

<div>Connect to my data</div> <div>Excel file</div>	<div>Get Data</div> <div><div><div>Search</div></div><div><div>All</div><div>File</div><div>Database</div><div>Microsoft Fabric</div><div>Power Platform</div><div>Azure</div></div><div><div>All</div><div>Excel Workbook</div><div>Text/CSV</div><div>XML</div><div>JSON</div><div>Folder</div><div>PDF</div></div></div>																																								
<div>Preview Sales Rep data in the Navigator</div>	<div>Notice the data has null values and no headers</div>																																								
<div><div>Navigator</div><div><div><div><div></div></div><div>Display Options</div><div><div><div>MyFootprintSports.xlsx [3]</div><div><div><div><div><div></div></div><div>Date</div></div><div><div><div></div></div><div>Orders</div></div><div><div><div></div></div><div>Sales Reps</div></div></div></div></div></div></div><div><div>Sales Reps</div><table><tr><th>Report generated in January 2024.</th><th>Column2</th><th>Column3</th><th>Column4</th></tr><tr><td>Number of sales per month per sales rep.</td><td>null</td><td>null</td><td>null</td></tr><tr><td></td><td>null</td><td>null</td><td>null</td></tr><tr><td>Sales Rep</td><td>1/31/2023</td><td>2/28/2023</td><td>3/31/2023</td></tr><tr><td>WUS-Timothy Adams</td><td>215</td><td>240</td><td>250</td></tr><tr><td>EUS-Larry Barnes</td><td>321</td><td>342</td><td>320</td></tr><tr><td>EUS-Sharon Richards</td><td>222</td><td>245</td><td>250</td></tr><tr><td>SUS-Tina Peterson</td><td>313</td><td>331</td><td>290</td></tr><tr><td>CUS-Randy Wilson</td><td>326</td><td>303</td><td>340</td></tr><tr><td>WUS-Jean Thomas</td><td>377</td><td>289</td><td>320</td></tr></table></div></div></div>		Report generated in January 2024.	Column2	Column3	Column4	Number of sales per month per sales rep.	null	null	null		null	null	null	Sales Rep	1/31/2023	2/28/2023	3/31/2023	WUS-Timothy Adams	215	240	250	EUS-Larry Barnes	321	342	320	EUS-Sharon Richards	222	245	250	SUS-Tina Peterson	313	331	290	CUS-Randy Wilson	326	303	340	WUS-Jean Thomas	377	289	320
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<div>Check box next to Sales Rep and click Transform Data to open Power Query Editor</div> <div>Now I am in position to clean and transform this data before bringing it into Power BI. My data is ready to be edited</div>	<div>Notice the first 2 rows have Null values. I will first remove the first 2 rows with null values</div>																																								

Queries [6]

- Date
- Customers
- Products
- Sales Orders
- Sales Orders2019-2020
- Sales Reps

	Report generated in January 2024	Column2	Column3	Column4
1	Number of sales per month per sales rep.	null	null	
2		null	null	
3	Sales Rep	1/31/2023	2/28/2023	3
4	WUS-Timothy Adams	215	240	
5	EUS-Larry Barnes	321	342	
6	EUS-Sharon Richards	222	245	
7	SUS-Tina Peterson	313	331	
8	CUS-Randy Wilson	326	303	
9	WUS-Jean Thomas	377	289	

Query Settings

PROPERTIES

Name
Sales Reps

All Properties

APPLIED STEPS

- Source
- Navigation
- Promoted Headers
- Changed Type

Cleaning my data

1. Remove Null Values

Select **Home**→**Reduce Rows**→**Remove Rows**→**Remove Top Rows**.

Enter 2 in the dialogue box

Reduce Rows

Remove Rows

Remove Top Rows

Remove Bottom Rows

Remove Alternate Rows

Remove Duplicates

Remove Blank Rows

Remove Errors

Notice my change is listed in Applied steps

APPLIED STEPS

- Source
- Navigation
- Promoted Headers
- Changed Type
- Removed Top Rows

Notice Sales Rep has a Dash between the region and the name.

