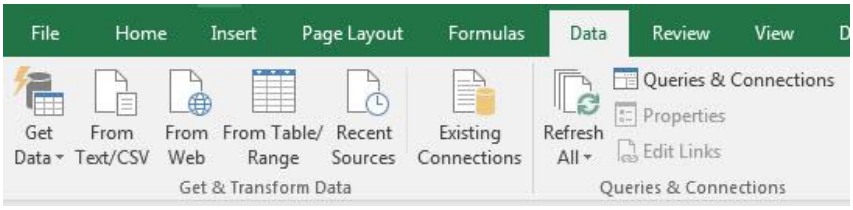
Data Analysis & Business Intelligence Made Easy with Excel Power Tools
Excel Data Analysis Basics = E-DAB
Notes for Video:
E-DAB-06-Power Query (Get & Transform) to Clean, Transform, Import Data

Outcomes for Video:

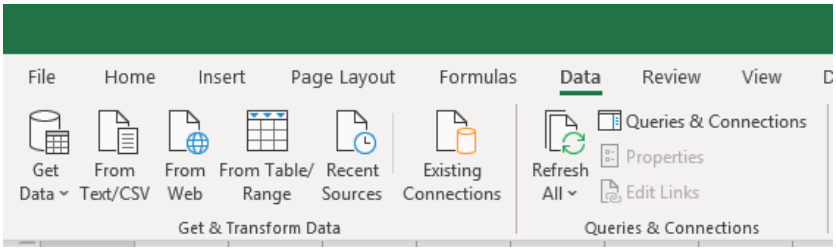
1. What is Power Query?

1) What does Power Query do?
    1. **Import** Data from External sources
        i. External sources such as text files, folders that contains multiple files, Excel workbooks, SQL databases and more.
    2. **Clean** Data
        i. Like split data in a column into three columns
    3. **Transform** Data
        i. Like combining multiple tables into one Proper Data Set
    4. **Loads** Data to these locations:
        i. Excel Sheet = Data in cells in Excel Worksheet.
        ii. PivotTable Cache = data in behind the scenes PivotTable Cache.
        iii. Power Pivot Data Model = Data in behind the scenes Power Pivot Columnar Database (Data Model) which can hold millions of rows of data.
2) Reminder of the goal of Data Analysis and why will need Power Query :
    1. Data Analysis:
        i. Converting Raw Data into Useful Information
    2. Proper Data Set:
        i. Field Names / Column Headers in first row
        ii. Records in each row (sales transactions, employee records and so on)
        iii. Empty cells all around data set (or Excel row or column headers)
    3. "Bad Data"
        i. "Bad Data" = Raw Data that is not in a Proper Data Set form.
        ii. If we don't have a Proper Data Set than we can use Excel Data Analysis features.
        iii. So when we get "Bad Data", we have to clean and transform the data so it becomes data that is stored in a Proper Data Set.
        iv. Power Query (Get & Transform Data) is an Excel Feature that can clean and transform data.
    4. Importing Data:
        i. We do not always have our data in our Excel file.
        ii. Power Query will allow us to import data from any source and then load it to our desired location (such as Excel Worksheet, PivotTable Cache or the Data Model)

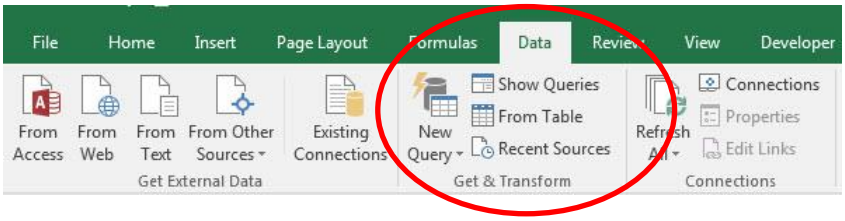
3) Power Query history :
    1. Power Query has been around since Excel 2013
    2. In Excel 2010 & 2013 Power Query was an add-in that you had to download and install
    3. In Excel 2016 Power Query become the "Get & Transform" group in the Data Ribbon Tab.
    4. Depending on the version of Excel that you have, the Get & Transform group looks different.
        i. If you have Office 365, your "Get and Transform Data" group may look like this:



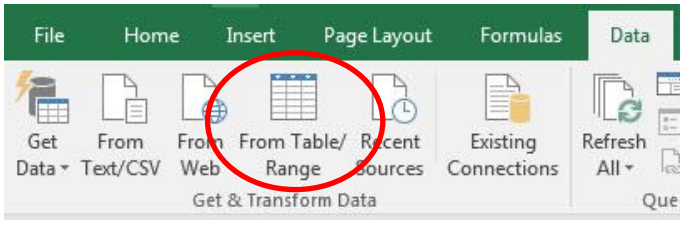
Or:



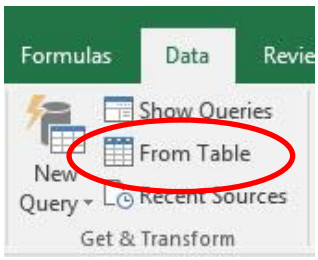
        ii. If you have Office 2016, your "Get and Transform" group may look like this:



4) If your data is in an Excel sheet, you must convert the data to an Excel Table using the Excel Table feature.
    1. This is to ensure that if you add new data, the output from Power Query will update when new data is added.
    2. Then you click the "From Table" button in the Get & Transform group in the Data Ribbon Tab to put the Excel Data into the Power Query Editor:
        i. In Office 365 the "From Table/Range" button looks like this:

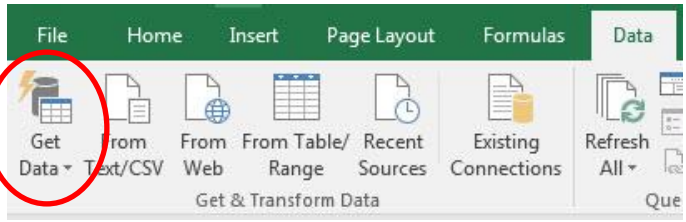


        ii. In a version that is Office 2016 the "From Table" button looks like this:

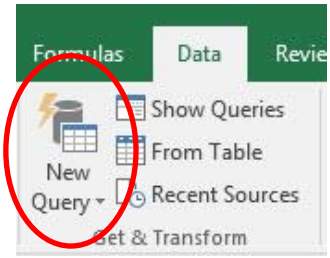


5) If you have data from an external source, we can begin the process of importing the data by clicking the following button:

   i. In a version that is NOT Office 365 to get external data click the "Get Data" button:

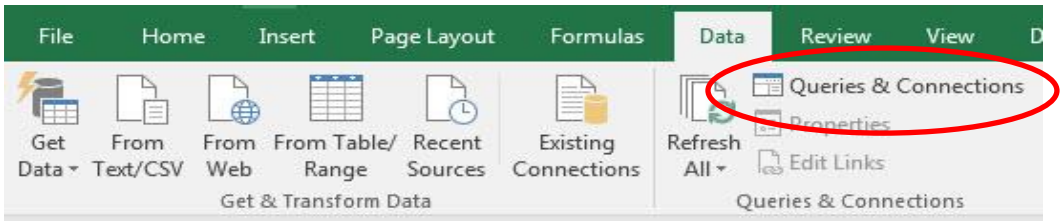


   ii. In a version that is NOT Office 365 to get external data click the "New Query" button:

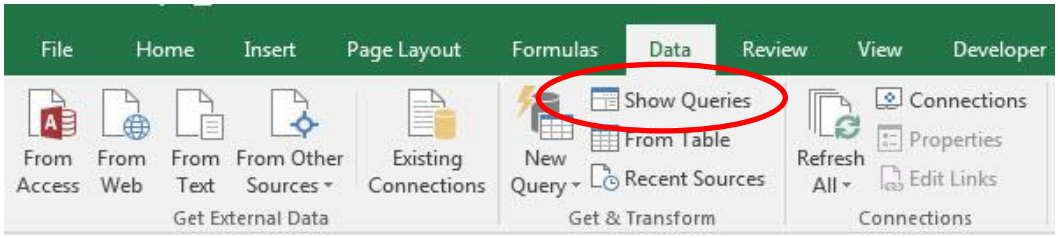


6) If you ever need to edit, delete or look at your query, you must open the Query Pane. The button to click to open the Query Pane is in a different location depending on whether or not you have Office 365:

   1. In Office 365, you click the "Queries and Connections" button in the Queries and Connections group in the Data Ribbon Tab:



   2. In a version that is NOT Office 365, you click the "Show Queries" button in the Get & Transform group in the Data Ribbon Tab:



   3. If you ever need to edit or look at your query, you can double-click the query in the Query Pane. You can right-click the query and point to edit also.
   4. If you need to delete your query and start over, you can delete the query in the Queries Pane.

7) Clean Data with Power Query (Get & Transform), Flash Fill or formulas?
    1. Use Flash Fill when the data cleaning is a one-time event and you don't need the solution to update when the source data changes.
    2. Use Formulas when the data cleaning solution needs immediately update when the source data changes.
    3. Use Power Query when you need the solution to update after you click the Refresh button.
8) Other reasons to use Power Query rather than Flash Fill, Formulas and other methods of cleaning and transforming data:
    1. Power Query can be significantly easier when the cleaning is complicated or has multiple steps, especially as compared to formulas
    2. If the data is coming from an external source, Power Query can be significantly easier than any other method.
    3. If you have multiple files that you need to transform into a single Proper Data Set, like in the example in our video, Power Query is significantly easier than any other method.
    4. The "Query" created with Power Query an be linked to a reporting solution. And you are allowed to go back and edit that query at any time, and then simply refresh the report and it will reflect the changes made in the query.
9) Every time we use Power Query, we create a new "Query".
    1. The word "Query" means to ask a question.
    2. When we start a "Query" based on a Start or Begin Data Set, we are asking a question of the data set.
    3. For example:
        i. If our Start or Begin Data Set looks like this:

Description	Amount
Carlota / 05/05/2016 / West	485

        ii. We might want to ask the question or "Query": "Can I see the Description Column Split into three separate columns?", where the answer to the "Query" would look like this:

Product	Date	Region	Sales
Carlota	5/5/2016	West	485

10) Power Query uses "Data Types" for each Column / Field

1. "Data Type" indicates what sort of data can go in a particular Field or Column.

   For example, we may designate a column as one of these Data Types:

   - **Text**: Where the column can only contain Text values
   - **Date**: Where the column can only contain Date values
   - **Whole Number**: Where the column can only contain Whole Numbers with no decimals
   - **Currency**: Where column can contain Currency amounts with up to 4 decimals
   - There are more Data Types also…

2. When you designate a Column / Field as a specific data type, you are building a more robust data storage system, because you are assuring that the right kind of data goes into the column.
3. Power Query and Access both use "Data Types".
4. ***Important***: If you do not choose the correct data type for each column, the data analysis features in Excel, like a PivotTable may not work correctly.

   For example:

   - A Date Field without the Date Data Type cannot group in a PivotTable.
   - A Sales Column without a number Data Type may not be able to be summed.

11) Delimiter?

1. A delimiter is a character or set of characters that separate data that should be broken apart into separate columns

   For example, for this data: Carlota / 05/05/2016 / West

   - The delimiter is " / " (Space, Forward Slash, Space).
   - The delimiter tells us how the data should be split into separate columns.
   - The resultant data should be:

Description	Amount
Carlota / 05/05/2016 / West	485

→

Product	Date	Region	Sales
Carlota	5/5/2016	West	485

12) Why store data in Text Files?

1. Because there are so many different systems for storing data, one of the common files types used to transfer data from one system to another system is the "Text File".

