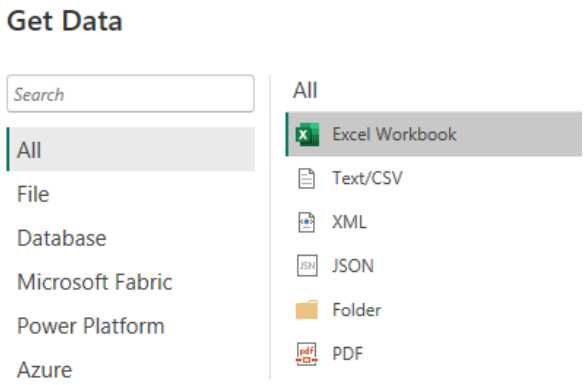
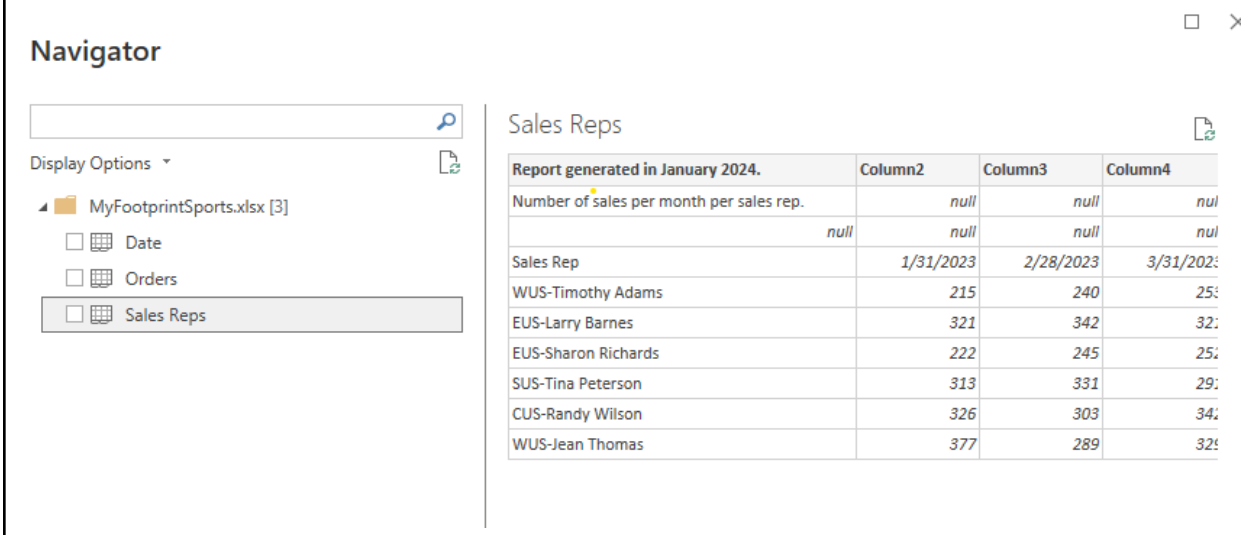
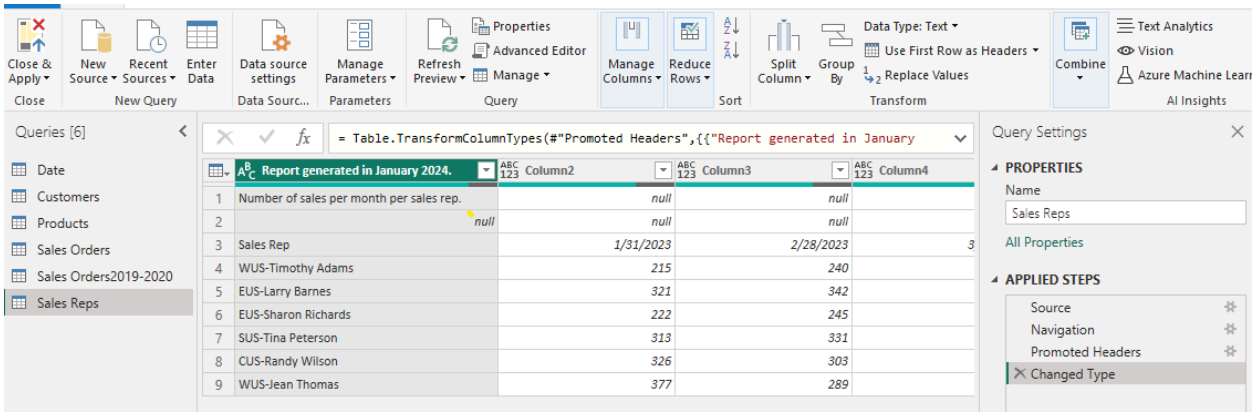
Connect to my data Excel file	
Preview Sales Rep data in the Navigator	Notice the data has null values and no headers