Lets split that out using the dash as the delimiter value

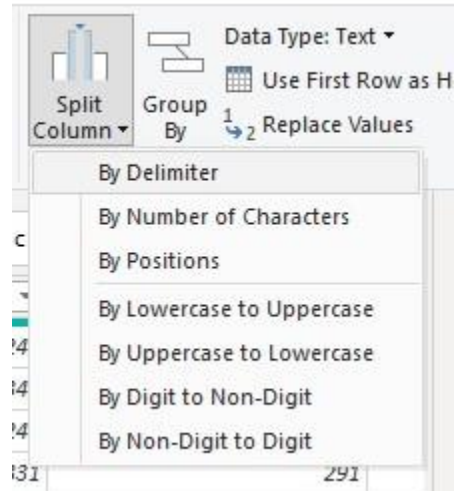


Sales Rep
WUS-Timothy Adams
EUS-Larry Barnes
EUS-Sharon Richards
SUS-Tina Peterson
CUS-Randy Wilson
WUS-Jean Thomas

3. Split the Rep name out using the delimiter

1. Select the Sales Rep Column

2. Select **Home**→**Split Column**→**By Delimiter**.



In the **Split Column by Delimiter** dialog box, in the **Select or enter delimiter** list box, verify that Power BI automatically entered **--Custom--** and the dash.

Click ok

Split Column by Delimiter

Specify the delimiter used to split the text column.

Select or enter delimiter

--Custom--
-

Split at

- ☐ Left-most delimiter
☐ Right-most delimiter
☒ Each occurrence of the delimiter

Advanced options

Quote Character

"

☐ Split using special characters

Insert special character

Rows after split completed

= Table.TransformColumnTypes("#Split Column by Delimiter",{{"Sales Rep.1", type						
	A ^B C Sales Rep.1	A ^B C Sales Rep.2	ABC 123 1/31/2023	ABC 123 2/28/2023	ABC 123	
1	WUS	Timothy Adams	215	240		
2	EUS	Larry Barnes	321	342		
3	EUS	Sharon Richards	222	245		
4	SUS	Tina Peterson	313	331		
5	CUS	Randy Wilson	326	303		
6	WUS	Jean Thomas	377	289		

4. Rename Columns

In the **Sales Rep.1** column,
right-click **Sales Rep.1** and then

Review Applied Steps

select **Rename**. Add Region

In the **Sales Rep.2** column,
right-click **Sales Rep.1** and then
select **Rename**. Add Sale Rep
Name

APPLIED STEPS

- Source *
- Navigation *
- Promoted Headers *
- Changed Type *
- Removed Top Rows *
- Promoted Headers1 *
- Split Column by Delimiter *
- X Renamed Columns**

Data After columns are renamed.

X ✓ fx		= Table.RenameColumns("#Split Column by Delimiter",{{"Sales Rep.1", "Region"},				
	ABC 123	Region	ABC 123	1/31/2023	ABC 123	2/28/2023
1	WUS	Timothy Adams		215		240
2	EUS	Larry Barnes		321		342
3	EUS	Sharon Richards		222		245
4	SUS	Tina Peterson		313		331
5	CUS	Randy Wilson		326		303
6	WUS	Jean Thomas		377		289

5. Unpivot date columns to have a column for dates and a column for sales

Notice the number of sales is under the date column. I want to transform the data to have a column for the dates and a column for the number of sales. I can do that using the unpivot feature.

Unpivot the date columns.