   Examples of Text File extensions:

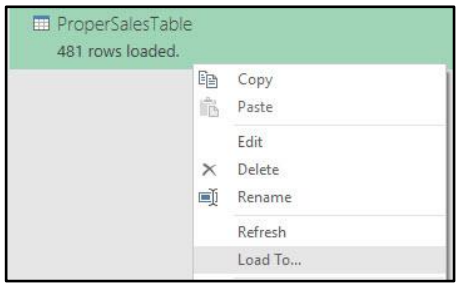
   - ".txt"
   - ".csv"

   The Delimiters used for different text files:

   - ".txt" uses a Tab as the delimiter
   - ".csv" uses comma as the delimiter

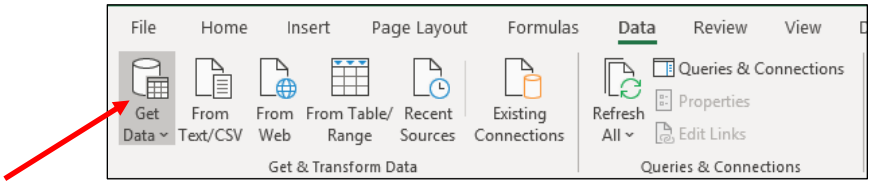
13) Change Load Location:

1. To change the Load locations (like change from PivotTable Cache to Excel Table in Worksheet), open Queries & Connections Pane, right-click query, click on "Load To…", as seen here:

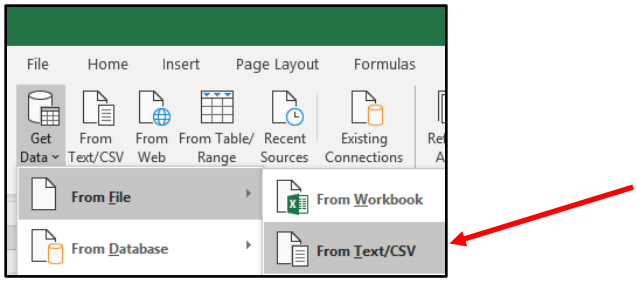


2. Example 1: PivotTable Gets New Source Text File Each Month

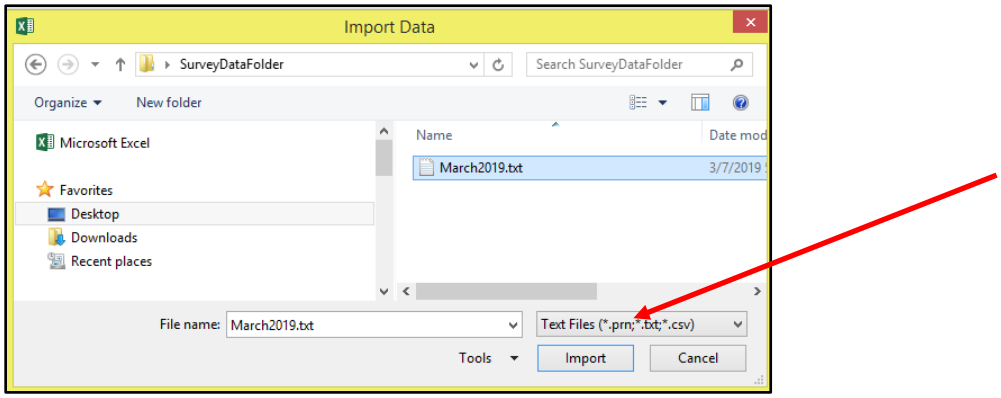
1) From the Data Ribbon Tab, in the Get & Transoform Data group, click the Get Data dropdown arrow, as seen here:



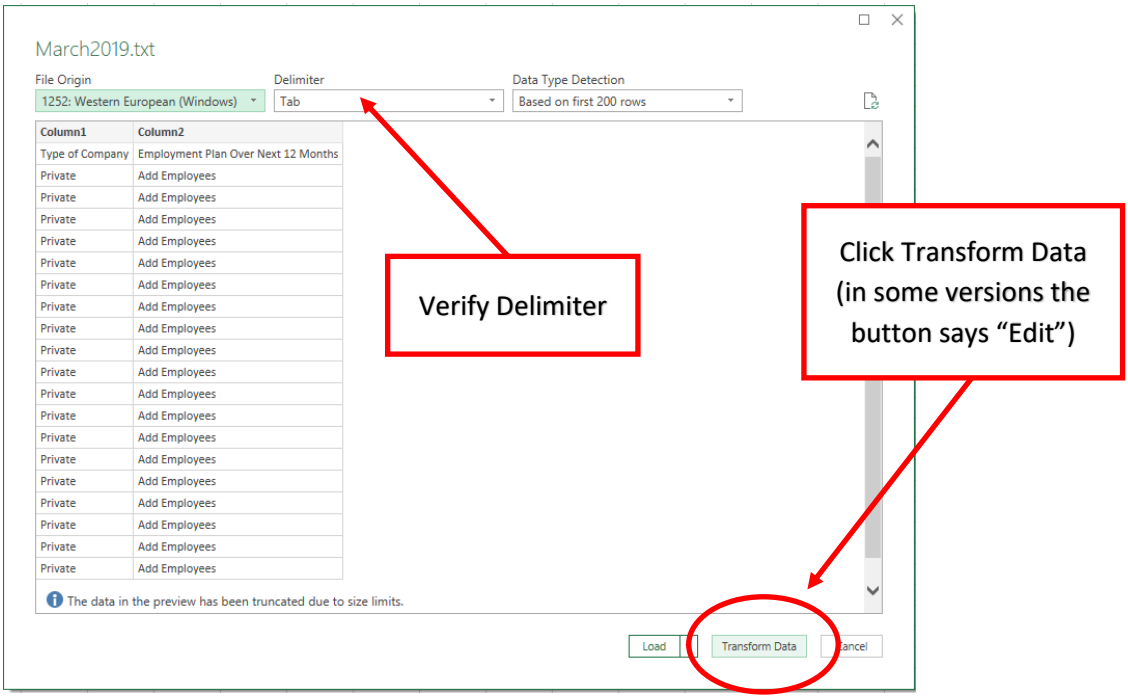
2) Point to From File, then click on From Text/CSV, as seen below:



3) Navigate to the file that you have placed in a designated location (same location you will use next month), click the file, and then click the Import button, as seen below:

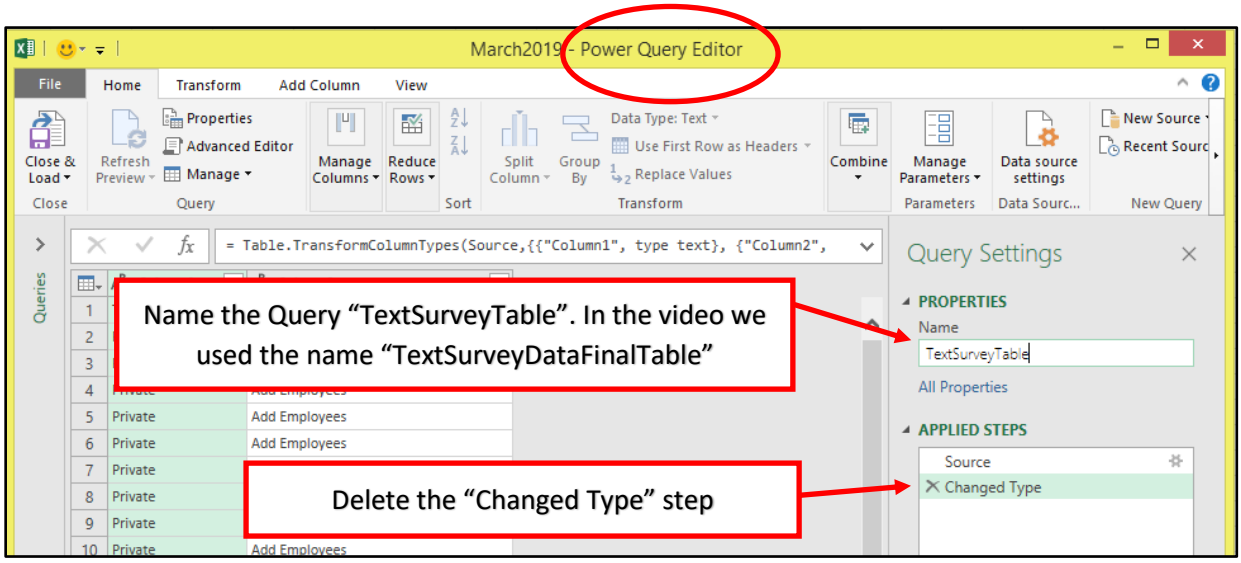


4) Verify that the Delimiter is Tab and then click Transform Data (in some versions the button says “Edit”), as seen here:

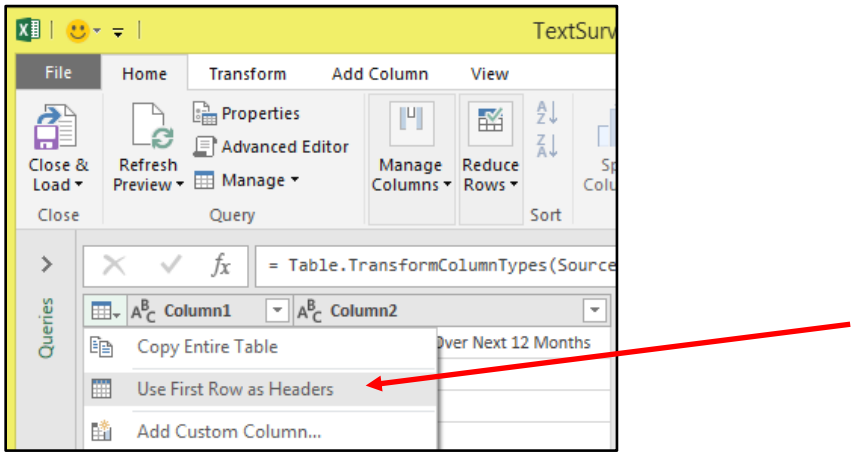


5)

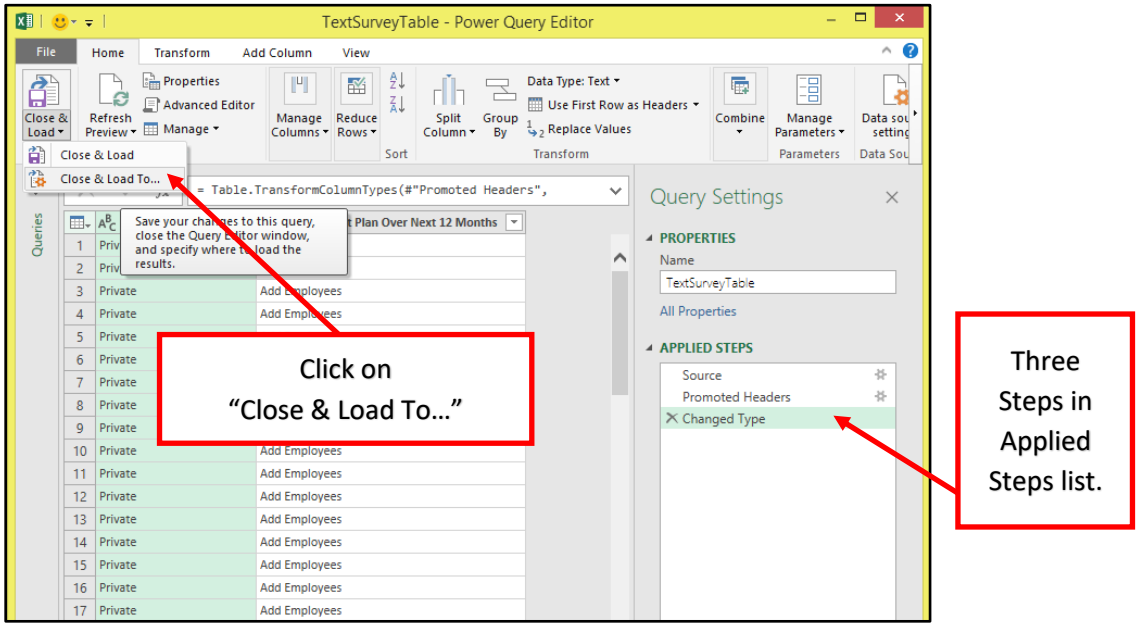
6) The text data has been opened in the Power Query Editor. Name the Query “TextSurveyTable”, and then in the Applied Steps Pane, use the Red X to delete the “Changed Type” step, as seen below:



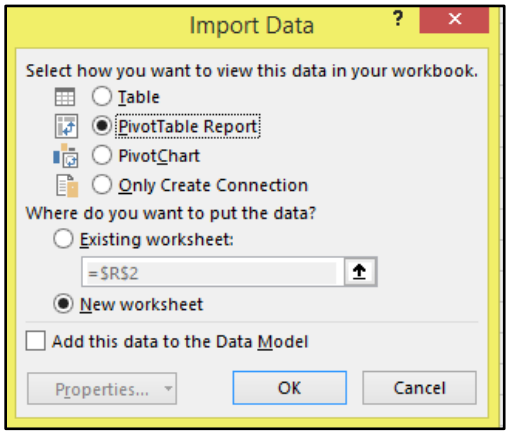
7) In upper left corner of table, click dropdown and the click on “Use First Row as Header”, as seen here:



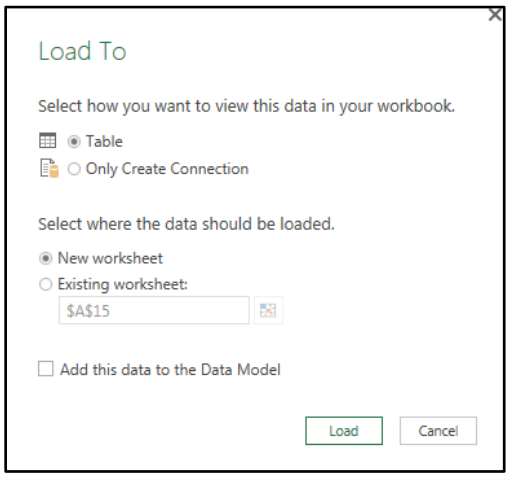
8) The Applied Steps list should show three steps (as seen below). In the Home Ribbon Tab on the far left, click dropdown for Close & Load, then click on “Close & Load To…”



