10 Rules for Data Clean-up

Raw Data
Clean-up
Checklist

1	No merged cells	Unmerge

2	Each column must have a heading	Add Manually

3 — Headings should NOT contain data

	Jan	Feb	Mar
Desktop	49	50	53
Laptop	75	28	73
Tablet	39	34	39
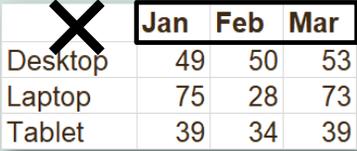
Power Query Unpivot
Power Query means Get and Transform Data in Excel and Get Data in Power BI

4	No blank or duplicate headings	Repair Manually

5 — No formulas in headings

Paste as Values
Excel Tables require unique values as headers. In Power BI, there is no way to put formulas in headings.

6 — Same type of data in each column

Power Query Change Data Type

$^{AB}_C$ Amt	
1.2	Decimal Number
$	Currency
$1^2 3$	Whole Number
%	Percentage
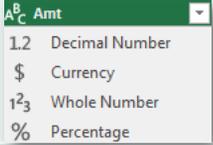
7 — Only one meaning in each column

Power Query Fill or Replace

- Replace Errors...
- Split Column
- Group By...
- Fill
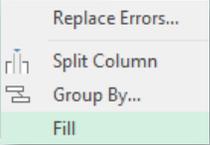
8 — NO formatting instead of meaning

Invoice No	Amount
43565745	13381
6665867	10270
8344534	15446

❌

Add column for meaning ✔

Invoice No	Amount	Status
43565745	13381	Part Payment
6665867	10270	
8344534	15446	Cancelled

9 — NO horizontal calculations (subtotals / grand totals)

Power Query Delete subtotals

10 — Must grow vertically not horizontally

	Jan	Feb	Mar
Desktop	49	50	53
Laptop	75	28	73
Tablet	39	34	39

❌

Power Query Unpivot ✔

Product	Month	Amt
Desktops	Jan	49
Desktops	Feb	50
Desktops	Mar	53
Laptop	Jan	75
Laptop	Feb	28