

# Load, Clean, and Transform Data in Power BI - II: Takeaways



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## Syntax

- Renaming queries:

1. Go to the Queries pane
2. Right-click on query
3. Select Rename and Enter

- Replacing values:

1. Go to the Transform tab
2. Click on Replace Values
3. Enter the value to replace or null in the Values To Find field
4. Enter the value to replace with in the Replace With field
5. Select Close & Apply

- Removing duplicates:

1. Right click on the column header containing duplicates
2. Select Remove Duplicates

- Changing the column data type:

1. Select the column with data type issue
2. Go to the Transform tab
3. Click on Data Type
4. Select the correct data type

## Concepts

- Advantages of cleaning data:

- Measures and columns produce more accurate results when they perform aggregations and calculations
- Tables are organized, where users can find the data in an intuitive manner
- Duplicates are removed, making data navigation simpler — it will also produce columns that can be used in slicers and filters
- A complicated column can be split into two, simpler columns — multiple columns can be combined into one column for readability
- Codes and integers can be replaced with human readable values

- Tasks when cleaning data:

- Resolve inconsistencies, unexpected or null values, and data quality issues
- Apply user-friendly value replacements
- Profile data so you can learn more about a specific column before using it
- Evaluate and transform column data types
- Apply data shape transformations to table structures

- Apply user-friendly naming conventions to columns
- Shaping the initial data means:
  - Rename columns or tables
  - Change text to number
  - Remove rows
  - Set the first row as headers
  - And much more

## References

- [Data types in Power BI Desktop](#)
- [Auto generated data type](#) documentation
- [Shape and Combine Data in Power BI](#) documentation