



Copyright, Darcy Whyte, 2025

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in articles and reviews, and certain other non-commercial uses permitted by copyright law.



Power BI



1



Blank report



OneLake catalog



Excel workbook



Learn with sample data



Get data from other sources

L

Recent



 Shared with me



🔍 Filter by keyword



Filter

	Name	Location	Opened
	A Black Maple Company.pbix	C:\Users\sales\Dropbox\0Active\consulting\0studentPackagesCourses\Student Files\A Black Maple Company.pbix	18 minutes ago
	Process.pbix	C:\Users\sales\Dropbox\0Active\consulting\0studentPackagesCourses\Student Files\Process.pbix	a day ago
	Northern Lights ETL w duration an...	C:\Users\sales\OneDrive\Desktop\Northern Lights ETL w duration and workdays.pbix	2 days ago
	Northern Lights.pbix	C:\Users\sales\Dropbox\0Active\consulting\0studentPackagesCourses\Student Files\Northern Lights.pbix	4 days ago
	Northern Lights ETL.pbix	C:\Users\sales\OneDrive\Desktop\Northern Lights ETL.pbix	4 days ago
	A Maple Company ETL.pbix	C:\Users\sales\Dropbox\0Active\consulting\0studentPackagesCourses\Student Files\A Maple Company ETL.pbix	5 days ago
	A Maple Company ETL.pbix	C:\Users\sales\OneDrive\Desktop\A Maple Company ETL.pbix	8 days ago
	demo 2.pbix	C:\Users\sales\OneDrive\Desktop\demo 2.pbix	10 days ago

Cut

Copy

Format painter

Clipboard

Get data

Excel workbook catalog

OneLake

Navigator

Display Options

Timesheet.xlsx [5]

☐ Contracts2

☐ Timesheet1

☒ Contracts

☐ Info

☒ Timesheet

Timesheet

Preview downloaded on Tuesday, July 15, 2025

Client	Start	Stop	Length
Shirley	9/8/2024 9:44:00 AM	9/8/2024 9:51:00 AM	0.12h (7.0m)
Shirley	8/30/2024 9:00:00 AM	8/30/2024 10:00:00 AM	1.00h (60.0m)
Shirley	9/27/2024 3:00:00 PM	9/27/2024 5:00:00 PM	2.00h (120.0m)
Fe	10/27/2024 10:00:00 AM	10/27/2024 10:20:00 AM	0.33h (20.0m)
Shirley	10/29/2024 2:30:00 PM	10/29/2024 2:35:00 PM	0.08h (5.0m)
Fe	11/3/2024 9:59:00 AM	11/3/2024 11:10:00 AM	1.18h (71.0m)
Fe	11/9/2024 10:00:00 AM	11/9/2024 11:33:00 AM	1.55h (93.0m)
Amy	11/10/2024 6:19:00 AM	11/10/2024 10:19:00 AM	4.00h (240.0m)
Shirley	11/23/2024 10:24:00 AM	11/23/2024 11:25:00 AM	1.02h (61.0m)

Load

Transform Data

Cancel

1

Select
Contracts and
Timesheet

2

Visualizations

Build visual

Filters

Data

Values

Add data fields here

Drill through

Cross-report ☐ Off

Keep all filters ☒ On

Add drill-through fields here

FileHomeTransformAdd ColumnViewToolsHelp

Close & Apply

Close

New Source

New Query

Recent Sources

Enter Data

Data settings

Data Source

Properties

Advanced Editor

Manage

Choose Columns

Manage Columns

Remove Columns

Keep Rows

Reduce Rows

Remove Rows

Sort

Split Column

Group By

Data Type: Text

Use First Row as Headers

Replace Values

Merge Queries

Append Queries

Queries [2]

Contracts RAW

Timesheet RAW

Delete

Rename

Enable load

Include in report refresh

Duplicate

Reference

Move To Group

Move Up

Move Down

Create Function...

Convert To Parameter

Advanced Editor

Properties...

Right Click

1

2

We're going to copy (reference) the Contracts table to make a list of Clients from it.

We'll do the same from the Timesheet.