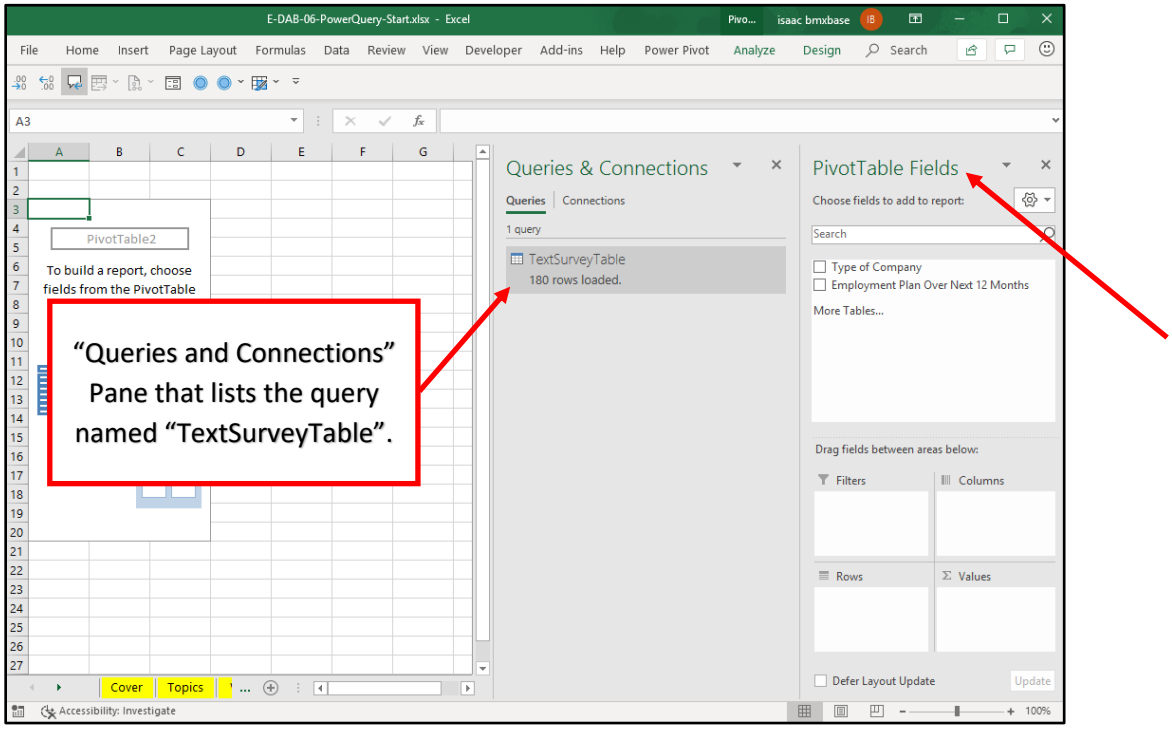
9) In you have Office 365, you can use the “PivotTable Report” option in the Import Data dialog box to load the data to a PivotTable Cache, as seen here:



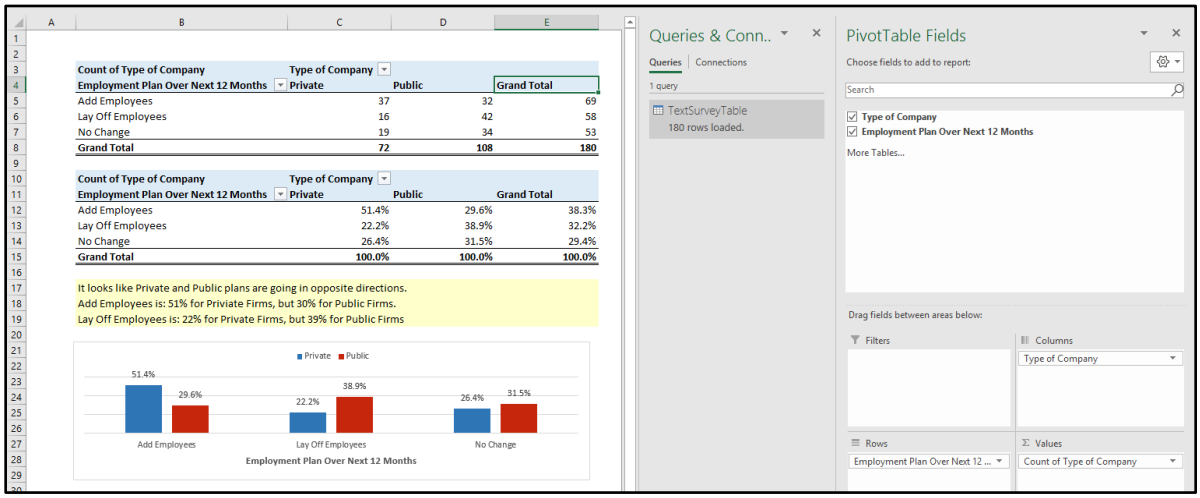
10) In you do NOT have Office 365, you can use the “Table” option in the Load To dialog box to load the data to a PivotTable Cache, as seen here:



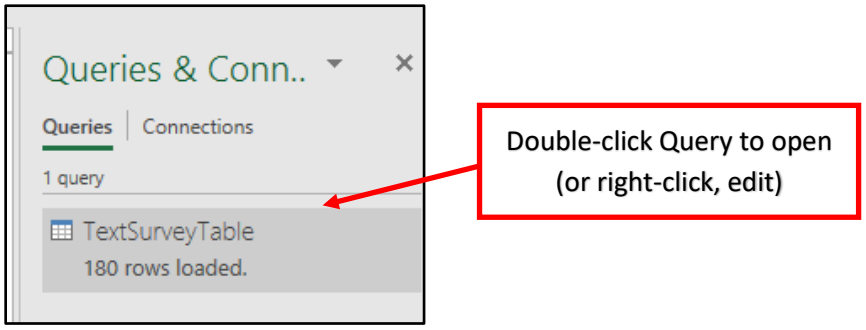
11) If you load it to the PivotTable Cache, you will see the “Queries and Connections” Pane that lists the query named “TextSurveyTable”, and you will see the PivotTable Field List.



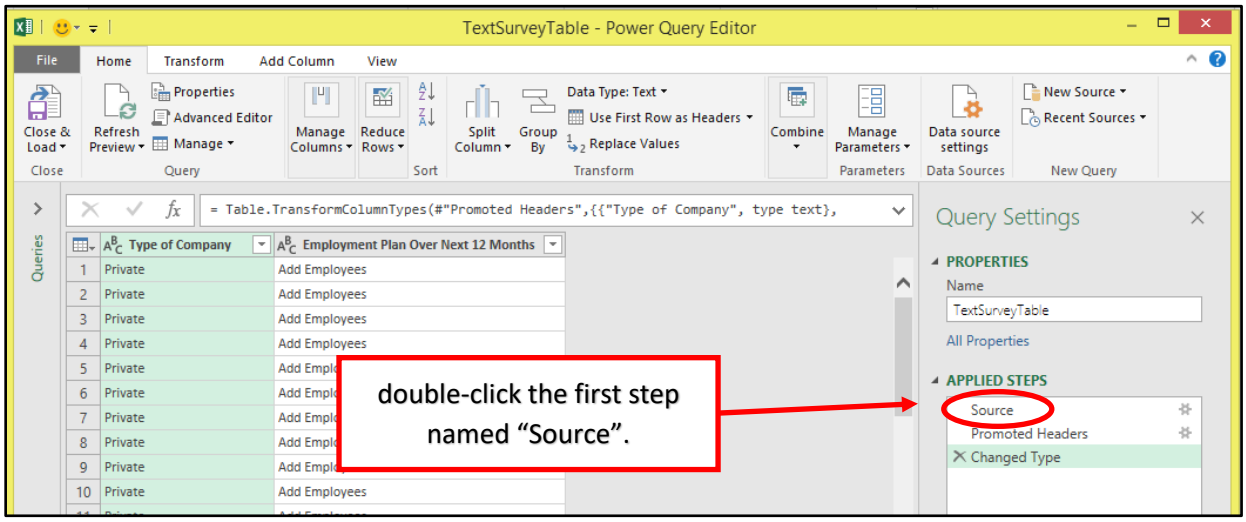
12) We can build our PivotTable and PivotChart Report based on the data imported from the text file into the PivotTable Cache, as seen here:



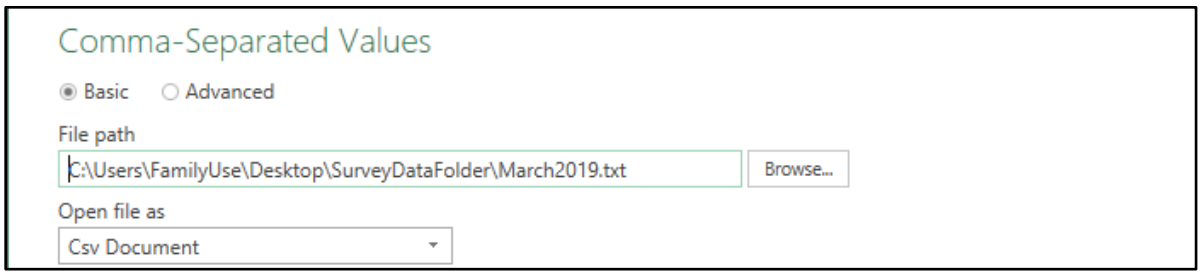
13) If we do not need to keep a historical record of our report, and next month when we have a new text file in our designated location, we can open the query by double clicking it in the Queries and Connections Pane, as seen below:



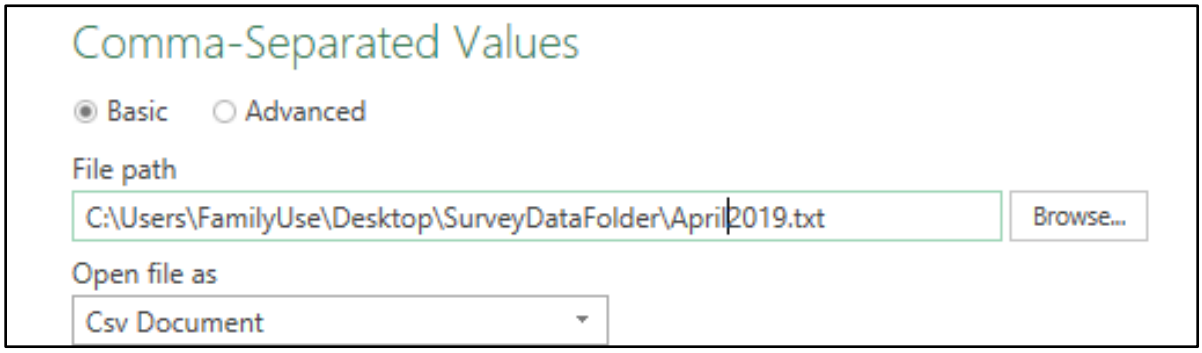
14) In the Power Query Editor, in the Applied Steps list, double-click the first step named “Source”.



15) The file path looks like this (for March):



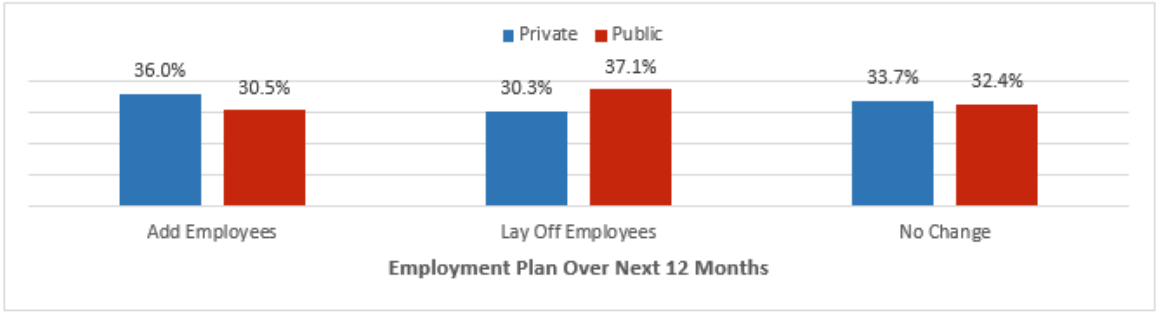
16) Change the name from March to "April". Then click OK.



