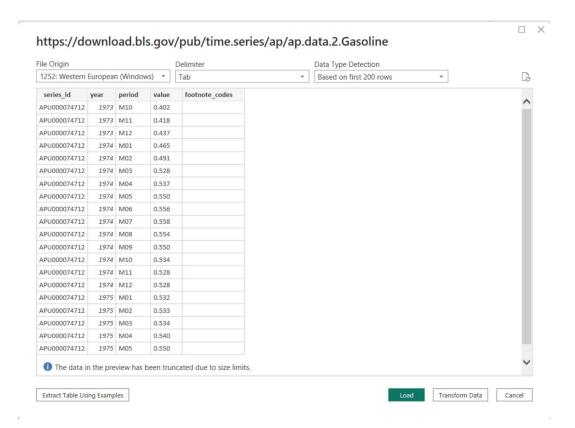
Step 2: You will be prompted to provide the URL where the data can be found. Type the link: https://download.bls.gov/pub/time.series/ap/ap.data.2.Gasoline, and click OK.



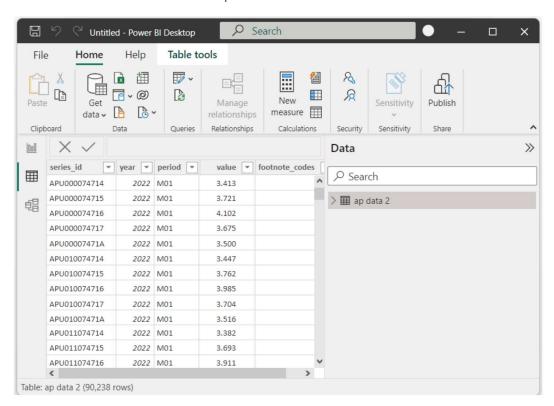
Since this data source does not require a login to find the data, you can simply select **Anonymous** access, which is the default, and then click **Connect**.



Notice on the next screen that *Power BI Desktop* recognizes the URL you provided as a tab-delimited file. This can now easily be added to any existing data model you have designed by selecting **Load**:



#### The table is loaded in Power BI Desktop:



**End-of-Exercise** 

◀ Power BI Desktop

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Lesson 2 Quiz ▶

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