- In the grid, select the **1/31/2023** date column.
- Scroll to the right until the last date column is displayed.
- While pressing **Shift**, select the **12/31/2023** date

	<p>column.</p> <p>d. Right-click the 12/31/2023 column, and select Unpivot Columns.</p>
--	---

renameColumns("#Split Column by Delimiter",{{"Sales Rep.1", "Region"},

	ABC 123	10/31/2023	ABC 123	11/30/2023	ABC 123	12/31/2023
222		241		219		
343		367		333		
230		278		260		
189		377		381		
348		364		378		
355		376		384		

Query Settings

PROPERTIES

- Copy
- Remove Columns
- Remove Other Columns
- Add Column From Examples...
- Remove Duplicates
- Remove Errors
- 1 2 Replace Values...
- Fill
- Change Type
- Transform
- Merge Columns
- Sum
- Product
- Group By...
- Unpivot Columns
- Unpivot Other Columns
- Unpivot Only Selected Columns
- Move

Results of unpivot and applied steps

APPLIED STEPS

- Source
- Navigation
- Promoted Headers
- Changed Type
- Removed Top Rows
- Promoted Headers1
- Split Column by Delimiter
- Renamed Columns
- X Unpivoted Columns**


	ABC Region	ABC Sales Rep Name	ABC Attribute	ABC Value
3	WUS	Timothy Adams	4/30/2023	301
4	WUS	Timothy Adams	5/31/2023	224
5	WUS	Timothy Adams	6/30/2023	274
6	WUS	Timothy Adams	7/31/2023	239
7	WUS	Timothy Adams	8/31/2023	189
8	WUS	Timothy Adams	9/30/2023	222
9	WUS	Timothy Adams	10/31/2023	241
10	WUS	Timothy Adams	11/30/2023	219
11	WUS	Timothy Adams	12/31/2023	287
12	EUS	Larry Barnes	1/31/2023	321
13	EUS	Larry Barnes	2/28/2023	342
14	EUS	Larry Barnes	3/31/2023	321
15	EUS	Larry Barnes	4/30/2023	312
16	EUS	Larry Barnes	5/31/2023	321

6. Format my unpivoted columns: Date and Number of Sales

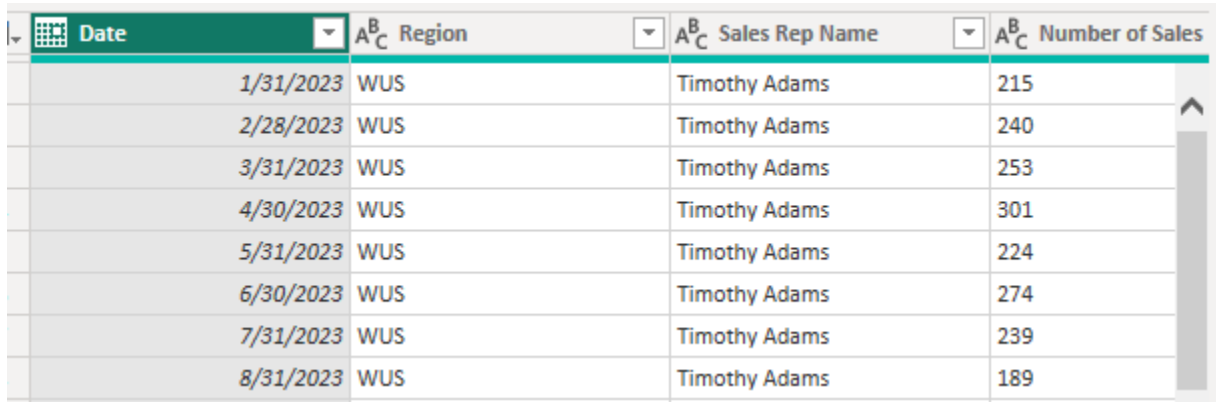
- Select the **Attribute** column, and verify it is the only column selected.
- Right click the columns. Select Rename the **Attribute** column as **Date**
- Right click the columns. Rename the **Value** column as **Number of Sales**
- select the **Number of Sales** column.

