ASSESSMENT-1

EXTRACTION, TRANSFORMATION, LOAD (ETL)

**STEP 1:** Open the Power BI application.

**STEP 2:** Click on **“Blank Report”**. This will open the interface screen called the **"Canvas."**

**STEP 3:** Click on **Get Data** at the top, and then select the file type you wish to import.

**STEP 4:** Once you have selected the file, wait a few seconds. The file will appear with options at the bottom: **Load, Transform, and Cancel.**

**STEP 5:** Choose the appropriate option:

**•** If you select **“Load”,** the data will be imported directly into Power BI.

**•** If you select **“Transform”,** you will be redirected to the Power Query Editor.

**STEP 6:** Once the data is loaded, you will be able to see it in the Power BI application.

**STEP 7:** On the left side, you'll see different view options **(Report, Data, Model).**

**STEP 8:** Click on **Transform Data** at the top, then select Transform Data again to open the Power Query Editor.

**STEP 9:** In the Power Query Editor, the **"Applied Steps"** section on the right will show all the operations or manipulations you’ve performed.

**STEP 10:** To delete a column, right-click the column header and select Remove.

**STEP 11:** As shown in the image, the Row ID column has been removed.

STEP 12: To undo a previous step, click the X next to the step in the "Applied Steps" section.

STEP 13: Once you have made the necessary changes, click Close & Apply in the top-left corner.

STEP 14: After selecting Close & Apply, the changes will be applied, and you'll be redirected back to the Power BI report view.