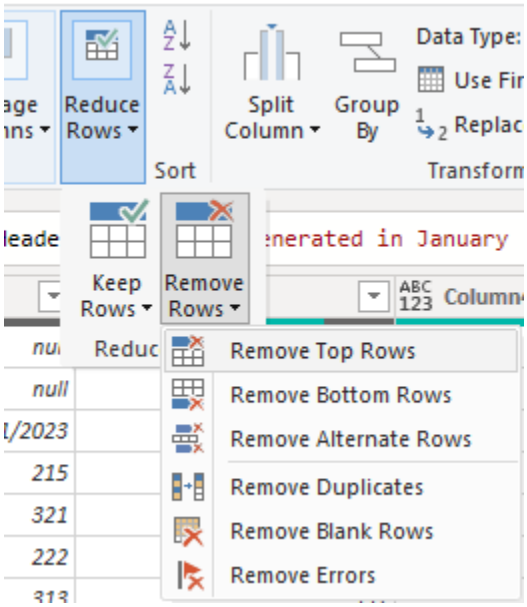
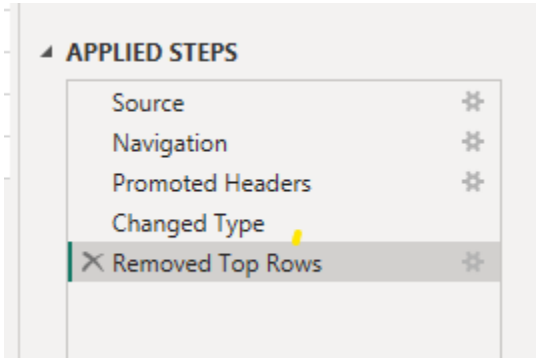


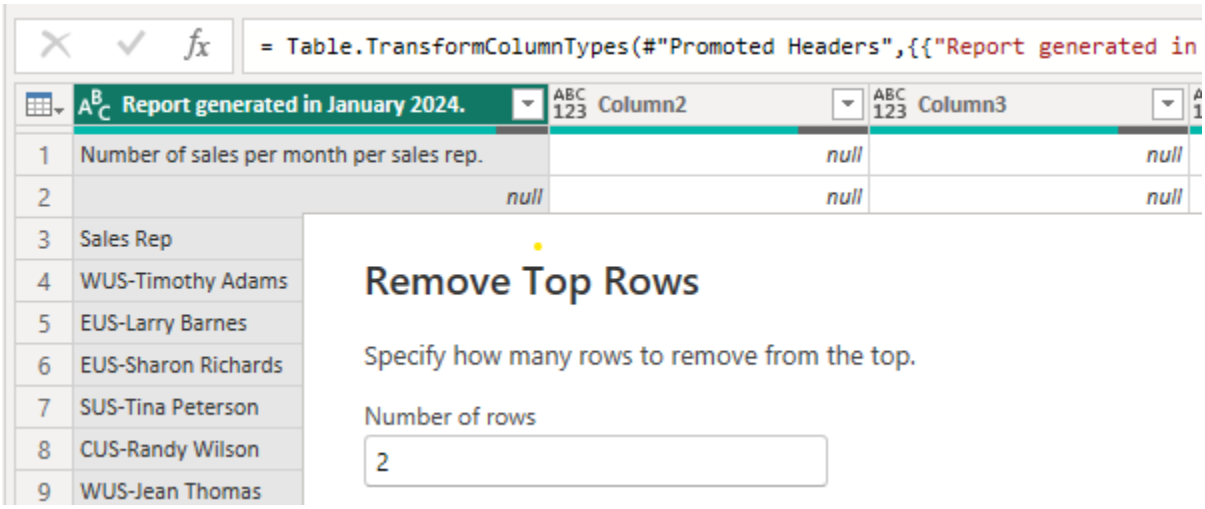
Check box next to Sales Rep and click Transform Data to open **Power Query Editor** Now I am in position to clean and transform this data before bringing it into Power BI. My data is ready to be edited	Notice the first 2 rows have Null values. I will first remove the first 2 rows with null values