The two client lists will then be Appended together, then duplicates removed.

©Darcy.Whyte@gmail.com, 2025

Windows Taskbar

System Tray

FileHomeTransformAdd ColumnViewToolsHelp

Close & ApplyClose

New SourceNew Query

Recent Sources

Enter Data

Data source settingsData Source

Queries [4]

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

1

Right Click, Reference, then rename to Clients from Timesheet.

	Category	ABC 123	Description	ABC 123	No
	illable			null	
	times			null	
	Clowning around			null	
4	Fe	10/27/2024 10:00:00 AM	10/27/2024 10:20:00 AM	0.33h (20.0m)	Initial Session
5	Shirley	10/29/2024 2:30:00 PM	10/29/2024 2:35:00 PM	0.08h (5.0m)	Square dancing
6	Fe	11/3/2024 9:59:00 AM	11/3/2024 11:10:00 AM	1.18h (71.0m)	Salsa
7	Fe	11/9/2024 10:00:00 AM	11/9/2024 11:33:00 AM	1.55h (93.0m)	Salsa
8	Amy	11/10/2024 6:19:00 AM	11/10/2024 10:19:00 AM	4.00h (240.0m)	Square dancing
9	Shirley	11/23/2024 10:24:00 AM	11/23/2024 11:25:00 AM	1.02h (61.0m)	lalalal

Query Settings

PROPERTIES

Name

Cleints from Timesheet

All Properties

APPLIED STEPS

Source

7 COLUMNS, 9 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

Windows Taskbar

System Tray

FileHomeTransformAdd ColumnViewToolsHelp

Close & ApplyClose

New SourceNew Query

Recent SourcesEnter Data

Data source settingsData Source

Keep RowsReduce Rows

Remove Rows

Sort

Split Column

Group By

Data Type: Text

Use First Row as Headers

Replace Values

Merge Queries

Append Queries

Combine Files

Combine

Queries [4]

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

fx

= #"Contracts RAW"

	Client	Date	Hours	Amount	Expiry	Description
1	Fe		8	null	null	Internet
2	Shirley		6	null	null	Global
3	Amy		16	null	null	Internet
			2	null	null	Fun

Copy

Remove

Remove Other Columns

Duplicate Column

Add Column From Examples...

Remove Duplicates

Remove Errors

Change Type

Transform

Replace Values...

Replace Errors...

Split Column

Group By...

Fill

Unpivot Columns

Unpivot Other Columns

Unpivot Only Selected Columns

Rename...

Move

Drill Down

Add as New Query

Query Settings

PROPERTIES

Name

Clients from Contracts

All Properties

APPLIED STEPS

Source

6 COLUMNS, 4 ROWS

Column profiling based on top 1000 rows

Show hidden icons

PREVIEW DOWNLOADED AT 8:20 PM

Windows Taskbar



 = #Timesheet RAW



×

Name

Cleints from Timesheet

APPLIED STEPS

FileHomeTransformAdd ColumnViewToolsHelp

Close & ApplyClose

New SourceNew Query

Recent SourcesEnter Data

Data source settingsData Sources

Match ParametersParameters

Data Type: Text

Use First Row as Headers

Replace Values

Transform

Merge Queries

Append Queries

Combine Files

Combine

Queries [5]

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

Clients

AB Client

1Fe

2Shirley

3Amy

4Fe

5Shirley

6Shirley

7Shirley

8Fe

9Shirley

10Fe

11Fe

12Amy

13Shirley

Copy

Remove

Remove Other Columns

Duplicate Column

Add Column From Examples

Remove Duplicates

Remove Errors

Change Type

Transform

Replace Values...

Replace Errors...

Split Column

Group By...

Fill

Unpivot Columns

Unpivot Only Selected Columns

Rename...

Move

Drill Down

Add as New Query

Query Settings

PROPERTIES

Name

Clients

All Properties

APPLIED STEPS

Source

1 COLUMN, 13 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

2

Right Click

1

Rename to Clients

3

2

1

3

4

Rename to ClientID

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

Clients

Client

ClientID

1	Fe	1
2	Shirley	2
3	Amy	3

Query Settings

PROPERTIES

Name

Clients

All Properties

APPLIED STEPS

Source

Removed Duplicates

Added Index

Renamed Columns

This completes the Client Dimension Table!



