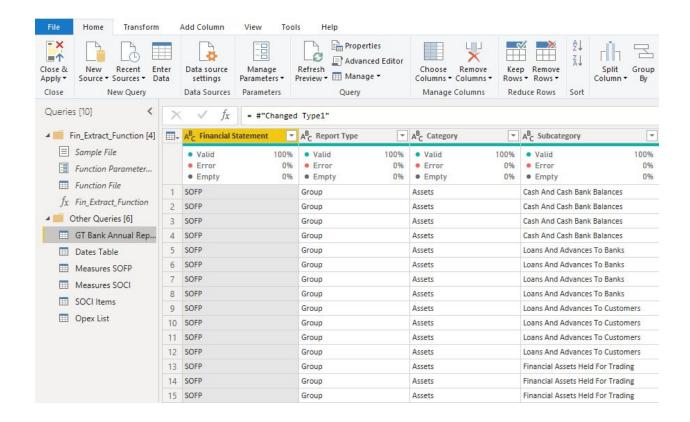




# THE MOST COMMON TRANSFORMATIONS IN POWER QUERY

(Excel and Power BI)





# The Most Common Transformations Used in Power Query

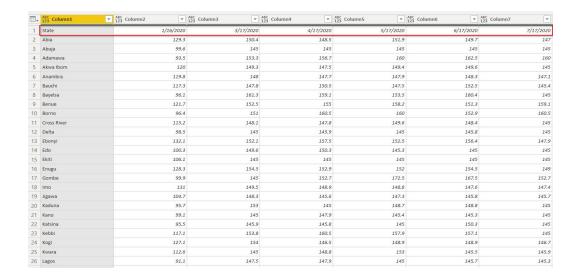
Power Query is a data connection technology that enables you to discover, connect, combine, and refine data sources to meet your analysis needs. Features in Power Query are available in Excel and Power BI Desktop. In this document, we will be looking into the common transformations as it relates to Power BI Desktop.

Power Query enables you to import data from various data sources, make connections and shape data into a clean model. Once data has been transformed in Power Query a report or visual can be created from the data model.

Some common transformations used in Power Query Include:

#### 1. Use First Rows as Header

When data is imported to Power Query it is sometimes unstructured data and the column header is part of the dataset and by default labelled **Column 1 - Column 7** as shown below. The desired header for this dataset is shown in row 1 of the image below.

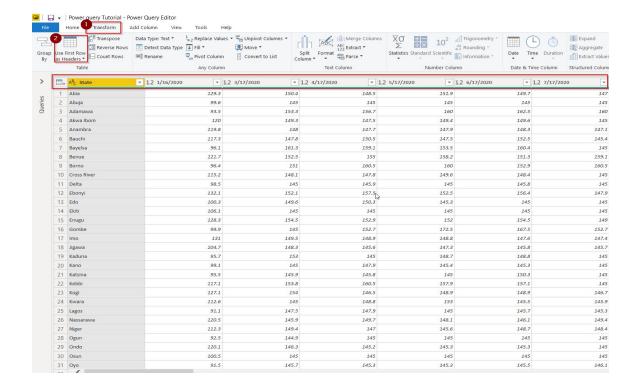




The "Use First Row as Headers" transform is used to make row 1 the column header.

**Step 1: Go to the Transform Ribbon** (Labelled No.1 in the diagram below)

**Step 2: Click on First Row as Header**(Labelled No.2 in the diagram below)





#### 2. Unpivot Column

Power BI Unpivot Columns feature converts the data headers stored **horizontally** into a **vertical** format to create well-structured data that can be analysed easily. Using the Unpivot Column transformation tool, the selected columns are converted to rows. The selected columns are then split into two columns called **Attribute** and **Value**.

The **Attribute** column represents the header of the columns chosen for Power BI Unpivot Columns.

The **Value** column represents the value which was present under the header's column previously.

In other words, data gets rotated from horizontal to vertical when the Unpivot Column Transform is applied. The data set is re-structured.