Cleaning my data

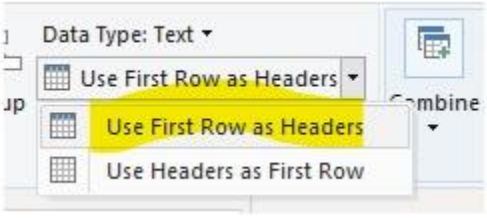
1. Remove Null Values

Select **Home→Reduce Rows→Remove Rows→Remove Top Rows**. Enter 2 in the dialogue box	
Notice my change is listed in Applied steps	

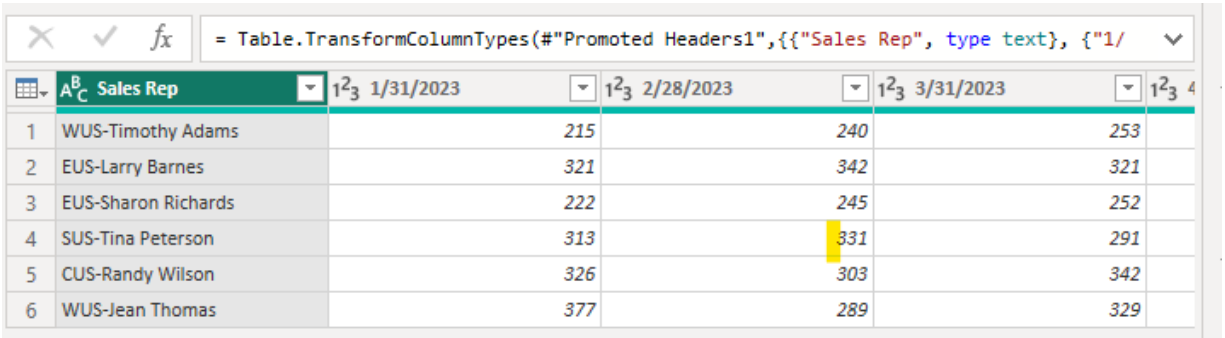


2. Add Headers

Select **Home→Use First Row as Headers**.