©Darcy.Whyte@gmail.com, 2025

2 COLUMNS, 3 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

8:29 PM 10/4/2025

FileHomeTransformAdd ColumnViewToolsHelp

Column From Custom ExamplesColumn

1

Right Click

TimeDuration

Date & Time

Queries [5]

Contracts RAW

Timesheet RAW

Clients from Contra

Cleints from Timesh

Clients

Copy

Paste

Delete

Rename

Enable load

Include in report refresh

Duplicate

Reference

Move To Group

Move Up

Move Down

Create Function

Convert To Parameter

Advanced Editor

Properties...

AB Client

ClientID

1

2

3

2

Now we'll make the Contracts Fact Table.

©Darcy.Whyte@gmail.com, 2025

Query Settings

PROPERTIES

Name

Clients

All Properties

APPLIED STEPS

Source

Removed Duplicates

Added Index

Renamed Columns

2 COLUMNS, 3 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

8:31 PM 10/4/2025

Queries [6]

- Contracts RAW
- Timesheet RAW
- Clients from Contracts
- Cleints from Timesheet
- Clients
- Contracts

	ABC Client	ABC Date	ABC Hours	ABC Amount	ABC Expiry	ABC Description
1	Fe	null	8	null	null	Internet
2	Shirley	null	6	null	null	Global
3	Amy	null	16	null	null	Internet
4	Fe	null	2	null	null	Fun

Query Settings

▲ **PROPERTIES**
Name

[All Properties](#)

APPLIED STEPS

6 COLUMNS, 4 ROWS Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

	Client	Date	Hours	Amount	Expiry	Description
1	Fe		null	8	null	
2	Shirley		null	6	null	
3	Amy		null	16		
4	Fe		null	2		

Click

Right Click

Control Click

Control Click 2

5

4

1

Getting rid of blank columns that are irrelevant for our analysis.



©Darcy.Whyte@gmail.com, 2025

2

1

3

4

5

6

7

FileHomeTransformAdd ColumnViewToolsHelp

Close & Apply

Enter Data

Data source settings

Manage Parameters

Refresh Preview

PropertiesAdvanced EditorManage

Choose Columns

Remove Columns

Keep Rows

Remove Rows

Sort

Split Column

Group By

Data Type: Text

Use First Row as Headers

Replace Values

Merge Queries

Append Queries

Export to File

Query

Transform

Query Settings

PROPERTIES

Name

Contracts

All Properties

ADDED STEPS

Columns

Client

Hours

Description

Fe

8

Internet

Shirley

6

Global

Amy

16

Internet

Fe

2

Fun

Clients

Client

ClientID

Fe

1

Shirley

2

Amy

3

All from first, matching from second)

matching to perform the merge

Fuzzy matching options

The selection matches 4 of 4 rows from the first table.

OK

Cancel

We're fetching the ClientID from the Client Table.

©Darcy.Whyte@gmail.com, 2025

3 COLUMNS, 4 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

8:33 PM

10/4/2025

FileHomeTransformAdd ColumnViewToolsHelp

Close & Apply

New Source

Recent Sources

Enter Data

Data source settings

Manage Parameters

Refresh Preview

Properties

Advanced Editor

Manage

Choose Columns

Remove Columns

Keep Rows

Remove Rows

Sort

Split Column

Group By

Data Type: Table

Use First Row as Headers

Replace Values

Merge Queries

Append Queries

Combine Files

Close

New Query

Data Sources

Parameters

Query

Manage Columns

Reduce Rows

Sort

Transform

Combine

Queries [6]

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

Clients

Contracts

Table.NestedJoin("#Removed Columns", {"Client"}, Clients, {"Client"}, "Clients", JoinK

OK

Search Columns to Expand

ExpandAggregate

(Select All Columns)