#### **Steps to use Unpivot Transform in Power Query**

**Step 1: Select the state column** (Labelled No.1 in the diagram below)

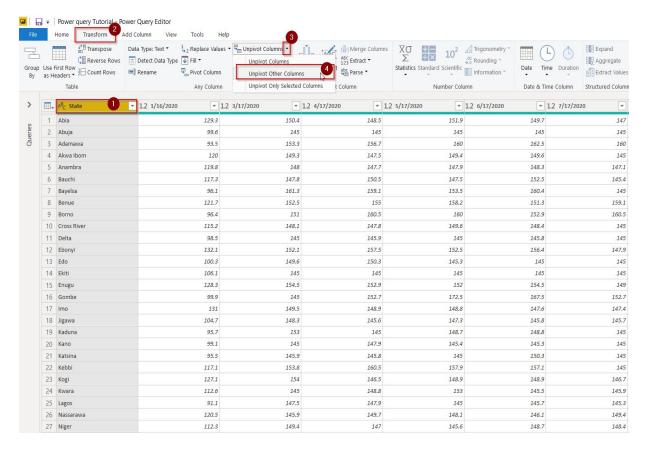
**Step 2: Select the Transform ribbon** (Labelled No.2 in the diagram below)

Step 3: Select the dropdown icon attached to the unpivot columns (Labelled No.3 in the diagram below)

Step:4: Select Unpivot Other Columns (Labelled No.4 in the diagram below)

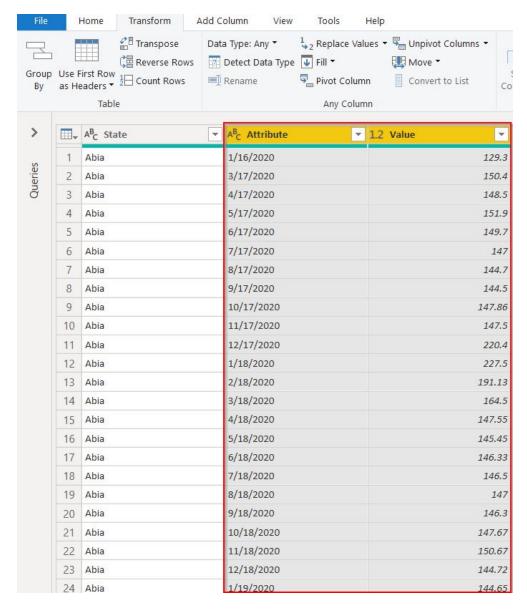
We will use the **unpivot other columns** transformation because the columns to be unpivoted are many in number. Therefore we select the only column that will not be unpivoted and unpivot other columns.





The result is shown below with the horizontal data heads converted to vertical. Two new columns are created called **Attribute** and **Value** which can then be renamed to any column header desired.







## 3. Change Data type

There are nine different data types in Power Query Editor. Those data types are listed below:

- Decimal Number
- Fixed decimal number
- Whole Number
- Date/Time
- Date
- Time
- Text
- True/False
- Binary

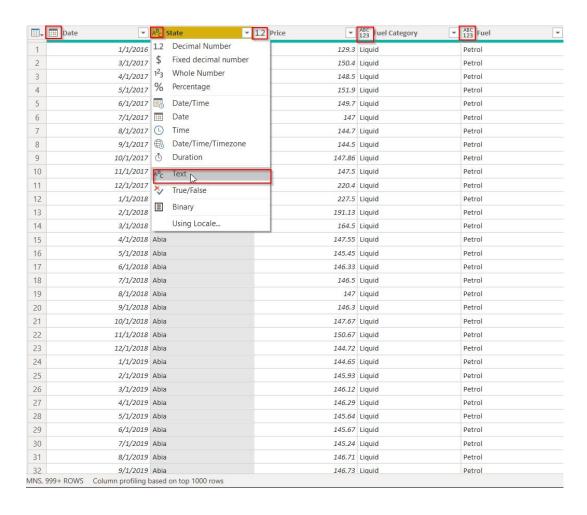
In Power Query switching between the data types above is very essential to creating a data model that can be used for building a report or dashboard.

There are three major ways to change the Data type of a column in Power Query.

- 1. Clicking on the specific column itself
- 2. Right-clicking on the specific column
- 3. Click on data type on the transform ribbon.