17) Go back to your PivotTable and Right-click and then point to Refresh. If you loaded the data to the sheet and then built your PivotTable based on the data in the sheet, you will need to refresh the query in the Queries & Connections Pane, then refresh the PivotTable. Here is the updated PivotTable shown here:

Count of Type of Company	Type of Company		
Employment Plan Over Next 12 Months	Private	Public	Grand Total
Add Employees	36.0%	30.5%	33.0%
Lay Off Employees	30.3%	37.1%	34.0%
No Change	33.7%	32.4%	33.0%
Grand Total	**100.0%**	**100.0%**	**100.0%**

It looks like Private and Public plans are similar this month. They have converged since last month's survey.
Add Employees is: 36% for Priviate Firms, but 31% for Public Firms.
Lay Off Employees 30% for Private and 37% for Public.

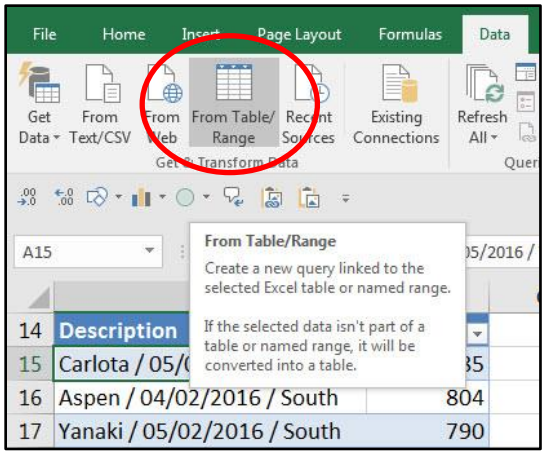


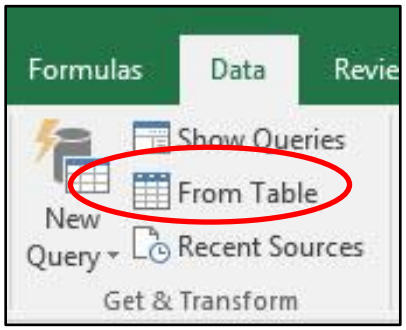
18) In the video, we also saw how to preserve the historical report, by copying the Query in the Queries & Connections Pane, then edit the source file destination, and then load the new query to a new PivotTable.

3. Example 2: Clean and Transform Bad Data For PivotTable

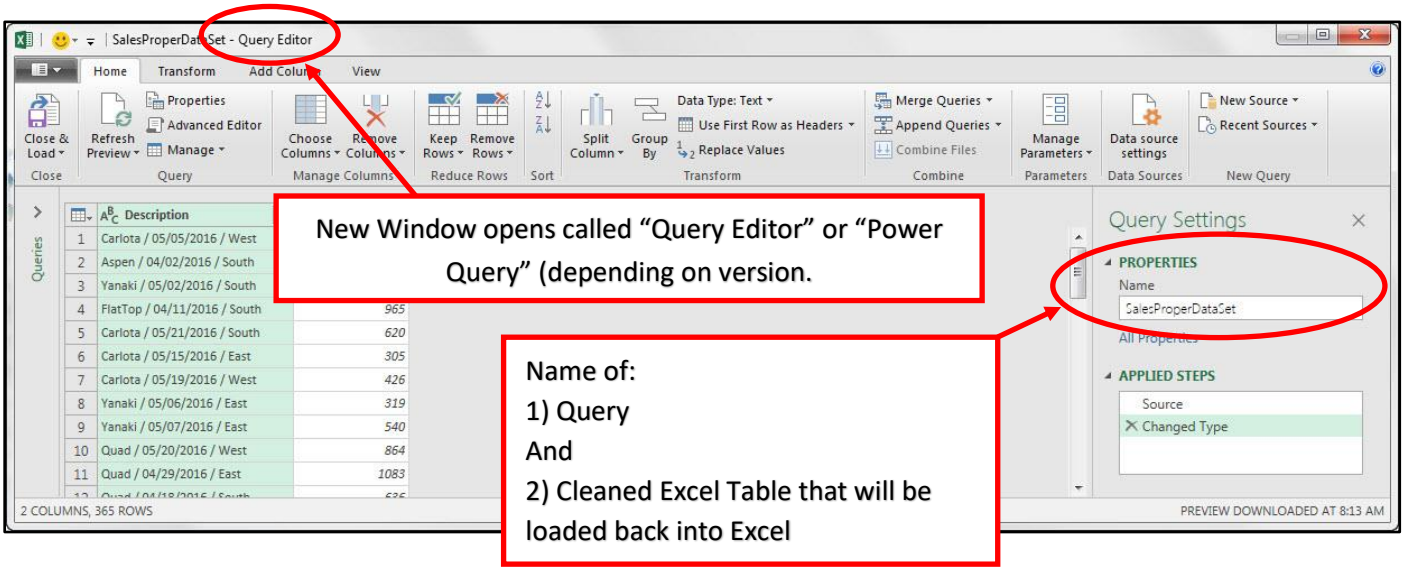
1) On the sheet named "Ex(2)" there is a table with two Columns/Fields named "Description" and "Amount". The Description column is "Bad Data" because we can't use the Product, Date or Region in a PivotTable Report unless we break it apart into three columns. This is what the data looks like:

	A	B
14	**Description**	**Amount**
15	Carlota / 05/05/2016 / West	485
16	Aspen / 04/02/2016 / South	804
17	Yanaki / 05/02/2016 / South	790
18	FlatTop / 04/11/2016 / South	965

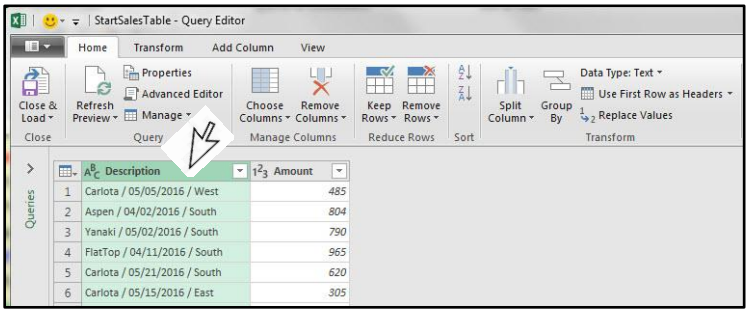
2) Notice that what separates the Product, Date and Region columns is a "delimiter". The delimiter for this column is " / ", that is a space, forward slash and a space.
3) In order to use data from an Excel Sheet we must convert the data to an Excel Table. We can convert the table of data to an Excel Table by clicking in a single cell and using the keyboard Ctrl + T. In the Properties group in the Table Tools Design Ribbon Tab we can name the table "StartSalesTable".
4) To bring the Excel Table into the "Power Query Editor Window", click in one cell in the Excel Table and in the Data Ribbon Tab, in the "Get & Transform" group, click the "From Table" button:
   i. In Office 365 it looks like this:
   1. 

   ii. In a version that is NOT Office 365, it looks like this:
   1. 

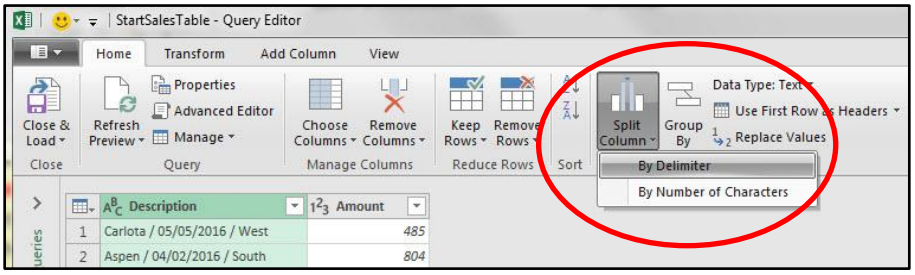
5) A New window opens up that reads “Query Editor” or “Power Query” in title Bar. On the Right, we want to click in Query Settings Task Pane Name textbox and name the Query “SalesProperDataSet”. This name is the name of the Query and the name of the “Cleaned” Excel Table that will be loaded back into Excel.



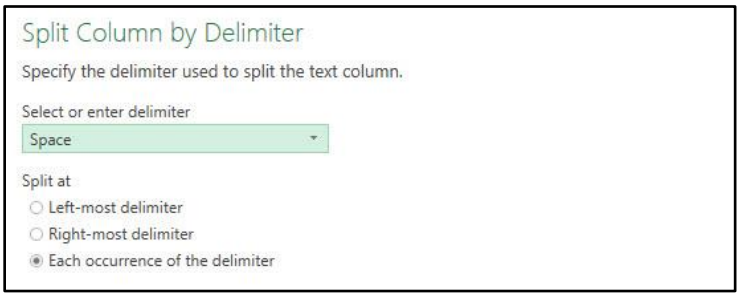
6) Click on the “Description” Column Header to select the whole column



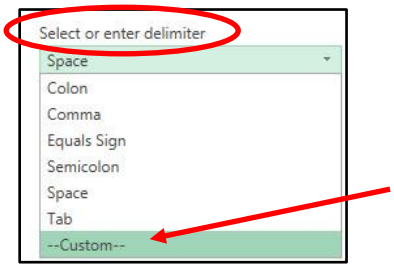
7) Notice that in the Description column, what separates the Product, Date and Region columns is a “delimiter”. The delimiter for this column is “ / “, that is a space, forward slash and a space. Now we need to split the Description column into three separate columns.
8) In the Query Editor Home Ribbon Tab, in the Transform group, click on the Split button and then click on “By Delimiter”:



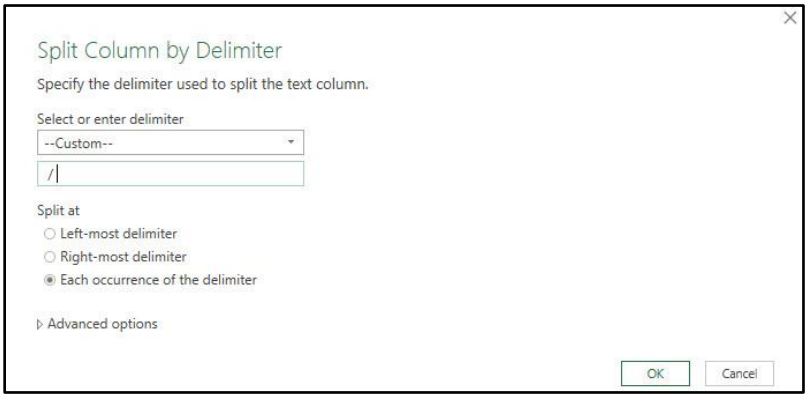
9) The Split By Delimiter dialog box pops up and looks like this:



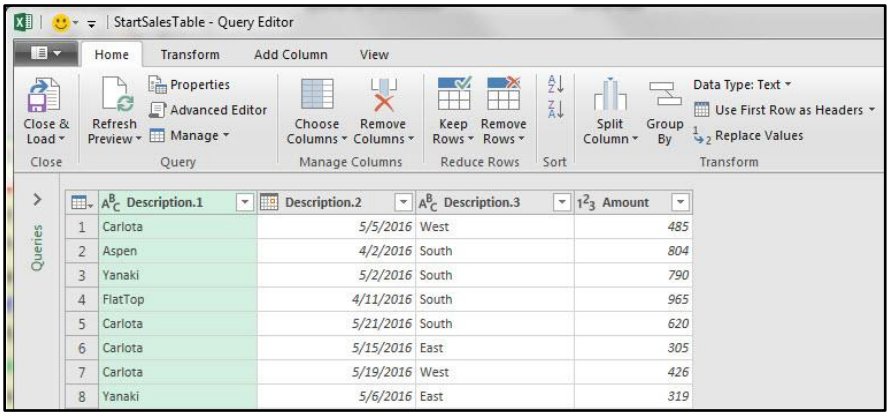
10) From the "Select or enter delimiter" drop-down, select "Custom" like this:



11) Type a space, forward slash and then space, like this:



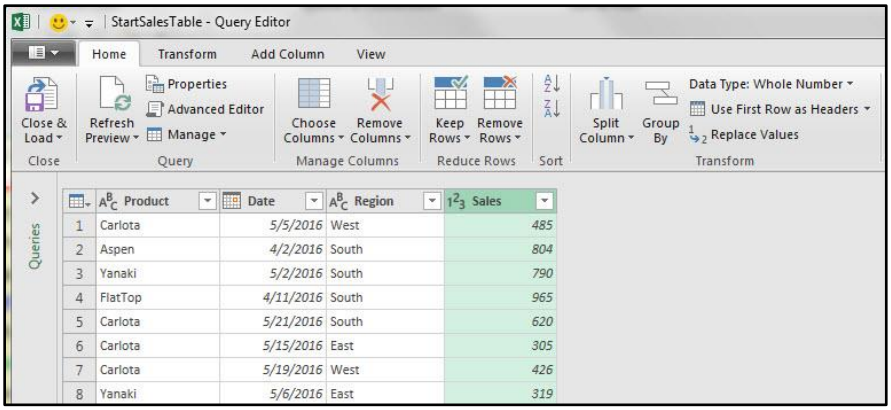
12) After you click OK, the new "split" data set looks like this:



	Description.1	Description.2	Description.3	Amount
1	Carlota	5/5/2016	West	485
2	Aspen	4/2/2016	South	804
3	Yanaki	5/2/2016	South	790
4	FlatTop	4/11/2016	South	965
5	Carlota	5/21/2016	South	620
6	Carlota	5/15/2016	East	305
7	Carlota	5/19/2016	West	426
8	Yanaki	5/6/2016	East	319

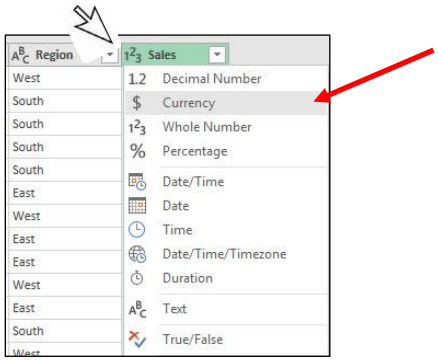
13) Notice that the Column Header / Field Names are not useful names.