Client

ClientID

Use original column name as prefix

Client

Hours

Description

Clients

1Fe

2Shirley

3Amy

4Fe

Query Settings

PROPERTIES

Name

Contracts

All Properties

APPLIED STEPS

Source

Removed Columns

Merged Queries

4 COLUMNS, 4 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

Uncheck

FileHomeTransformAdd ColumnViewToolsHelp

Close & Apply

New Source

Recent Sources

Enter Data

Data source settings

Manage Parameters

Refresh Preview

Advanced Editor

Manage

Choose Columns

Remove Columns

Keep Rows

Remove Rows

Sort

Split Column

Group By

Data Type: Text

Use First Row as Headers

Replace Values

Merge Queries

Append Queries

Combine Files

Combine

Queries [7]

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

Clients

Contracts

Timesheet

Table

ExpandTableColumn

#"Merged Queries"

,

"Clients"

,

{

"ClientID"

}

,

{

"ClientID"

}

)

Client

Hours

ClientID

1	Fe		1
2	Fe		1
3	S		2
4			3

Copy

Remove

Remove Other Columns

Duplicate Column

Add Column From Examples...

Remove Duplicates

Remove Errors

Change Type

Transform

Replace Values...

Replace Errors...

Split Column

Group By...

Fill

Unpivot Columns

Unpivot Other Columns

Unpivot Only Selected Columns

Rename...

Move

Drill Down

Add as New Query

Query Settings

PROPERTIES

Name

Contracts

All Properties

APPLIED STEPS

Source

Removed Columns

Merged Queries

Expanded Clients

4 COLUMNS, 4 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

8:38 PM 10/4/2025

Right Click

1

2

One more to go!



©Darcy.Whyte@gmail.com, 2025

1

Right Click

2

Client	Start	Stop	Length	Category	Description	No
	9/8/2024 9:44:00 AM	9/8/2024 9:51:00 AM	0.12h (7.0m)	Non-Billable		null
	8/30/2024 9:00:00 AM	8/30/2024 10:00:00 AM	1.00h (60.0m)	Good times		null
	9/27/2024 3:00:00 PM	9/27/2024 5:00:00 PM	2.00h (120.0m)	Clowning around		null
	10/27/2024 10:00:00 AM	10/27/2024 10:20:00 AM	0.33h (20.0m)	Initial Session		
	10/29/2024 2:30:00 PM	10/29/2024 2:35:00 PM	0.08h (5.0m)	Square dancing		
	11/3/2024 9:59:00 AM	11/3/2024 11:10:00 AM	1.18h (71.0m)	Salsa		
	11/9/2024 10:00:00 AM	11/9/2024 11:33:00 AM	1.55h (93.0m)	Salsa		
	11/10/2024 6:19:00 AM	11/10/2024 10:19:00 AM	4.00h (240.0m)			
	11/23/2024 10:24:00 AM	11/23/2024 11:25:00 AM	1.02h (61.0m)			



Now we'll make the Timesheet Fact Table.

©Darcy.Whyte@gmail.com, 2025

7 COLUMNS, 9 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

8:36 PM 10/4/2025

File

Home

Transform

Add Column

View

Tools

Help

Close & Apply

New Source

Recent Sources

Enter Data

Data source settings

Manage Parameters

Refresh Preview

Properties

Advanced Editor

Manage

Choose Columns

Remove Columns

Keep Rows

Remove Rows

Sort

Split Column

Group By

Data Type: Text

Use First Row as Headers

Replace Values

Merge Queries

Append Queries

Combine Files

Close

New Query

Data Sources

Parameters

Query

Manage Columns

Reduce Rows

Transform

Combine

Queries [7]

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

Clients

Contracts

Timesheet

AB Client

Start

1 Shirley 9/8/2024 9:44:00 AM

2 Shirley 8/30/2024 9:00:00 AM

3 Shirley 9/27/2024 3:00:00 PM

4 Fe 10/27/2024 10:00:00 AM

Shirley 10/29/2024 2:30:00 PM

Fe 11/3/2024 11:10:00 AM

Fe 11/9/2024 11:10:00 AM

Amy 11/23/2024 11:10:00 AM

Time

Client

Start

Stop

Length

Category

Description

Notes

Shirley 9/8/2024 9:44:00 AM 9/8/2024 9:51:00 AM 0.12h (7.0m) Non-Billable null null