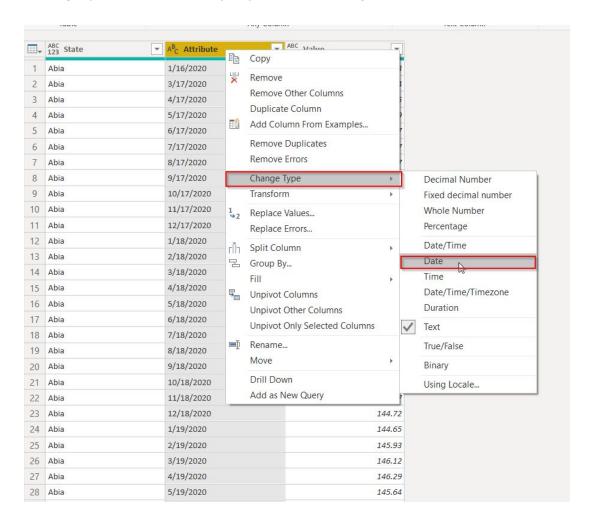


I. Clicking on the specific column itself - This can be done by selecting the data type icon at the top left portion of the column you want to change. Look at the examples below to see how it is done.



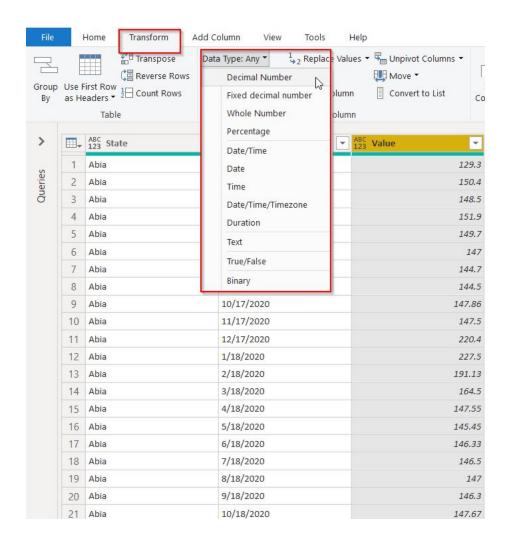


II. **Right-clicking on the specific column:** Right-click on the column then navigate to change type then select the type you want to change the column to from the list.





III. Click on data type on the transform ribbon - On Power query navigate to the transform ribbon then select the data type menu to change the data type for the selected column.



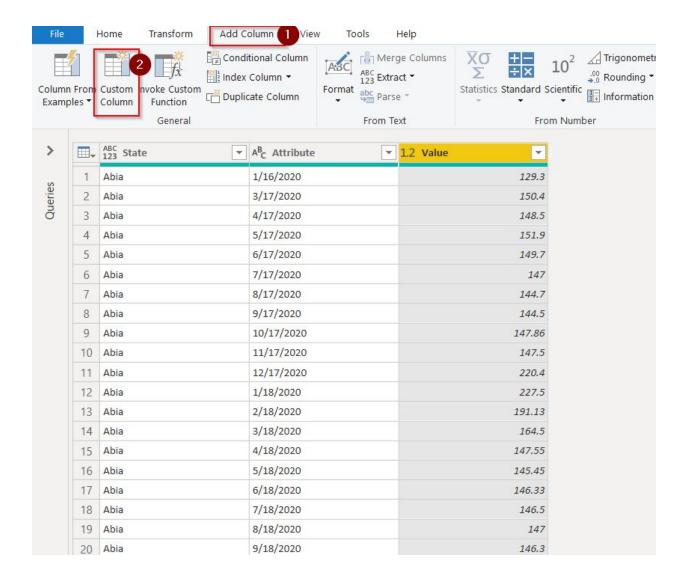


#### 4. Adding Column

Adding a new column is very important in creating a data model. This is a very crucial part in data analysis because you'll encounter many scenarios in which you'll need to create custom columns. Adding a new column can be achieved by following these steps.