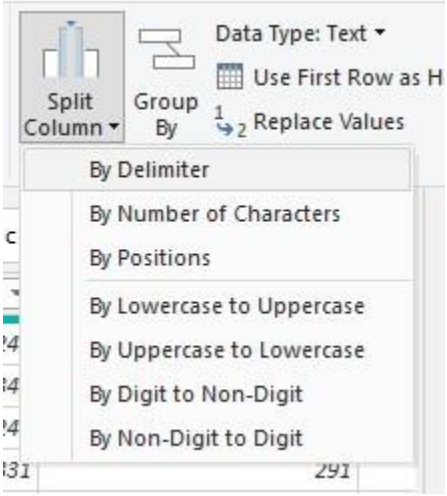


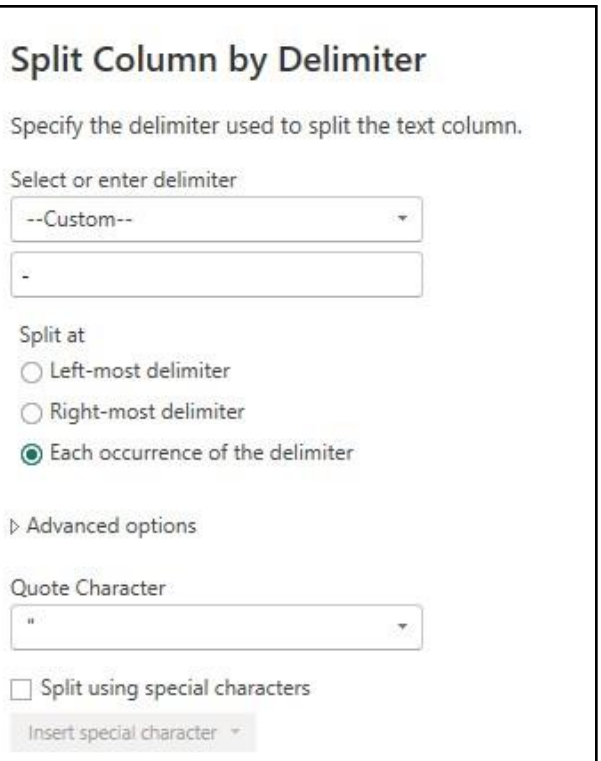
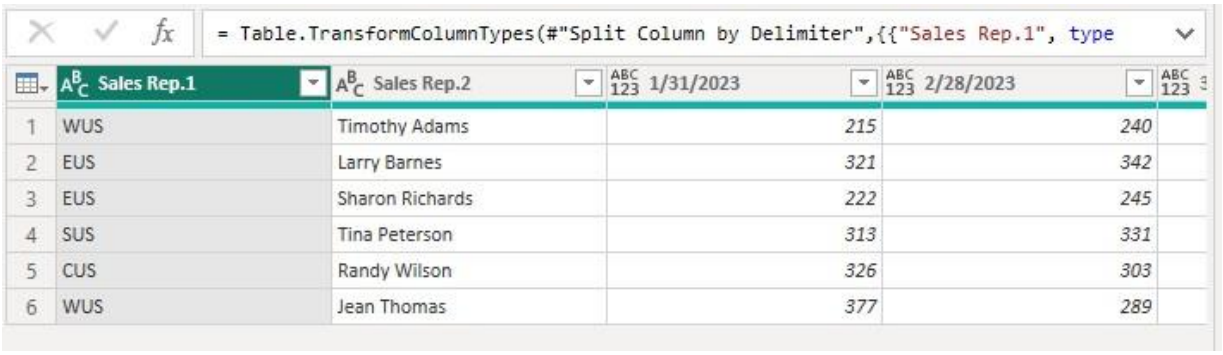
Results after selecting use the first row as headers. Notice the null values are gone and the columns now have headers.



Notice Sales Rep has a Dash between the region and the name. Lets split that out using the dash as the delimiter value	

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	
Rows after split completed	
	

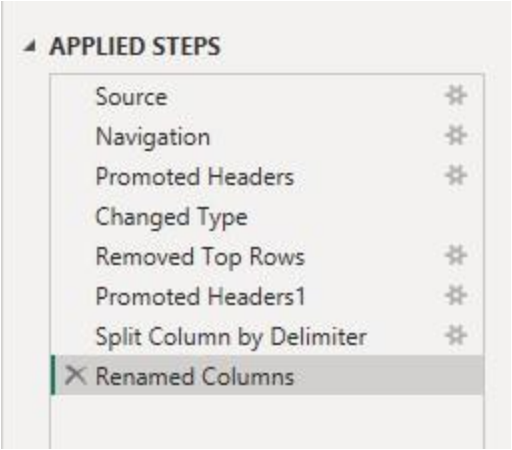
	Sales Rep.1	Sales Rep.2	1/31/2023	2/28/2023	
1	WUS	Timothy Adams	215	240	
2	EUS	Larry Barnes	321	342	
3	EUS	Sharon Richards	222	245	
4	SUS	Tina Peterson	313	331	
5	CUS	Randy Wilson	326	303	
6	WUS	Jean Thomas	377	289	

4. Rename Columns

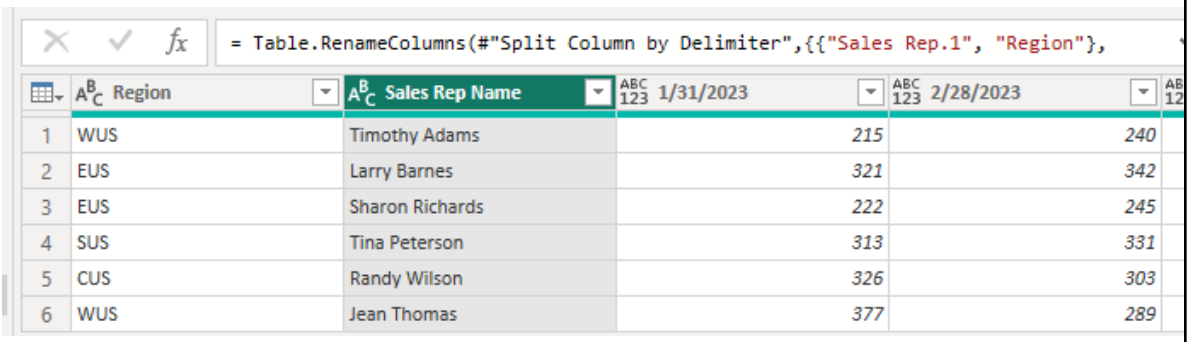
In the **Sales Rep.1** column, right-click **Sales Rep.1** and then	Review Applied Steps

select **Rename**. Add Region

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



Data After columns are renamed.