Shirley 8/30/2024 9:00:00 AM 8/30/2024 10:00:00 AM 1.00h (60.0m) Good times null null

Shirley 9/27/2024 3:00:00 PM 9/27/2024 5:00:00 PM 2.00h (120.0m) Clowning around null null

Fe 10/27/2024 10:00:00 AM 10/27/2024 10:20:00 AM 0.33h (20.0m) Initial Session null null

Shirley 10/29/2024 2:30:00 PM 10/29/2024 2:35:00 PM 0.08h (5.0m) Square dancing null null

Clients

Client

ClientID

Fe 1

Shirley 2

Amy 3

all from first, matching from second)

Fuzzy matching options

The selection matches 9 of 9 rows from the first table.

OK

Cancel

Query Settings

PROPERTIES

Name

Timesheet

All Properties

APPLIED STEPS

Source

7 COLUMNS, 9 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

8:41 PM 10/4/2025

1

Rename Timesheet

2

3

4

5

6

File

Home

Transform

Add Column

View

Tools

Help

Close & Apply

Close

New Source

New Query

Recent Sources

Enter Data

Data source settings

Data Sources

Manage Parameters

Parameters

Refresh Preview

Query

Properties

Advanced Editor

Manage

Choose Columns

Manage Columns

Remove Columns

Keep Rows

Reduce Rows

Remove Rows

Sort

Split Column

Group By

Data Type: Table

Use First Row as Headers

1 2 Replace Values

Merge Queries

Append Queries

Combine Files

Combine

Queries [7]

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

Clients

Contracts

Timesheet

Stop

Length

Category

Description

Notes

Clients

1	12:00 AM	9/8/2024 9:51:00 AM	0.12h (7.0m)	Non-Billable	
2	12:00 AM	8/30/2024 10:00:00 AM	1.00h (60.0m)	Good times	
3	12:00 PM	9/27/2024 5:00:00 PM	2.00h (120.0m)	Clowning around	
4	12:00 AM	10/27/2024 10:20:00 AM	0.33h (20.0m)	Initial Session	
5	12:00 PM	10/29/2024 2:35:00 PM	0.08h (5.0m)	Square dancing	
6	12:00 AM	11/3/2024 11:10:00 AM	1.18h (71.0m)	Salsa	
7	12:00 AM	11/9/2024 11:33:00 AM	1.55h (93.0m)	Salsa	
8	12:00 AM	11/10/2024 10:19:00 AM	4.00h (240.0m)	Square dancing	
9	12:00 AM	11/23/2024 11:25:00 AM	1.02h (61.0m)	lalalal	

Search Columns to Expand

Expand

Aggregate

(Select All Columns)

Client

ClientID

Use original column name as prefix

OK

Cancel

1

2

3

4

Query

Properties

All Properties

APPLIED STEPS

Source

Merged Queries

8 COLUMNS, 9 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

8:41 PM 10/4/2025

File

Home

Transform

Add Column

View

Tools

Help

Close & Apply

New Source

Recent Sources

Enter Data

Data source settings

Manage Parameters

Queries [7]

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

Clients

Contracts

Timesheet

Client

Start

Stop

Length

Description

Notes

1

2

3

4

5

6

9/8/2024 9:44:00 AM

9/8/2024 9:51:00 AM

0.12h (7

8/30/2024 9:00:00 AM

8/30/2024 10:00:00 AM

1

9/27/2024 3:00:00 PM

9/27/2024 5:00:00 PM

2

10/27/2024 10:00:00 AM

10/27/2024 10:20:00 AM

3

10/29/2024 2:30:00 PM

10/29/2024 2:35:00 PM

4

11/3/2024 8:58:00 AM

11/3/2024 11:10:00 AM

5

11/3/2024 8:58:00 AM

11/3/2024 11:10:00 AM

6

11/3/2024 8:58:00 AM

11/3/2024 11:10:00 AM

7

11/3/2024 8:58:00 AM

11/3/2024 11:10:00 AM

8

11/3/2024 8:58:00 AM

11/3/2024 11:10:00 AM

9

11/3/2024 8:58:00 AM

11/3/2024 11:10:00 AM

Copy

Remove Columns

Remove Other Columns

Remove Column From Examples...