Step 1: Go to Add column Ribbon (Labelled No.1 in the diagram below)

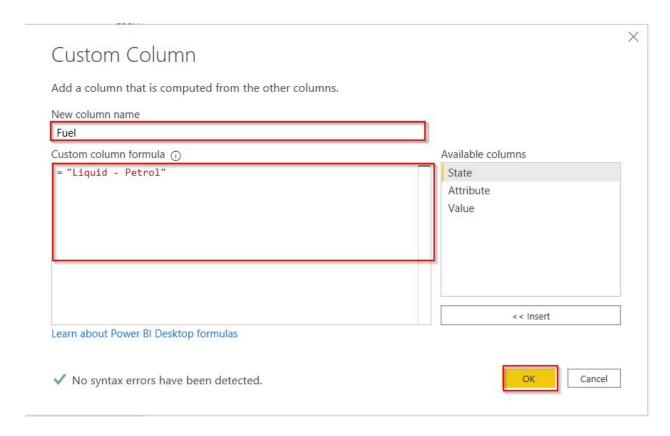
**Step 2: Select Custom Column** (Labelled No.2 in the diagram below)





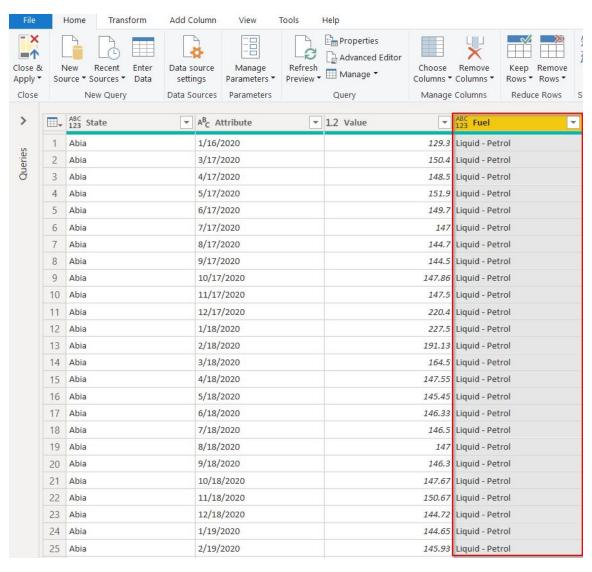
After selecting the Custom Column button a Query Editor will appear. Type in **Fuel Category** in the Column Names and **"Liquid"** as the Custom column name and then click the ok button.

Note: The Query Editor is written in a Language called "M"



Finally, a new column called **Fuel** is added to the table with value **Liquid** - **Petrol** as shown in the diagram below.



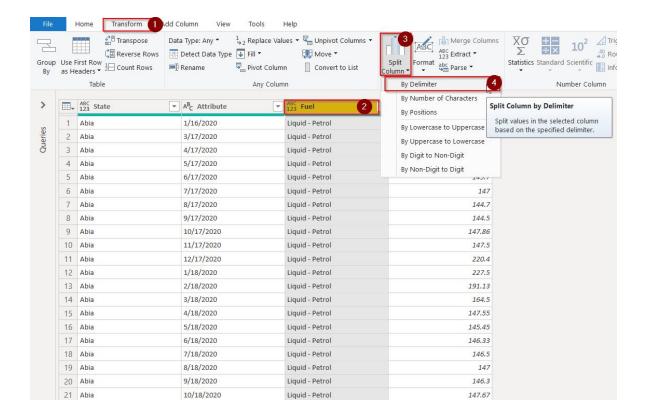




### 5. Split Column

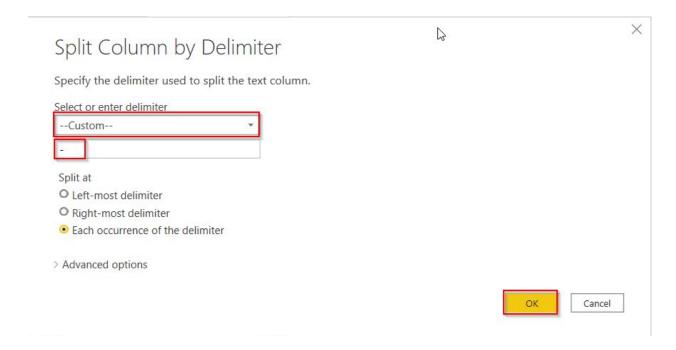
Split column Transform divides a single column into different columns. The steps are shown below:

- **Step 1: Select the transform Ribbon** (labelled No 1 in the diagram below)
- Step 2: Select the Column to perform the split column transform (labelled No 2 in the diagram below)
- Step 3: Click on the split column (labelled No 3 in the diagram below)
- **Step 4: Select By Delimiter** (labelled No 4 in the diagram below)



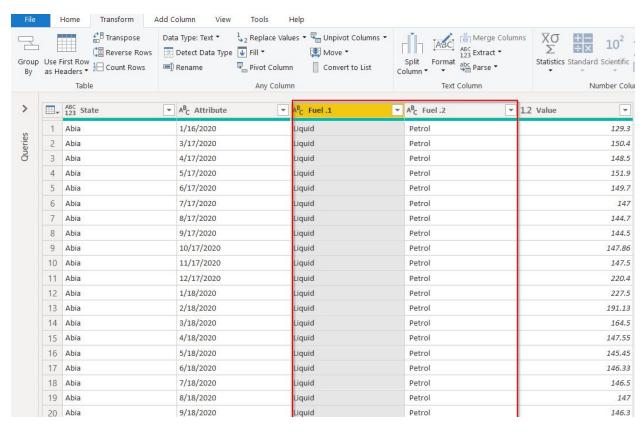
After Selecting by Delimiter option from the drop-down, a dialogue box will appear to specify the type of delimiter to be used to split the column into two. Select Custom and use the hyphen(-) to split this column. Select the split at Each Occurrence of delimiter option.





The result of using the split column transform is shown below as two new columns formerly separated by a hyphen (-). The new titles for columns are Fuel.1 & Fuel.2 as shown below.



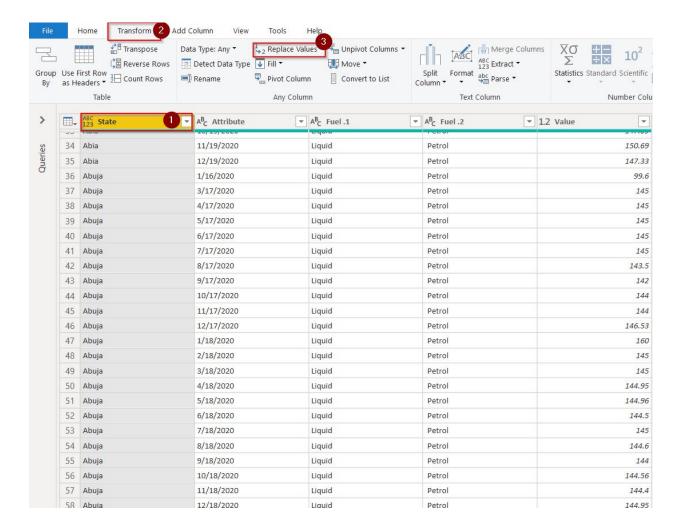




#### 6. Replace Values

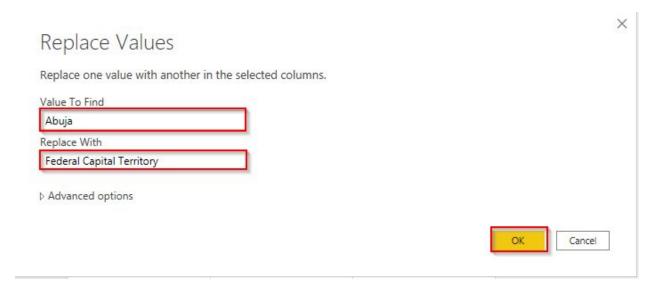
This Transformation is used to replace one value with another value in a selected column

- Step 1: Select the column that is to be worked on (Labelled No.1 in the diagram below)
- Step 2: Select the Transform Ribbon (Labelled No.2 in the diagram below)
- Step 3: Select Replace Values (Labelled No.2 in the diagram below)