	Region	Sales Rep Name	1/31/2023	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

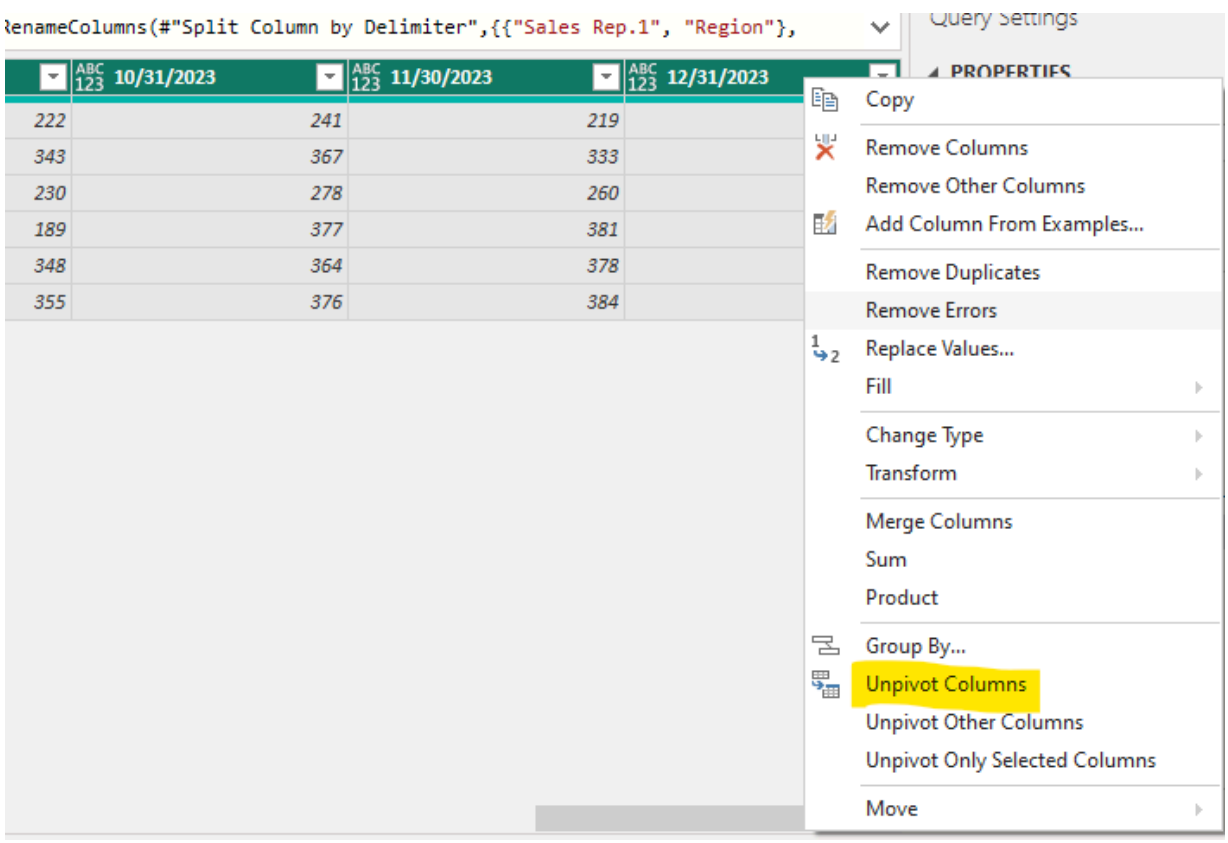
Notice the number of sales is under the date column. I want to transform the data to have a column for the dates and a column for the number of sales. I can do that using the unpivot feature.

Unpivot the date columns.