Before Number of Sales Data Type Change

ABC 123	Number of Sales
	215
	240
	253
	301
	224
	274
	239
	189

After Number of Sales Data Type Change	

7. Reorder and Reformat Date Column:

drag the Date column to the left so that it is the first column in the table.	
Select Home → Data Type: Text → Date	
	

8. Review Transformation Steps

Confirm All Change Type steps did not make unwanted changes	
---	--

Deleted changeType steps that change my Number of sales to Text

Before Correction

Attribute", "Date"},

ABC123

Number of Sales

215

240

253

301

224

274

239

189

222

241

219

287

321

342

321

312

321

352

375

Query Settings

PROPERTIES

Name

Sales Reps

All Properties

APPLIED STEPS

Source

Navigation

Promoted Headers

Removed Top Rows

Promoted Headers1

Split Column by Delimiter

Renamed Columns

Unpivoted Columns

X





Renamed Columns1

Changed Type1

Reordered Columns

Changed Type2

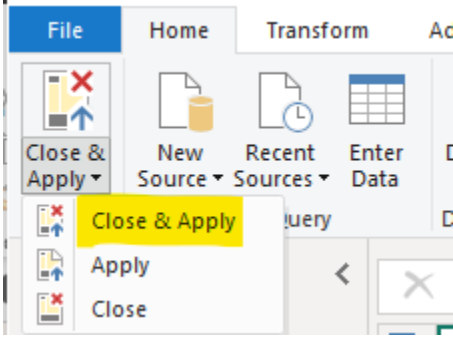

After Correction

	 Date	 A ^B _C Region	 A ^B _C Sales Rep Name	 1 ² ₃ Number of Sales
1	1/31/2023	WUS	Timothy Adams	215
2	2/28/2023	WUS	Timothy Adams	240
3	3/31/2023	WUS	Timothy Adams	253
4	4/30/2023	WUS	Timothy Adams	301
5	5/31/2023	WUS	Timothy Adams	224
6	6/30/2023	WUS	Timothy Adams	274
7	7/31/2023	WUS	Timothy Adams	239
8	8/31/2023	WUS	Timothy Adams	189
9	9/30/2023	WUS	Timothy Adams	222
10	10/31/2023	WUS	Timothy Adams	241
11	11/30/2023	WUS	Timothy Adams	219
12	12/31/2023	WUS	Timothy Adams	287
13	1/31/2023	EUS	Larry Barnes	321
14	2/28/2023	EUS	Larry Barnes	342
15	3/31/2023	EUS	Larry Barnes	321
16	4/30/2023	EUS	Larry Barnes	312
17	5/31/2023	EUS	Larry Barnes	322

9. Apply changes and save the report.

Now I have finished cleaning shaping, and transforming my data using Query Editor.
Now I will save the change to my semantic model with the changes I have applied.

a. Select **Home**→**Close & Apply**→**Close & Apply**.

 <p>Note: I was careful NOT to use File -> Save before Close & Apply because that would not apply my changes or transform my data</p>	<p>Loading changes</p> 
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b. Once the changes have been applied, select **File→Save**.

Now I will save my file as a .pbix file

I can tell how the data is justified and the presentation of the data that my changes were applied

Saved as MyTransformedSportsdata.pbix

Table View

Clicked Sales Rep on the Data Pane

Date ▾	Region ▾	Sales Rep Name ▾	Number of Sales ▾	
Tuesday, January 31, 2023	WUS	Timothy Adams	215	
Tuesday, February 28, 2023	WUS	Timothy Adams	240	
Friday, March 31, 2023	WUS	Timothy Adams	253	
Sunday, April 30, 2023	WUS	Timothy Adams	301	
Wednesday, May 31, 2023	WUS	Timothy Adams	224	
Friday, June 30, 2023	WUS	Timothy Adams	274	
Monday, July 31, 2023	WUS	Timothy Adams	239	
Thursday, August 31, 2023	WUS	Timothy Adams	189	
Saturday, September 30, 2023	WUS	Timothy Adams	222	
Tuesday, October 31, 2023	WUS	Timothy Adams	241	

- > Customers
- > Date
- > Products
- > Sales Orders
- > Sales Orders2019-2020
- > Sales Reps