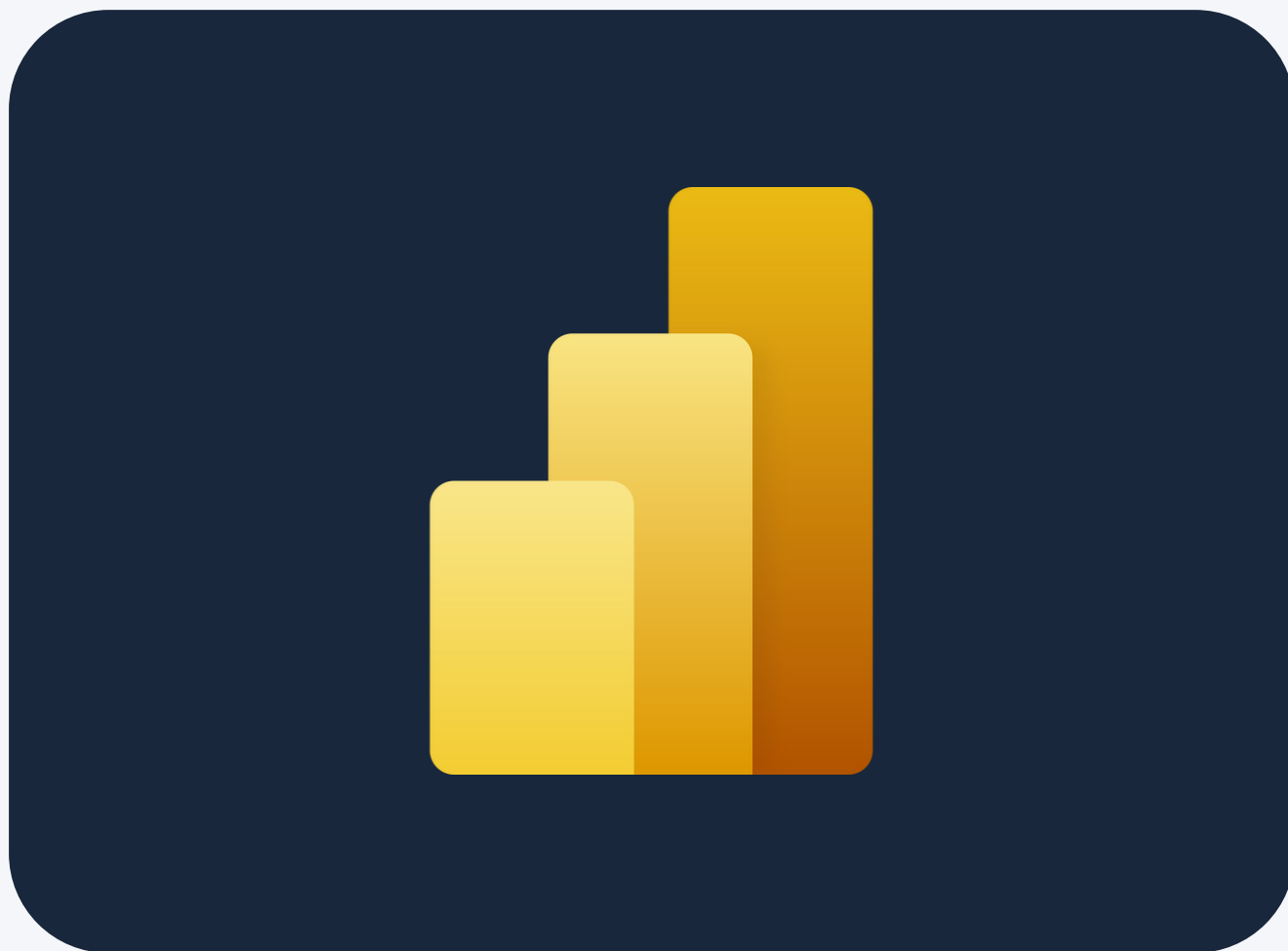


Your Raw Data's Makeover Starts Here



The Transformation Goal

- Turn messy, raw data into a clean format
- Ensure data is accurate and consistent
- Structure data for easy analysis
- Build a reliable foundation for your reports
- Make your data models more efficient
- Save time during the report creation phase



Meet Power Query

- This is the built-in engine for data transformation
- Access it through the Power Query Editor window
- Connect to hundreds of different data sources
- Perform all cleaning steps in one place
- See a preview of your changes instantly
- Every action is recorded as an applied step



Essential Cleaning Steps

- Remove unnecessary columns and rows
- Fix data type errors (text to numbers, dates)
- Replace null or error values appropriately
- Rename columns to be clear and consistent
- Trim text to remove extra spaces
- Filter out irrelevant or duplicate records



Pivoting and Unpivoting Data

- Unpivot columns to transform them into rows
- This is crucial for data stored in a wide format
- It creates a tall, skinny, analysis-friendly table
- Pivot rows to transform them into columns
- Use this to create summary matrices
- These are some of the most powerful transformations



Creating Custom Columns

- Use the Add Column tab to create new data
- Write custom formulas with the M language
- Perform calculations based on other columns
- Merge data from multiple columns into one
- Split text columns using delimiters
- Create conditional logic with if-then-else statements



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