Unpivot Columns

Unpivot Other Columns

Unpivot Only Selected Columns

Move

Query Settings

PROPERTIES

Name

Timesheet

All Properties

APPLIED STEPS

Source

Merged Queries

Expanded Clients

Click

Control Click

Control Click

Control Click

Right Click

6

1

2

3

4

5

We're removing Client, Length, Description and Notes. We're not using those.

©Darcy.Whyte@gmail.com, 2025

8 COLUMNS, 9 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

ENG US

8:42 PM

10/4/2025

1

Right Click

2

3

Rename to Date

FileHomeTransformAdd ColumnViewToolsHelp

Close & ApplyClose

New SourceNew Query

Recent Sources

Enter Data

Data source settingsData Sources

Manage ParametersParameters

Refresh PreviewQuery

Advanced EditorManage

Choose ColumnsManage Columns

Remove Columns

Keep RowsReduce Rows

Remove Rows

Sort

Split Column

Group By

Transform

Data Type: Date/Time

Use First Row as Headers

Replace Values

Merge QueriesCombine

Append Queries

Combine Files

Queries [7]

Start

= Table.RenameColumns("#Duplicated Column",{{"Start - Copy", "Date"}})

Category	ClientID	Date
Non-Billable	2	9/8/2024 9:44:00 AM
ed times	2	8/30/2024 9:00:00 AM
ning around	2	9/27/2024 3:00:00 PM
Session	1	10/27/2024 10:00:00 AM
are dancing	2	10/29/2024 2:30:00 PM
Salsa	1	11/3/2024 9:59:00 AM
Salsa	1	11/9/2024 10:00:00 AM
Square dancing	3	11/10/2024 6:19:00 AM
lalalal	2	11/23/2024 10:24:00 AM

Query Settings

PROPERTIES

Expanded Clients

Removed Columns

Duplicated Column

Renamed Columns

Copy

Remove

Remove Other Columns

Duplicate Column

Add Column From Examples

Remove Duplicates

Remove Errors

Change Type

Transform

Replace Values...

Replace Errors...

Group By...

Fill

Unpivot Columns

Unpivot Other Columns

Unpivot Only Selected Columns

Rename...

Move

Drill Down

Add as New Query

We're going to duplicate this timestamp to create a date column for analysis later.

©Darcy.Whyte@gmail.com, 2025

5 COLUMNS, 9 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

8:43 PM 10/4/2025

<

```
= Table.RenameColumns("#Duplicated Column",{{"Start - Copy", "..."})
```

>

- Contracts RAW
- Timesheet RAW
- Clients from Contracts
- Clients from Timesheet
- Clients
- Contracts
- Timesheet

	Start	Stop	Category
1	9/8/2024 9:44:00 AM	9/8/2024 9:51:00 AM	Non-Billable
2	8/30/2024 9:00:00 AM	8/30/2024 10:00:00 AM	Good
3	9/27/2024 3:00:00 PM	9/27/2024 5:00:00 PM	Clown
4	10/27/2024 10:00:00 AM	10/27/2024 10:20:00 AM	Initial
5	10/29/2024 2:30:00 PM	10/29/2024 2:35:00 PM	Squar
6	11/3/2024 9:59:00 AM	11/3/2024 11:10:00 AM	Salsa
7	11/9/2024 10:00:00 AM	11/9/2024 11:33:00 AM	Salsa
8	11/10/2024 6:19:00 AM	11/10/2024 10:19:00 AM	Squar
9	11/23/2024 10:24:00 AM	11/23/2024 11:25:00 AM	lalala

Click the picture

	Date
1.2	Decimal Number
\$	Fixed decimal number
1 ₂₃	Whole Number
%	Percentage
	Date/Time
	Date
	Time
	Date/Time/Timezone
	Duration
A ^B C	Text
	True/False
	Binary
	Using Locale...