14) To rename each Column Header / Field, double click the Column Header / Field Name, type name and hit Enter. The renamed columns should look like this:

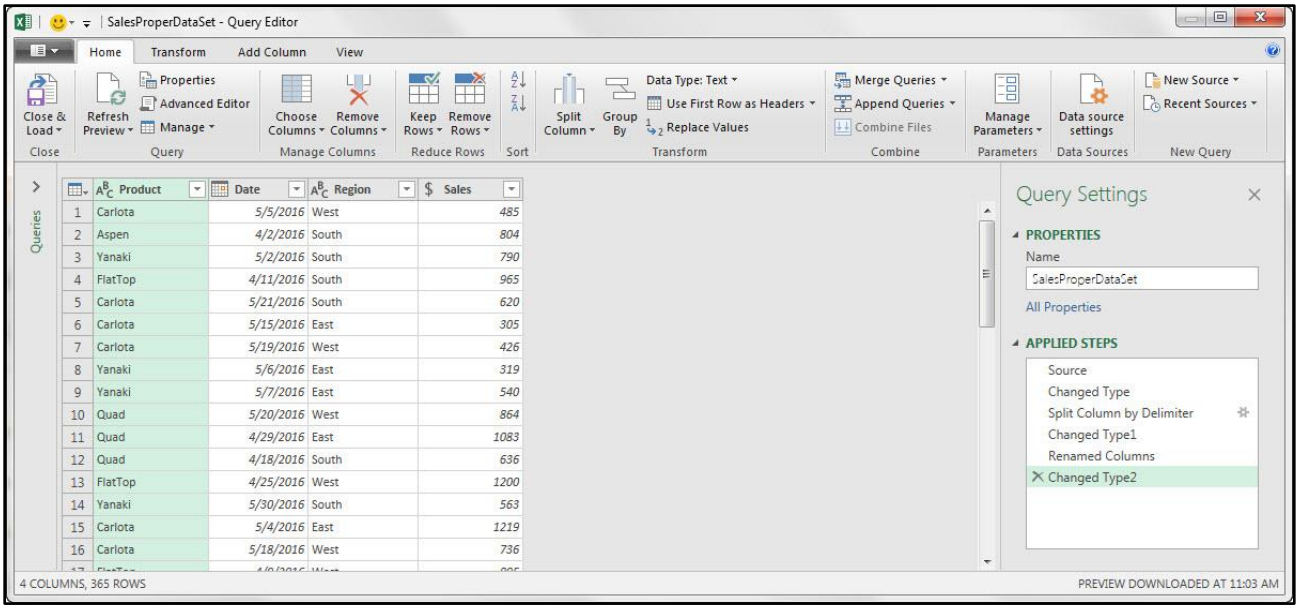


	Product	Date	Region	Sales
1	Carlota	5/5/2016	West	485
2	Aspen	4/2/2016	South	804
3	Yanaki	5/2/2016	South	790
4	FlatTop	4/11/2016	South	965
5	Carlota	5/21/2016	South	620
6	Carlota	5/15/2016	East	305
7	Carlota	5/19/2016	West	426
8	Yanaki	5/6/2016	East	319

15) Now we want to take a closer look at each Column Header / Field Name and notice the icons like “ABC”, Calendar Icon and “123”. These are the Data Types for each column. These Data Types assure that the right kind of data goes into the column. The Product, Date and Region all have the correct Data Type. But the Sales Field needs to have the Data Type changed to “Currency” Data Type. To do this, click the “123” icon on the left side of the Sales Column Header and then click on Currency, like this:

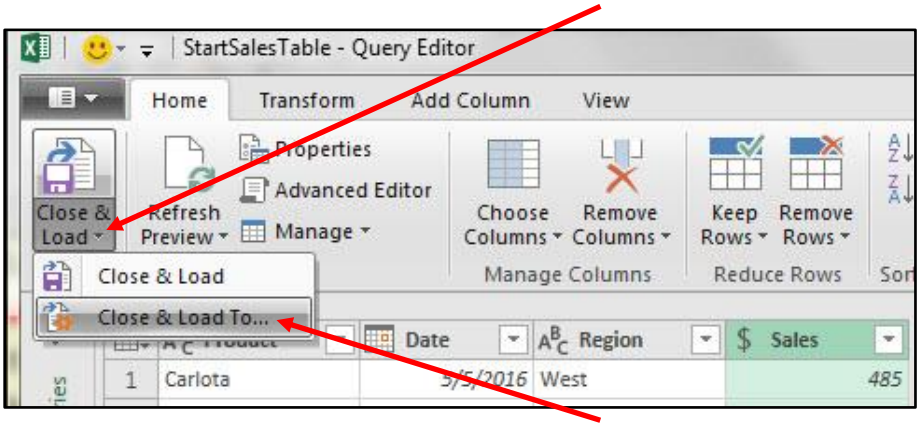


16) Now our Query is finished. Notice that the steps of the query are listed on the right. These steps can be viewed by clicking on them and can be edited if necessary.



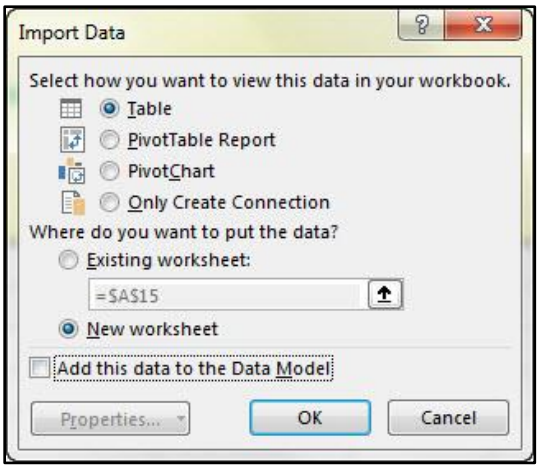
	Product	Date	Region	Sales
1	Carlota	5/5/2016	West	485
2	Aspen	4/2/2016	South	804
3	Yanaki	5/2/2016	South	790
4	FlatTop	4/11/2016	South	965
5	Carlota	5/21/2016	South	620
6	Carlota	5/15/2016	East	305
7	Carlota	5/19/2016	West	426
8	Yanaki	5/6/2016	East	319
9	Yanaki	5/7/2016	East	540
10	Quad	5/20/2016	West	864
11	Quad	4/29/2016	East	1083
12	Quad	4/18/2016	South	636
13	FlatTop	4/25/2016	West	1200
14	Yanaki	5/30/2016	South	563
15	Carlota	5/4/2016	East	1219
16	Carlota	5/18/2016	West	736

17) To load the Cleaned & Transformed Proper Data Set to an Excel Sheet, in the Home Ribbon Tab, in the Close group (all the way on the left), click the Close & Load drop-down arrow and then click on the "Close & Load To…" option

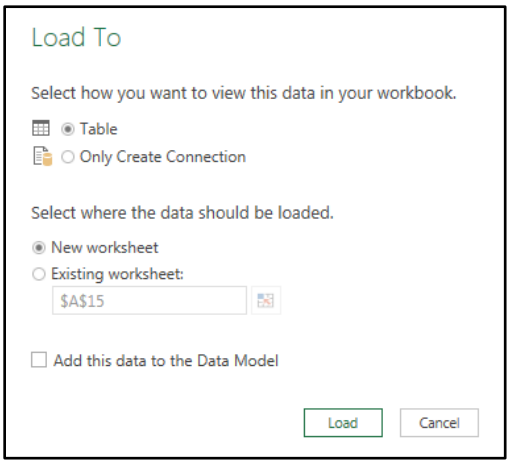


18) The next dialog box that pops-up depends on what version you have:

i. If you have Office 365, then your dialog box looks like this and is named "Import Data":



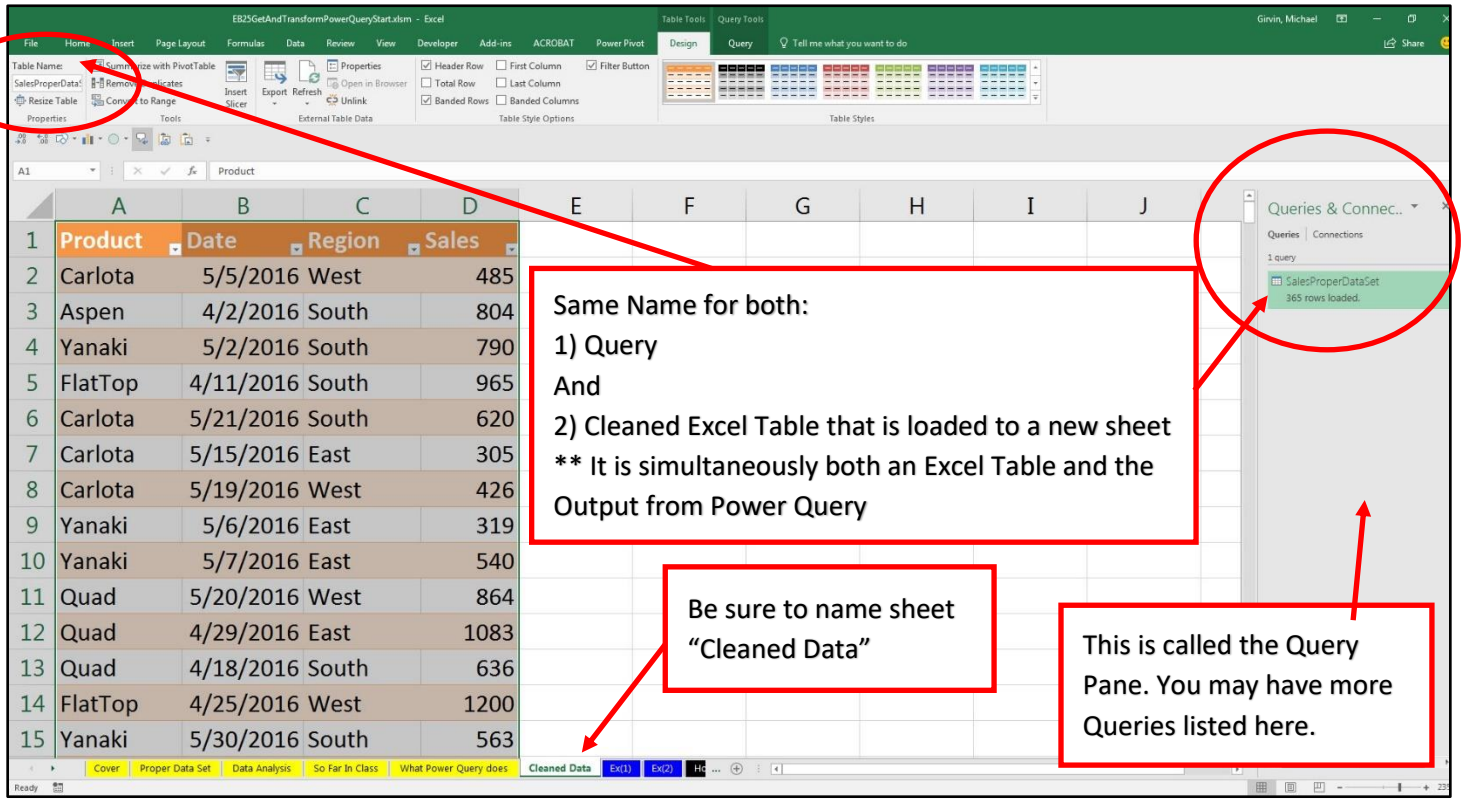
ii. If you do NOT have Office 365, then your dialog box looks like this and is named "Load To":



iii. In either dialog box you now select "Table" and "New Worksheet" dialog buttons.