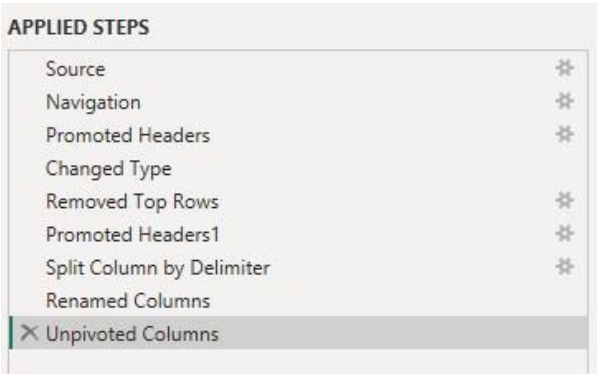
a. In the grid, select the **1/31/2023** date column.
b. Scroll to the right until the last date column is displayed.
c. While pressing **Shift**, select the **12/31/2023** date

column.

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



Results of unpivot and applied steps

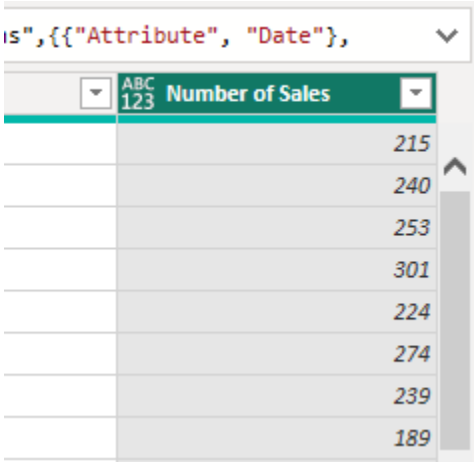


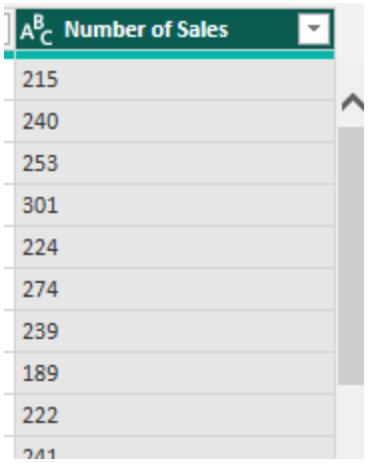
	Region	Sales Rep Name	Attribute	Value
4	WUS	Timothy Adams	4/30/2023	301
5	WUS	Timothy Adams	5/31/2023	224
6	WUS	Timothy Adams	6/30/2023	274
7	WUS	Timothy Adams	7/31/2023	239
8	WUS	Timothy Adams	8/31/2023	189
9	WUS	Timothy Adams	9/30/2023	222
10	WUS	Timothy Adams	10/31/2023	241
11	WUS	Timothy Adams	11/30/2023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

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

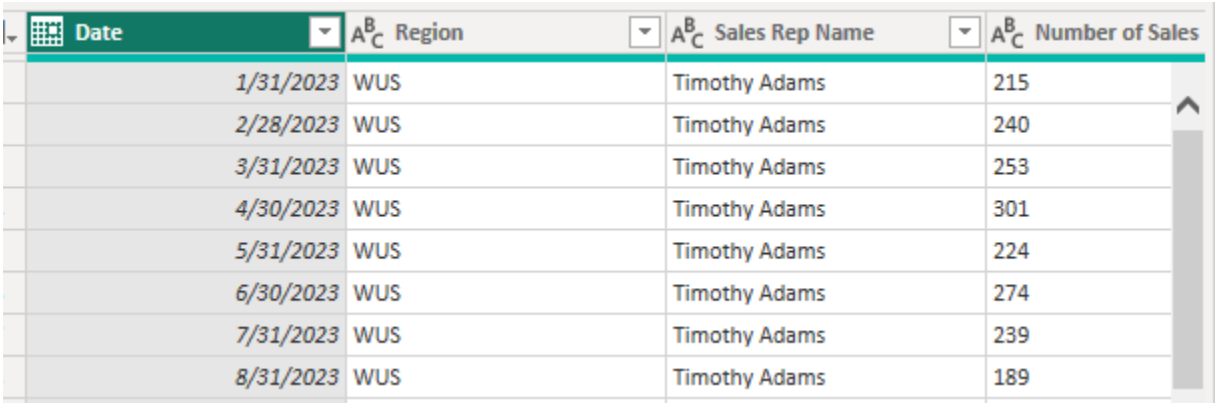
a. Select the **Attribute** column, and verify it is the only column selected.
b. Right click the columns. Select Rename the **Attribute** column as Date
c. Right click the columns Rename the **Value** column as Number of Sales
d. select the **Number of Sales** column.