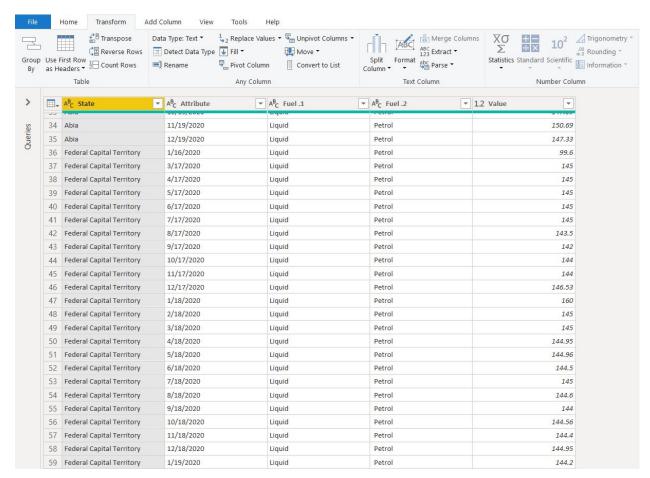
After selecting the **Replace Value** on the transform ribbon, a dialogue box will appear. Type in the value to find in the selected column and the value to replace it with. In this case, the value to find is **Abuja** and the value to replace is **Federal Capital Territory** then click the OK button.





Finally, the result of replacing the value is shown below. With all values of **Abuja** in the state column replaced with Federal Capital Territory.



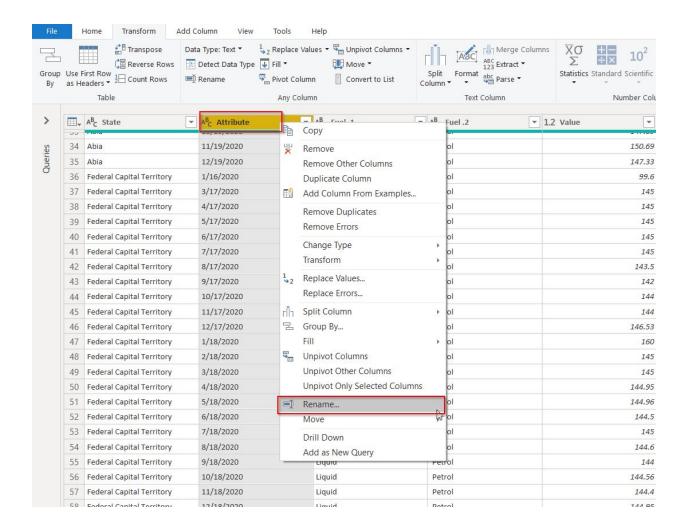


Finally, before ending this tutorial we will be renaming the columns we just transformed from the beginning of this tutorial.



### 7. Renaming a Column

Right-click on the column to be renamed and navigate to rename as shown in the screenshot below.

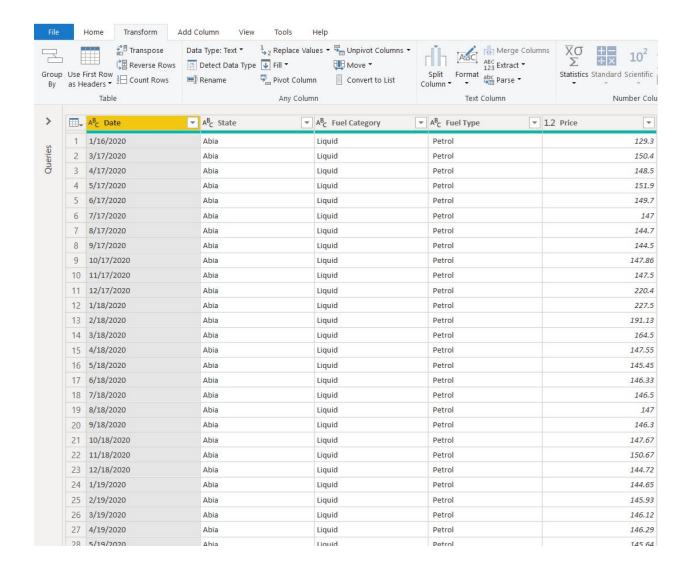


#### Go ahead and rename:

- Attribute to Date
- Fuel.1 to Fuel Category
- Fuel.2 to Fuel Type
- Value to Price



Here is a final screenshot of the dataset we just transformed.



Quick tip: You can also double-click on the column header to rename the column.

Thank you for downloading this tutorial.



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