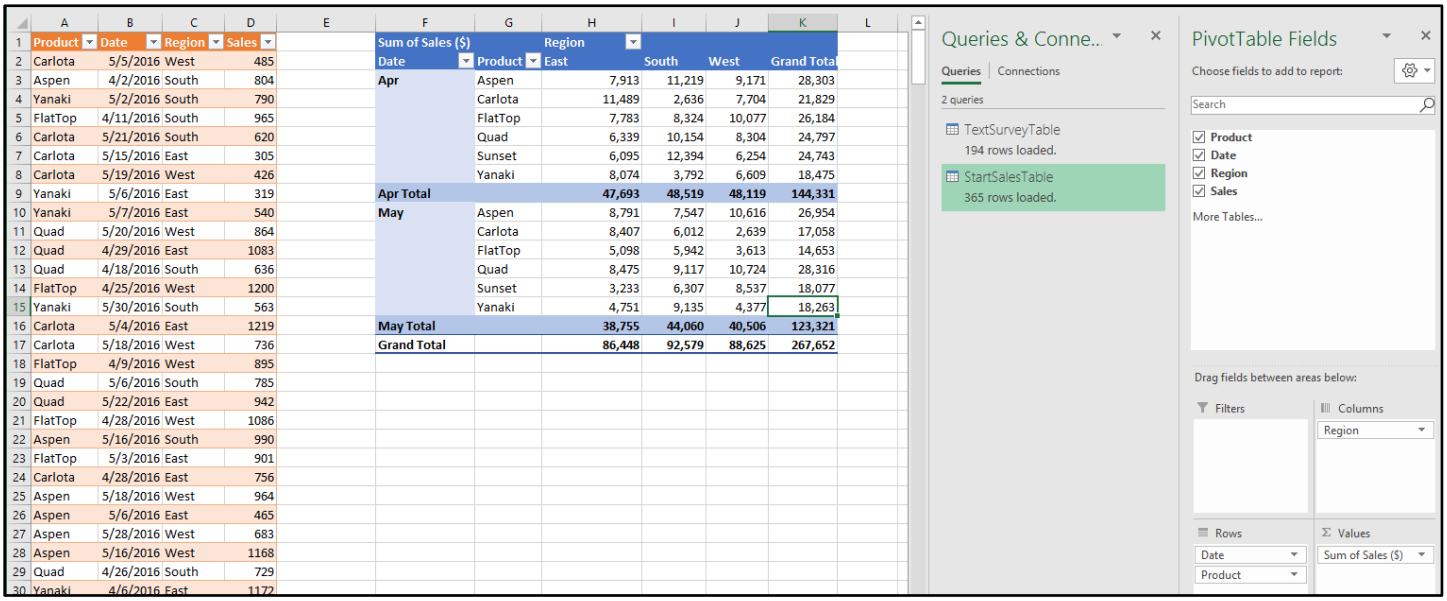
iv. By selecting the "Table" option we are create a new Excel Table on a new sheet. This Excel Table will be have the same name as the Query and will be the Power Query Output or Result.

19) After the Cleaned & Transformed Proper Data Set is loaded to an Excel Sheet, we can see that the name of the Query and the name of the new Excel Table are the same. They are both named SalesProperDataSet ". After the data is loaded, be sure to name the sheet "Cleaned Data". Notice that the Query Pane shows that 365 records have been loaded.



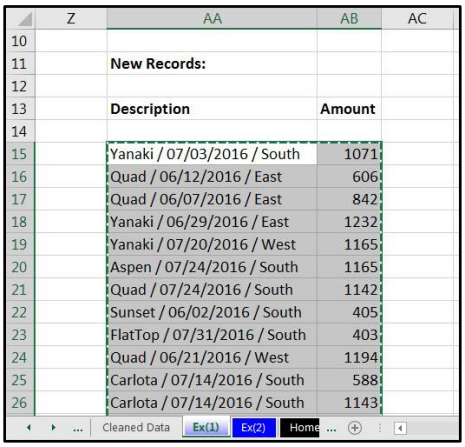
Product	Date	Region	Sales
Carlota	5/5/2016	West	485
Aspen	4/2/2016	South	804
Yanaki	5/2/2016	South	790
FlatTop	4/11/2016	South	965
Carlota	5/21/2016	South	620
Carlota	5/15/2016	East	305
Carlota	5/19/2016	West	426
Yanaki	5/6/2016	East	319
Yanaki	5/7/2016	East	540
Quad	5/20/2016	West	864
Quad	4/29/2016	East	1083
Quad	4/18/2016	South	636
FlatTop	4/25/2016	West	1200
Yanaki	5/30/2016	South	563

20) Now we can build a PivotTable Report from our cleaned data:



Sum of Sales ($)		Region			
Date	Product	East	South	West	Grand Total
Apr	Aspen	7,913	11,219	9,171	28,303
	Carlota	11,489	2,636	7,704	21,829
	FlatTop	7,783	8,324	10,077	26,184
	Quad	6,339	10,154	8,304	24,797
	Sunset	6,095	12,394	6,254	24,743
	Yanaki	8,074	3,792	6,609	18,475
Apr Total		47,693	48,519	48,119	144,331
May	Aspen	8,791	7,547	10,616	26,954
	Carlota	8,407	6,012	2,639	17,058
	FlatTop	5,098	5,942	3,613	14,653
	Quad	8,475	9,117	10,724	28,316
	Sunset	3,233	6,307	8,537	18,077
	Yanaki	4,751	9,135	4,377	18,263
May Total		38,755	44,060	40,506	123,321
Grand Total		86,448	92,579	88,625	267,652

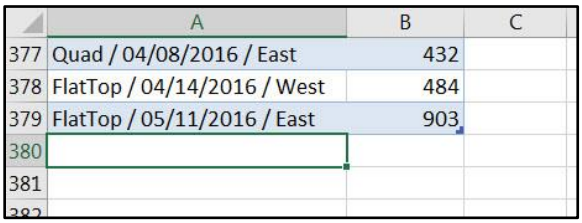
21) Back on the sheet “Ex(2)”, select the new data (new records) in the range AA15:AB130, like in this picture:



	Z	AA	AB	AC
10				
11		**New Records:**		
12				
13		**Description**	**Amount**	
14				
15		Yanaki / 07/03/2016 / South	1071	
16		Quad / 06/12/2016 / East	606	
17		Quad / 06/07/2016 / East	842	
18		Yanaki / 06/29/2016 / East	1232	
19		Yanaki / 07/20/2016 / West	1165	
20		Aspen / 07/24/2016 / South	1165	
21		Quad / 07/24/2016 / South	1142	
22		Sunset / 06/02/2016 / South	405	
23		FlatTop / 07/31/2016 / South	403	
24		Quad / 06/21/2016 / West	1194	
25		Carlota / 07/14/2016 / South	588	
26		Carlota / 07/14/2016 / South	1143	

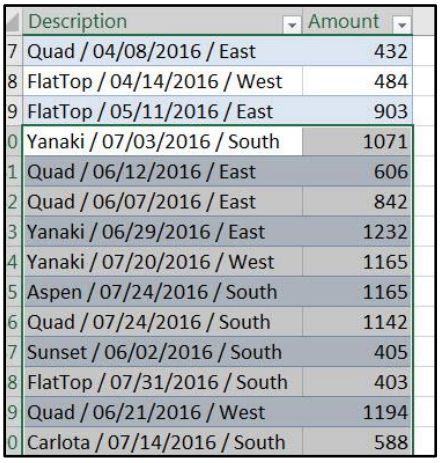
Cleaned Data | Ex(1) | Ex(2) | Home

22) Select cell A380 below the original data set, the Excel Table named, “StartSalesTable”, like in this picture:



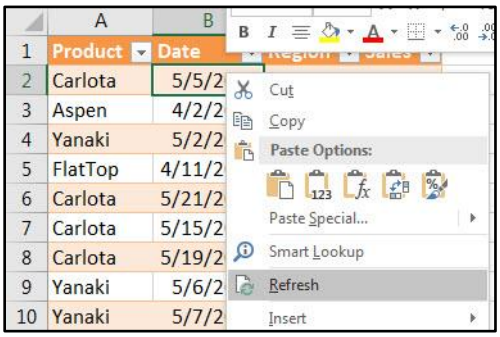
	A	B	C
377	Quad / 04/08/2016 / East	432	
378	FlatTop / 04/14/2016 / West	484	
379	FlatTop / 05/11/2016 / East	903	
380			
381			

23) Paste the copied new records so they become part of the Excel Table named StartSalesTable””, like this:

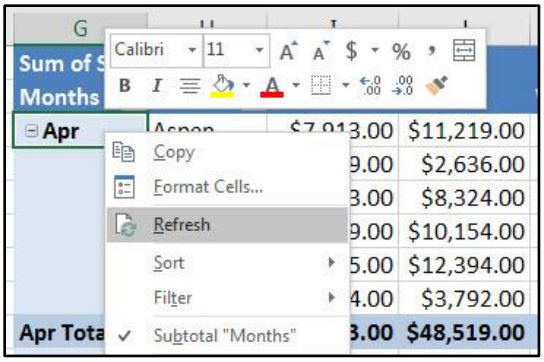


	Description	Amount
7	Quad / 04/08/2016 / East	432
8	FlatTop / 04/14/2016 / West	484
9	FlatTop / 05/11/2016 / East	903
0	Yanaki / 07/03/2016 / South	1071
1	Quad / 06/12/2016 / East	606
2	Quad / 06/07/2016 / East	842
3	Yanaki / 06/29/2016 / East	1232
4	Yanaki / 07/20/2016 / West	1165
5	Aspen / 07/24/2016 / South	1165
6	Quad / 07/24/2016 / South	1142
7	Sunset / 06/02/2016 / South	405
8	FlatTop / 07/31/2016 / South	403
9	Quad / 06/21/2016 / West	1194
0	Carlota / 07/14/2016 / South	588

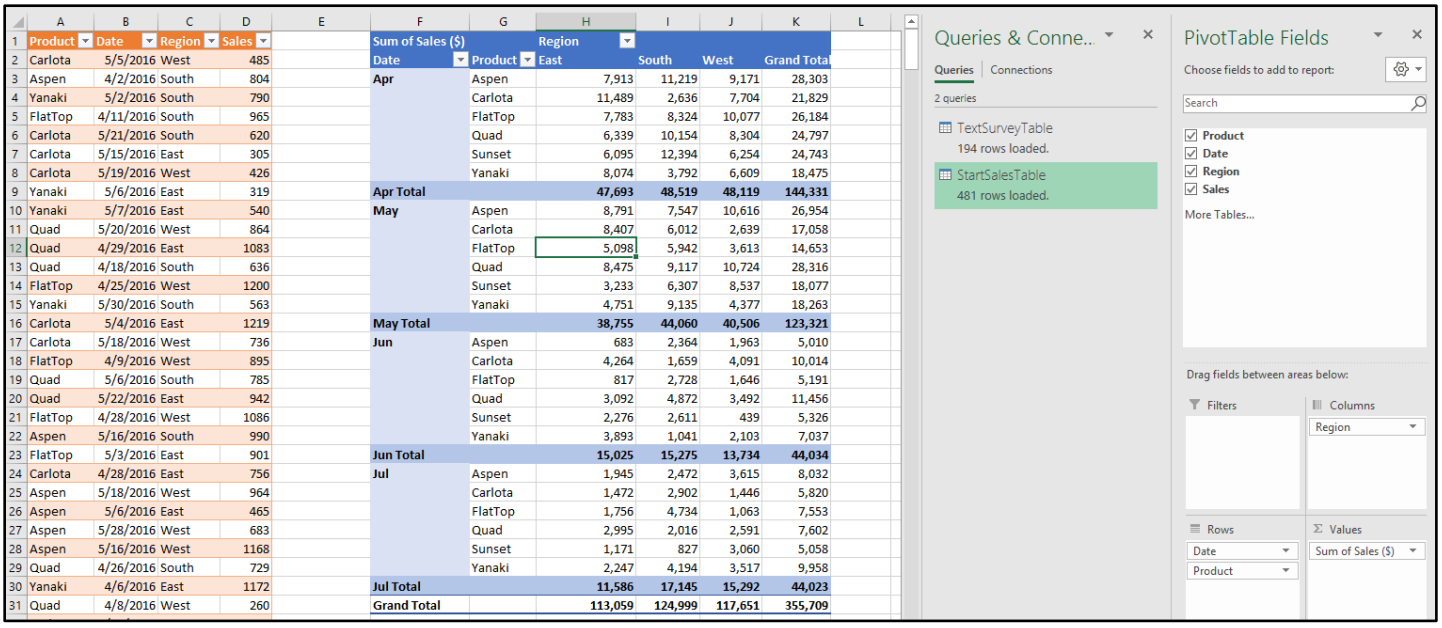
24) Go back to the Query Output, the Excel Table “SalesProperDataSet” with the cleaned data, and then right-click and click on the “Refresh” option. This will update the Power Query Output, which means it will run through all the listed steps in the Power Query window and re-load the complete new data set.



