

Power BI basic

Question 1: What is Power BI and why is it used in businesses?

Power BI is a Business Intelligence (BI) tool developed by Microsoft that helps users analyze data and create interactive reports and dashboards.

Why it is used in businesses:

- To convert raw data into meaningful insights
- To create visual reports and dashboards
- To track KPIs (Key Performance Indicators)
- To support data-driven decision making
- To combine data from multiple sources

It helps businesses understand trends, performance, and future planning.

Question 2: Name and explain the three main components of Power BI

Power BI Desktop

- Used to create reports and dashboards
- Allows data cleaning, modeling, and visualization

Power BI Service (PowerBI.com)

- Cloud-based platform
- Used to publish and share reports
- Enables collaboration

Power BI Mobile

- Mobile app for Android/iOS

- Used to view dashboards on phone or tablet
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Question 3: Explain the Power BI Workflow

Step 1: Get Data

Import data from Excel, CSV, Database, etc.

Step 2: Transform Data

Clean and modify data using Power Query.

Step 3: Data Modeling

Create relationships between tables.

Step 4: Create Visualizations

Build charts, graphs, and dashboards.

Step 5: Publish & Share

Upload reports to Power BI Service and share with others.

Question 4: List any four data cleaning tasks in Power Query

1. Remove duplicate rows
 2. Change data types (Text, Date, Number)
 3. Remove blank or null values
 4. Split columns (e.g., Full Name into First & Last Name)
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Question 5: Step-by-Step Instructions to Load the Real Estate Dataset

1. Open **Power BI Desktop**
2. Click **Get Data** → Select **Text/CSV**
3. Browse and select **Real_Estate_Data_100_Rows.csv**
4. Click **Open**
5. Preview the data

6. Click **Load** (or click **Transform Data** if cleaning is required)

7. Click **Close & Apply**

Now the dataset is loaded successfully.

Question 6: Define Data View, Report View, and Model View



Data View

- Shows data in table format
- Used to check rows and columns



Report View

- Used to create visualizations
- Add charts, tables, slicers, etc.



Model View

- Used to create relationships between tables
 - Shows how tables are connected
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Question 7: Different data sources supported by Power BI

Power BI supports many data sources such as:

- Excel
- CSV/Text files
- SQL Server
- MySQL
- Oracle
- Web data
- SharePoint
- Google Analytics
- Azure databases

- Power BI datasets
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Question 8: Split Owner Name into First Name and Last Name

Steps in Power BI (Power Query):

1. Click **Transform Data**

2. Select the **Owner Name** column

3. Go to **Split Column**

4. Choose **By Delimiter**

5. Select **Space** as delimiter

6. Click **OK**

7. Rename columns as:

First Name

Last Name

8. Click **Close & Apply**

Now the Owner Name is successfully split into two columns.