Before **Number of Sales** Data Type Change



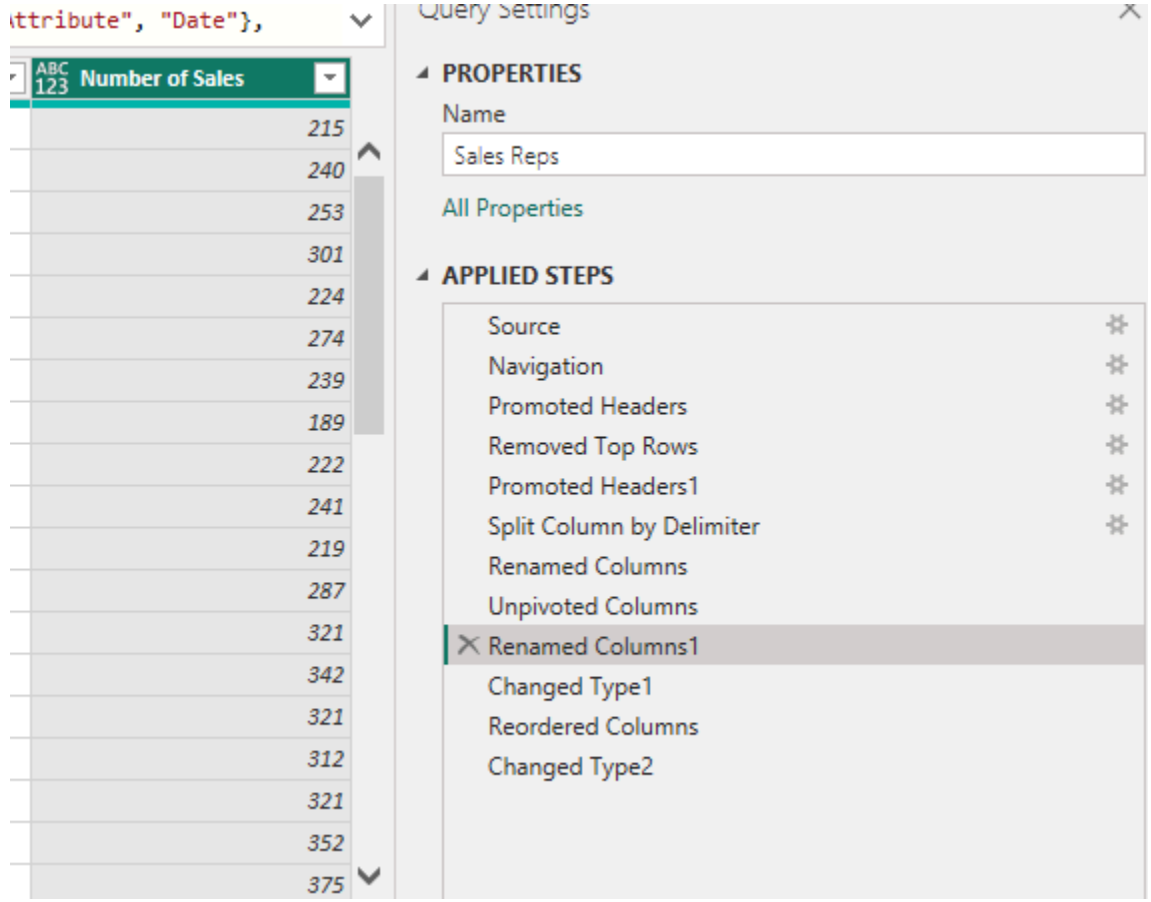
After **Number of Sales** Data Type Change	