25) Then in the PivotTable, right-click and click on the “Refresh” option. This will refresh the PivotTable Cache Data storage.



26) The completed project should look like this:



Product	Date	Region	Sales
Carlota	5/5/2016	West	485
Aspen	4/2/2016	South	804
Yanaki	5/2/2016	South	790
FlatTop	4/11/2016	South	965
Carlota	5/21/2016	South	620
Carlota	5/15/2016	East	305
Carlota	5/19/2016	West	426
Yanaki	5/6/2016	East	319
Yanaki	5/7/2016	East	540
Quad	5/20/2016	West	864
Quad	4/29/2016	East	1083
Quad	4/18/2016	South	636
FlatTop	4/25/2016	West	1200
Yanaki	5/30/2016	South	563
Carlota	5/4/2016	East	1219
Carlota	5/18/2016	West	736
FlatTop	4/9/2016	West	895
Quad	5/6/2016	South	785
Quad	5/22/2016	East	942
FlatTop	4/28/2016	West	1086
Aspen	5/16/2016	South	990
FlatTop	5/3/2016	East	901
Carlota	4/28/2016	East	756
Aspen	5/18/2016	West	964
Aspen	5/6/2016	East	465
Aspen	5/28/2016	West	683
Aspen	5/16/2016	West	1168
Quad	4/26/2016	South	729
Yanaki	4/6/2016	East	1172
Quad	4/8/2016	West	260

Sum of Sales ($)		Region			
Date	Product	East	South	West	Grand Total
Apr	Aspen	7,913	11,219	9,171	28,303
	Carlota	11,489	2,636	7,704	21,829
	FlatTop	7,783	8,324	10,077	26,184
	Quad	6,339	10,154	8,304	24,797
	Sunset	6,095	12,394	6,254	24,743
	Yanaki	8,074	3,792	6,609	18,475
Apr Total		47,693	48,519	48,119	144,331
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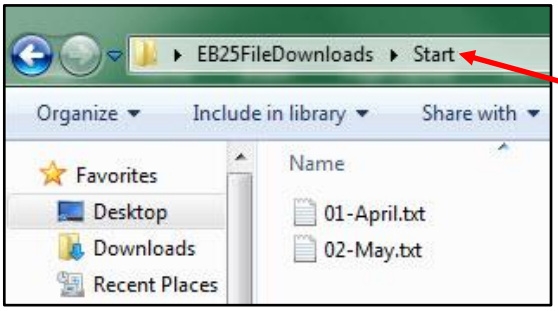
	Carlota	8,407	6,012	2,639	17,058
	FlatTop	5,098	5,942	3,613	14,653
	Quad	8,475	9,117	10,724	28,316
	Sunset	3,233	6,307	8,537	18,077
	Yanaki	4,751	9,135	4,377	18,263
May Total		38,755	44,060	40,506	123,321
Jun	Aspen	683	2,364	1,963	5,010
	Carlota	4,264	1,659	4,091	10,014
	FlatTop	817	2,728	1,646	5,191
	Quad	3,092	4,872	3,492	11,456
	Sunset	2,276	2,611	439	5,326
	Yanaki	3,893	1,041	2,103	7,037
Jun Total		15,025	15,275	13,734	44,034
Jul	Aspen	1,945	2,472	3,615	8,032
	Carlota	1,472	2,902	1,446	5,820
	FlatTop	1,756	4,734	1,063	7,553
	Quad	2,995	2,016	2,591	7,602
	Sunset	1,171	827	3,060	5,058
	Yanaki	2,247	4,194	3,517	9,958
Jul Total		11,586	17,145	15,292	44,023
Grand Total		113,059	124,999	117,651	355,709

4. Example 3: Import Multiple Text Files

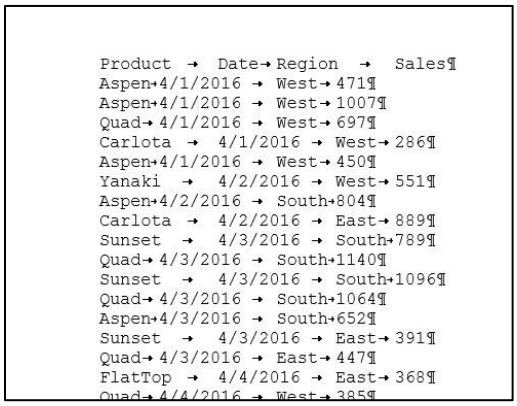
1) After you download the zipped folder named "EB25FileDownloads" to the desktop (or some other location) and then unzip the folder, you will see that there are two text files and one folder named "Start" inside, like in this picture:

2) If you look inside the Start Folder, you will see two Text Files. This is the folder where we store our Text File data and we only put ".txt" files in this folder. Each file contains the Sales Data for a single month. As seen in this picture:



Start Folder is where we store or monthly sales data. We only store ".txt" files in this folder.

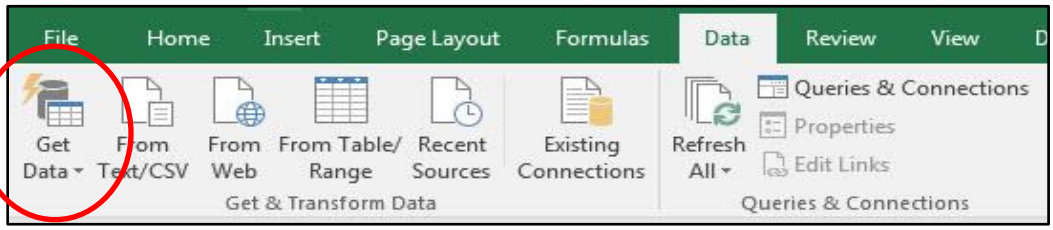
3) If you right-click the Text File named "01-April.txt" and click on "Open With", then click on "Word" you will see this:



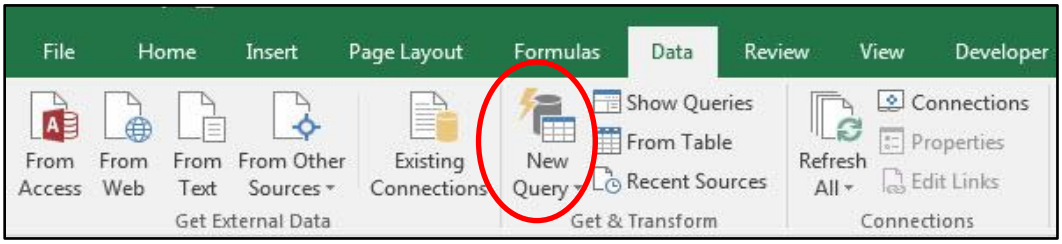
```
Product → Date→Region → Sales¶
Aspen→4/1/2016 → West→471¶
Aspen→4/1/2016 → West→1007¶
Quad→4/1/2016 → West→697¶
Carlota → 4/1/2016 → West→286¶
Aspen→4/1/2016 → West→450¶
Yanaki → 4/2/2016 → West→551¶
Aspen→4/2/2016 → South→804¶
Carlota → 4/2/2016 → East→889¶
Sunset → 4/3/2016 → South→789¶
Quad→4/3/2016 → South→1140¶
Sunset → 4/3/2016 → South→1096¶
Quad→4/3/2016 → South→1064¶
Aspen→4/3/2016 → South→652¶
Sunset → 4/3/2016 → East→391¶
Quad→4/3/2016 → East→447¶
FlatTop → 4/4/2016 → East→368¶
Quad→4/4/2016 → West→385¶
```

4) Each one of the Text Files has four columns of data, where each column is separated by a Tab delimiter. This means that the Text File contains the columns Product, Date, Region and Sales and each column is separated by a Tab. Tab delimited data is a common way that different systems can share data. This data came from a data storage system that exported monthly data in a Tab Delimited form. This is good for us because Power Query can easily interpret Tab Delimited data and can easily combine the different Text Files into a single Proper Data Set.

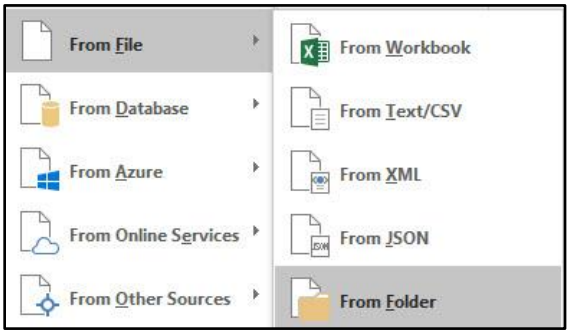
5) Our goal is to combine (sometimes referred to as "append") the text files into a single Proper Data Set.
6) Go to the sheet named "Ex(3)" and select cell A11. Then in the Data Ribbon Tab, in the Get & Transform Group start a new query to import the Text Files from a Folder. How we start a new query to import from a folder depends on the version you have:
    i. In Office 365, you click the "Get Data" button in the Get & Transform Data group in the Data Ribbon Tab:



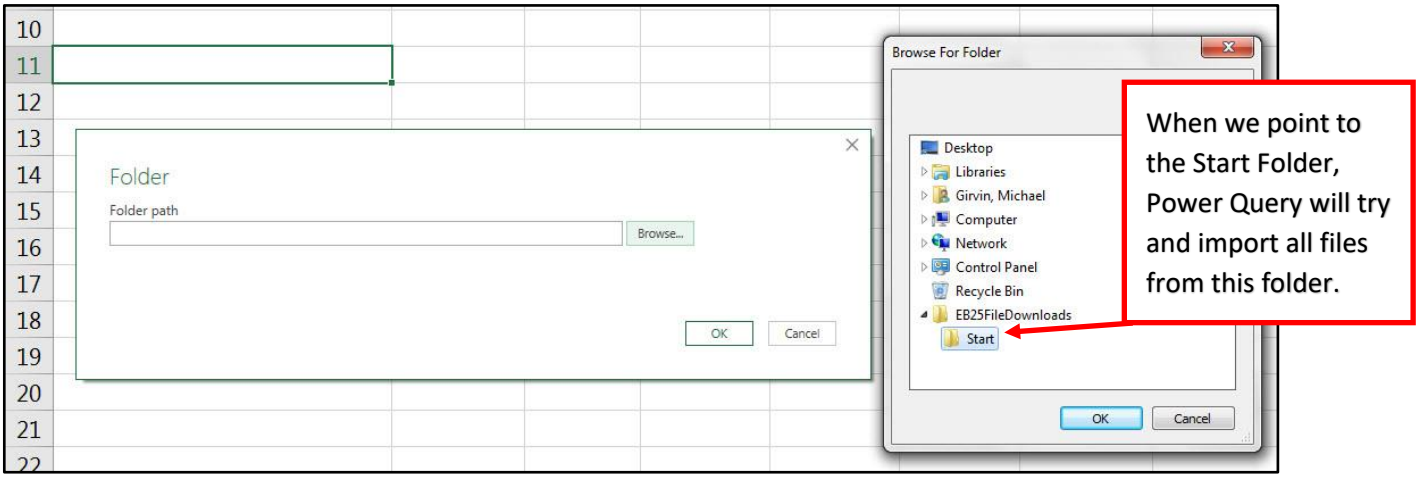
    ii. In a version that is NOT Office 365, you click the "New Queries" button in the Get & Transform group in the Data Ribbon Tab:



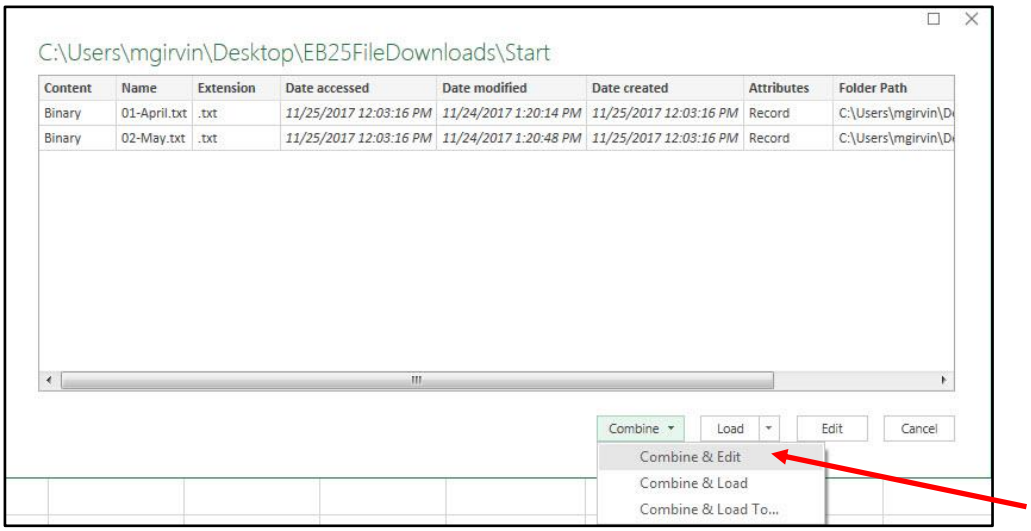
7) From the drop-down, you select "From File" and then click on "From Folder", like in this picture:



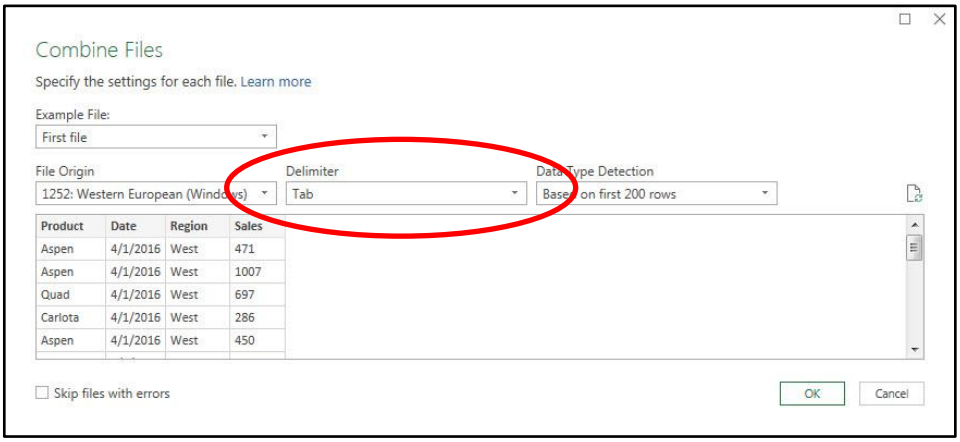
8) Click in the Browse textbox, then click on the Browse button, and navigate to the Start Folder, like in this picture:



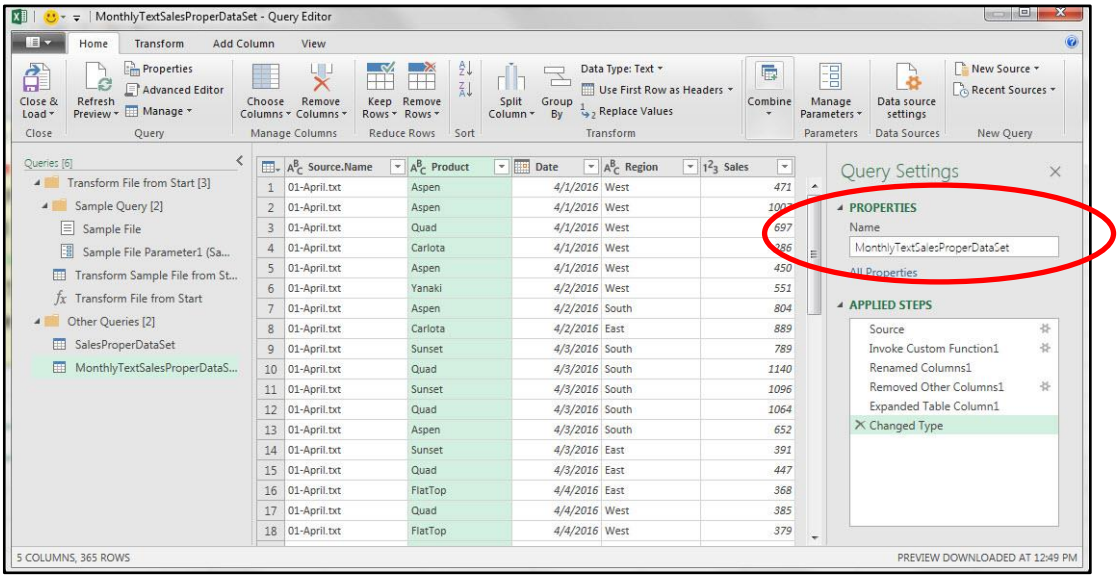
9) Click OK in the “Browse For Folder” dialog box. Click OK in the “Folder” dialog box.
10) In the next dialog box, select the Combine button drop-down and then select “Combine and Edit”, like in this picture:



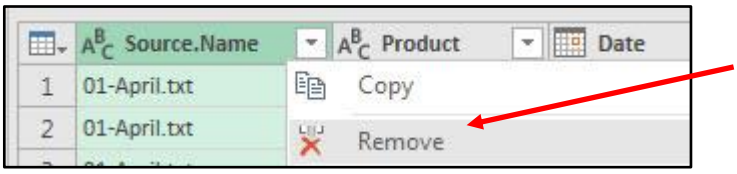
11) In the next dialog box, make sure that the Delimiter is Tab. If it is, click OK.



12) When the Query Editor comes up, name the query “MonthlyTextSalesProperDataSet””, as seen here:

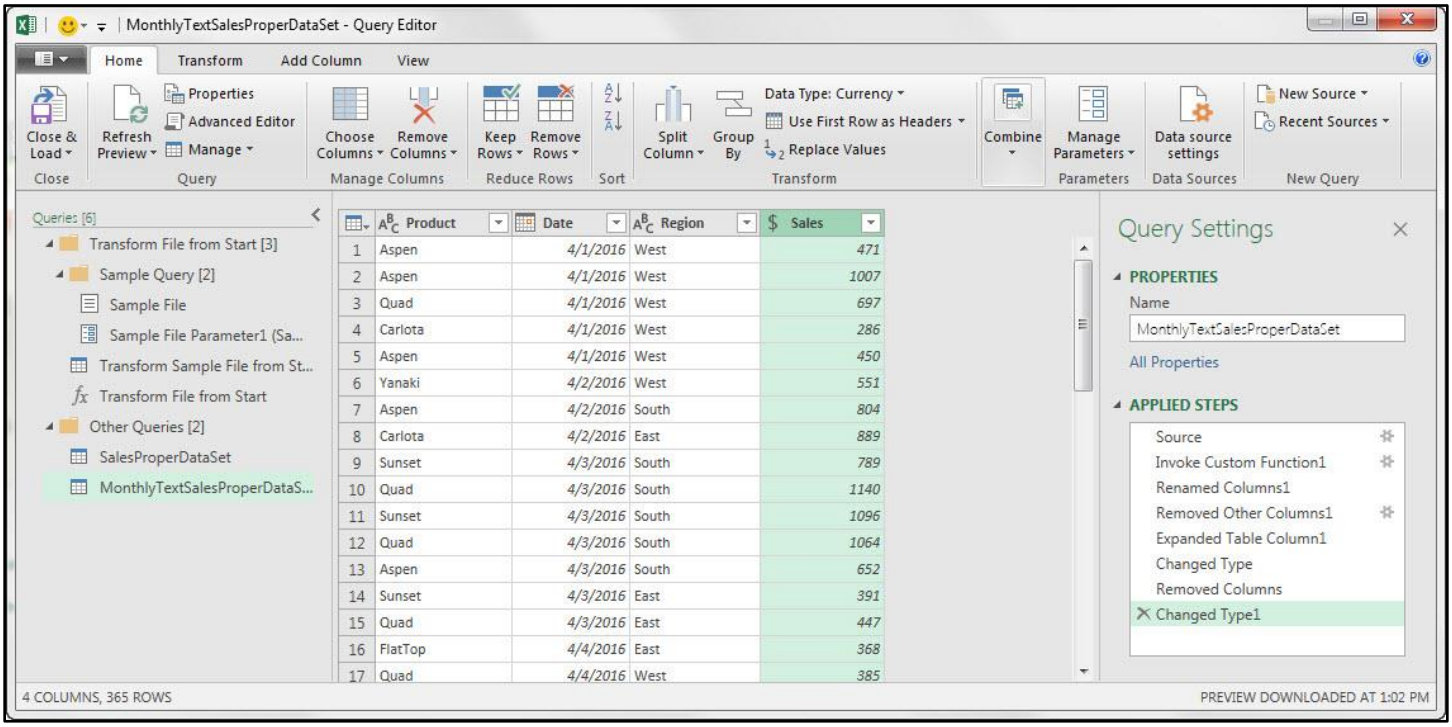


13) Right-click Source.Name Column Header and then click on Remove, like seen here:

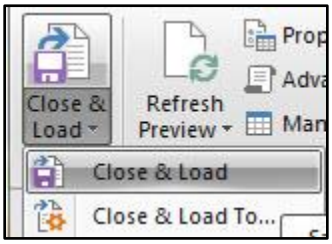


14) Change the Data Type for the Sales Field to Currency, like in this picture:

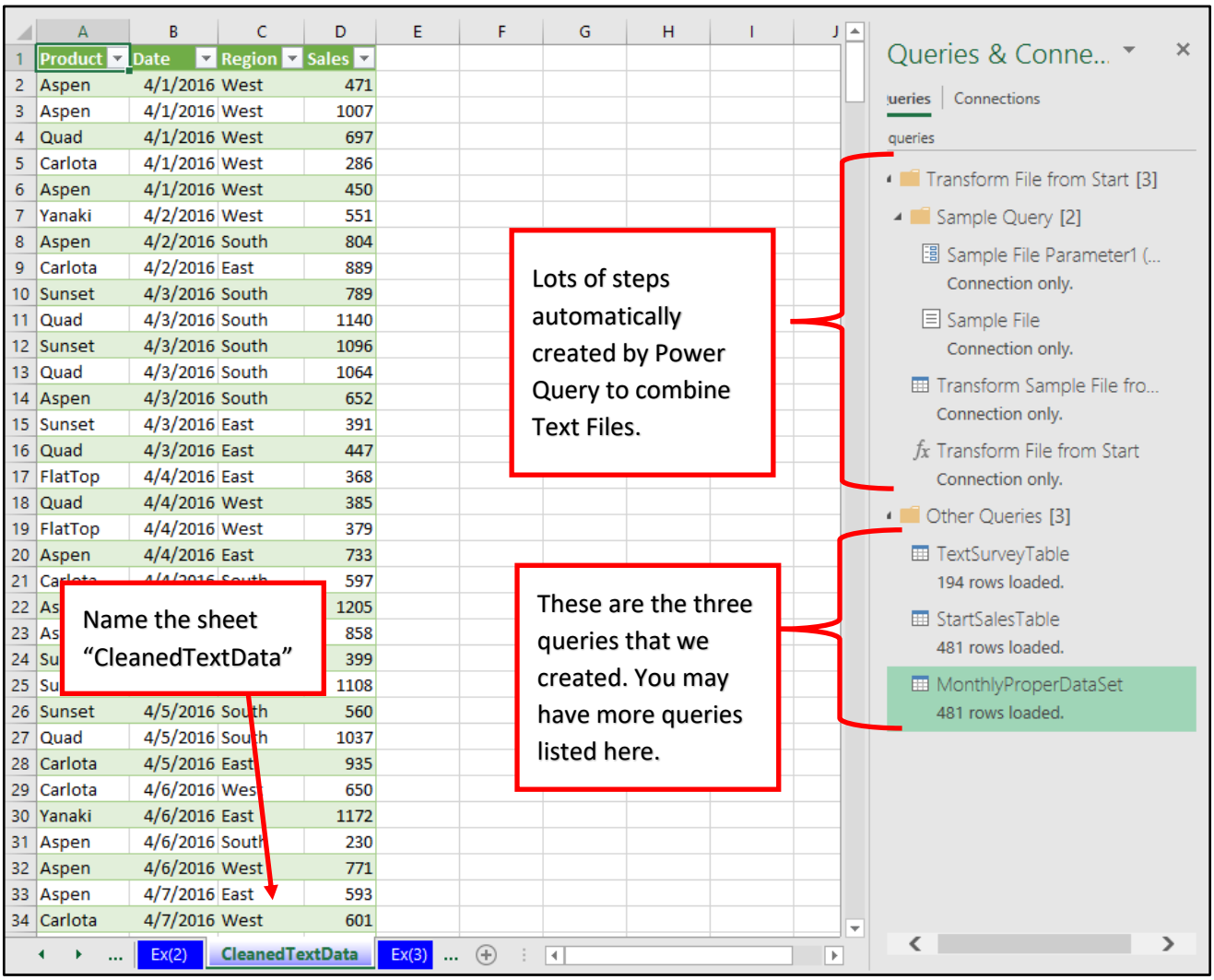
15) The finished query should look like this:



16) From the Home Ribbon Tab, in the Close group, click the Close & Load drop-down and then click on Close & Load option, like seen here:



17) When the new table loads, be sure to name the sheet “CleanedTextData”. In the Queries Pane you can see a lot of steps that were automatically created to combine the text files. At the bottom of the Queries Pane you can see the two queries that we created and you can see the number of rows that were loaded.



18) Now go back to the “EB25FileDownloads” folder and copy the June and July text files and then paste them into the “Start” folder, like seen here:

19) Now go back to the “MonthlyTextSalesProperDataSet” Power Query Output and right-click and then click on the “Refresh” option. In the Queries Pane you will see that the new Text Files for June and July have been included in the Table: