Lesson 2 – Importing Data into Power BI

1. List three data sources Power BI can connect to: - Excel - SQL Server Database - Web API

2. First step to import data into Power BI Desktop: Go to Home → Get Data and select the data source.

3. How to refresh imported data: Click Home → Refresh or schedule refresh in the Power BI Service.

4. File formats Power BI can import directly: - CSV (.csv) - Excel (.xlsx)

5. Navigator window shows: A preview of available tables or sheets and lets you select which ones to load.

6. Import Sales_Data.csv and load only 'Product' and 'Price' columns: Home → Get Data → Text/CSV → Transform Data → remove unwanted columns → Close & Load.

7. Change OrderDate to date format: In Power Query, select OrderDate → Transform → Data Type → Date.

8. Load vs Transform Data: - Load: imports data directly. - Transform Data: opens Power Query to clean/modify before loading.

9. SQL database error reason: Incorrect server name or credentials.

10. Replace a data source after importing: Home → Transform Data → Data Source Settings → Change Source.

11. M-code to import only rows where Quantity > 1: let Source = Csv.Document(File.Contents("C:\Path\Sales_Data.csv"),[Delimiter=",", Columns=5, Encoding=65001, QuoteStyle=QuoteStyle.None]), PromoteHeaders = Table.PromoteHeaders(Source, [PromoteAllScalars=true]), FilteredRows = Table.SelectRows(PromoteHeaders, each [Quantity] > 1) in FilteredRows

12. Change data source if Sales_Data.csv changed: Data Source Settings → Change Source to new file location.

13. Fix 'mixed data type' error: In Power Query, set consistent data type for the column (e.g., all Text or all Number).

14. Connect to live SQL database with parameters: In Power Query, create parameter for Year and use in SQL statement: SELECT * FROM Sales WHERE YEAR(OrderDate) = @Year

15. Automate data imports: Use Power Automate flow to fetch new file and refresh dataset in Power BI Service.