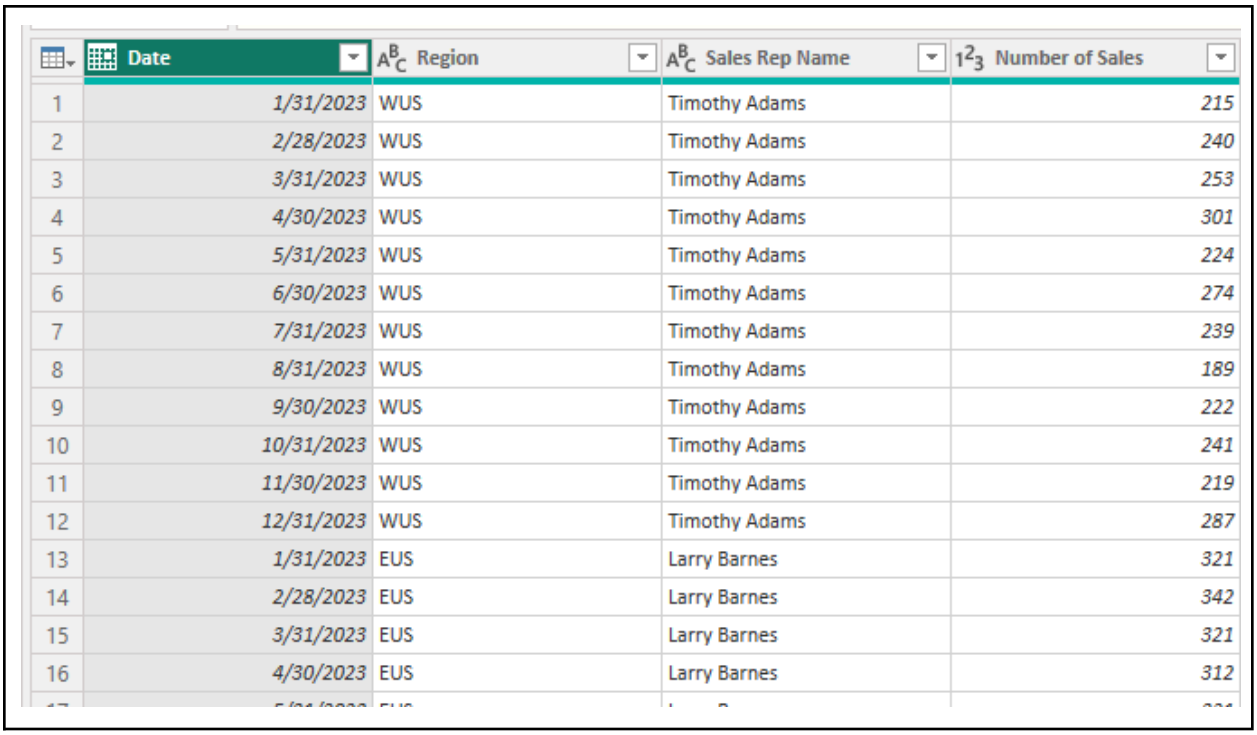
7. Reorder and Reformate Date Column:

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	
	
After Correction	

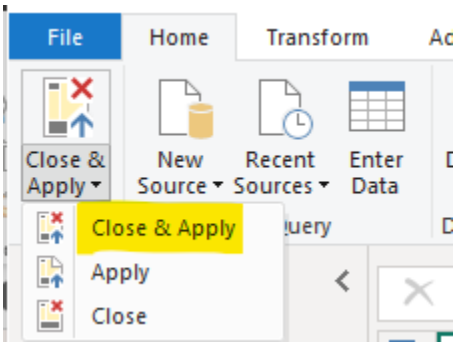


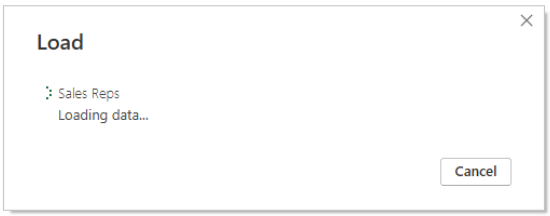
	Date	Region	Sales Rep Name	Number of Sales
1	1/31/2023	WUS	Timothy Adams	215
2	2/28/2023	WUS	Timothy Adams	240
3	3/31/2023	WUS	Timothy Adams	253
4	4/30/2023	WUS	Timothy Adams	301
5	5/31/2023	WUS	Timothy Adams	224
6	6/30/2023	WUS	Timothy Adams	274
7	7/31/2023	WUS	Timothy Adams	239
8	8/31/2023	WUS	Timothy 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

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**.

<table>
<tr>
<td> 

Note: I was careful NOT to use File -> Save before Close & Apply because that would not apply my changes or transform my data</td>
<td>Loading changes
 
</td>
</tr>
</table>

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*