

Lesson 2

Topic: Importing Data into Power BI

Prerequisites: Download Sales_Data.csv file

1. List three data sources Power BI can connect to.

Excel files, SQL Server databases, and web data (URLs).

2. What is the first step to import data into Power BI Desktop?

Click on “Get Data” and choose the data source.

3. How do you refresh imported data in Power BI?

Click the “Refresh” button on the Home tab.

4. What file formats can Power BI import directly? (Name two.)

CSV and Excel (.xlsx) files.

5. What does the "Navigator" window show after selecting a data source?

It shows a preview of tables or sheets available in the data source.

6. Import Sales_Data.csv and load only the "Product" and "Price" columns.

Open the file using “Get Data,” select the file, then click “Transform Data,” and remove all columns except “Product” and “Price,” then click “Close & Load.”

7. How would you change OrderDate to a date format during import?

In Power Query, right-click on the OrderDate column and select “Change Type” > “Date.”

8. What is the difference between "Load" and "Transform Data" in the import dialog?

“Load” imports the data directly. “Transform Data” opens Power Query so you can clean or shape the data before loading.

9. Why might you see an error when connecting to a SQL database? (Name one reason.)

Wrong server name or missing login credentials.

10. How do you replace a data source after importing it?

Go to “Transform Data” > “Data Source Settings,” select the source, and click “Change Source.”

11. Write the M-code to import only rows where Quantity > 1.

= Table.SelectRows(Source, each [Quantity] > 1)

12. How would you change the data source if Sales_Data.csv changed?

Go to “Data Source Settings,” click “Change Source,” and select the updated file.

13. Troubleshoot: Your CSV import fails due to a "mixed data type" error—how do you fix it?

Open Power Query and manually set the correct column data types.

14. Connect to a live SQL database with parameters (e.g., filter by year).

Use “Get Data” > SQL Server, enter server info, then in Power Query use a parameter to filter rows by Year.

15. How would you automate data imports using Power BI and Power Automate?

Create a Power Automate flow that triggers a dataset refresh in Power BI when a file is updated or on a schedule.