**Power BI Data Transformation Documentation**

This document outlines the data cleaning and transformation steps applied to the “Dirty 1” table using Power Query in Power BI. The goal was to convert an unstructured, multi-header layout into a clean, analysis-ready format.  
  
**1. Source**

* Connected to the Excel file and selected the sheet named “Sheet”.

A white sheet with many lines

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**2. Transposed Table**

* Used the Transpose function to flip rows into columns.
* The original data had column headers and segment info stored vertically. Transposing made the structure suitable for tabular formatting.

A screenshot of a computer

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**3. Promoted Headers**

* Used “Use First Row as Headers”.

**4. Changed Type**

* Applied automatic data type detection to all columns.

**5. Filled Down**

* Applied Fill Down on the “Ship Mode” and “Segment” columns.
* These columns had merged cells in the original file, resulting in nulls after transformation. Fill Down ensures each row has complete contextual info.

A screenshot of a calendar

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**6. Unpivoted Other Columns**

* Selected key identifier columns and used **Unpivot Other Columns**.
* To convert wide-format columns (e.g., multiple columns for segments like Consumer, Corporate) into tidy row-based structure (attribute-value pairs).

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**7. Extracted Text Before Delimiter**

* Extracted using text before delimiter “\_” in date field.

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**8. Renamed Columns**

* Renamed generic columns (like “Attribute”, “Value”) to meaningful names such as Date, Sales.

**9. Changed Type1**

* Re-applied column data types for Date as date and decimal number for Sales.

A screenshot of a graph

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