Choose Date

PROPERTIES

Close te

File

Home

Transform

Add Column

View

Tools

Help

Column From Examples

Custom Column

Invoke Function

Custom Function

Conditional Column

Index Column

Group By

Group By

Format

ABC 123 Extract

abc Parse

Statistics

Standard

Scientific

Information

Trigonometry

Rounding

Information

Date

Time

Duration

From Text

From Number

From Date & Time

Queries

Column From Examples

Custom Column

Invoke Function

Custom Function

Conditional Column

Index Column

Group By

Group By

Format

ABC 123 Extract

abc Parse

Statistics

Standard

Scientific

Information

Trigonometry

Rounding

Information

Date

Time

Duration

From Text

From Number

From Date & Time

Table.TransformColumnTypes(#"Renamed Columns",{{"Date", type date}})

Start

Stop

Category

ClientID

Date

1

9/8/2024 9:44:00 AM

9/8/2024 9:51:00 AM

Non-Billable

2

9/8/2024

2

8/30/2024 9:00:00 AM

8/30/2024 10:00:00 AM

Good times

2

8/30/2024

3

9/27/2024 3:00:00 PM

9/27/2024 5:00:00 PM

Cleaning around

2

9/27/2024

4

10/27/2024 10:00:00 AM

5

10/29/2024 2:30:00 PM

6

11/3/2024 8:59:00 AM

7

8

9

Custom Column

Add a column that is computed from the other columns.

New column name

Duration

Custom column formula

= ([Stop]-[Start])*24

Available columns

Start

Stop

Category

ClientID

Date

<< Insert

OK

Cancel

Properties

Name

Timesheet

Applied Steps

Source

Merged Queries

Expanded Clients

Removed Columns

Duplicated Column

Renamed Columns

Changed Type

5 COLUMNS, 9 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

1

2

3

4

5

$([Stop]-[Start])*24$

FileHomeTransformAdd ColumnViewToolsHelp

Column From Custom ExamplesColumn

Additional Column

Format

From Text

Merge Columns

Extract

Parse

Statistics

Standard

Scientific

From Number

Trigonometry

Rounding

Information

Date

Time

Duration

From Date & Time

Queries [7]

Contracts RAW

Timesheet RAW

Clients from Contracts

Cleints from Timesheet

Clients

Contracts

Timesheet

Start

Stop

Category

ClientID

Duration

1

2

3

4

5

6

7

8

9

9/8/2024 9:44:00 AM

9/8/2024 9:51:00 AM

9/8/2024 9:51:00 AM

9/8/2024 9:51:00 AM

9/8/2024 9:51:00 AM

9/8/2024 9:51:00 AM

9/8/2024 9:51:00 AM

9/8/2024 9:51:00 AM

9/8/2024 9:51:00 AM

Non-Billable

Good times

Clowning around

Initial Session

Square dancing

Salsa

Salsa

Square dancing

lalalal

2

1.2

1.23

Decimal Number

\$

1.23

Fixed decimal number

1.23

1.23

Whole Number

%

1.23

Percentage

Date/Time

1.23

Date/Time

Date

1.23

Date

Time

1.23

Time

Date/Time/Timezone

1.23

Date/Time/Timezone

Duration

1.23

Duration

Text

1.23

Text

True/False

1.23

True/False

Binary

1.23

Binary

Using Locale...

1.23

Using Locale...

Source

Merged Queries

Expanded Clients

Removed Columns

Duplicated Column

Renamed Columns

Changed Type

Added Custom

6 COLUMNS, 9 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

3

1

2

Choose Decimal

Click the picture

Windows Taskbar

System Tray

5

1

Right Click Contracts RAW

2

Remove Enabled Check for Contracts RAW

4

The Timesheet Fact Table is now complete.

3

Remove the Enabled Check for Timesheet Raw, Clients from Contracts, Clients from Timesheet.
You will only be left with Clients, Contracts, Timesheet. The rest will be in italics.

6 COLUMNS, 9 ROWS

Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 8:20 PM

8:45 PM
10/4/2025

1

Go to Model View

New column Calculations

New table

Calculation group

New parameter Parameters

Manage roles Security

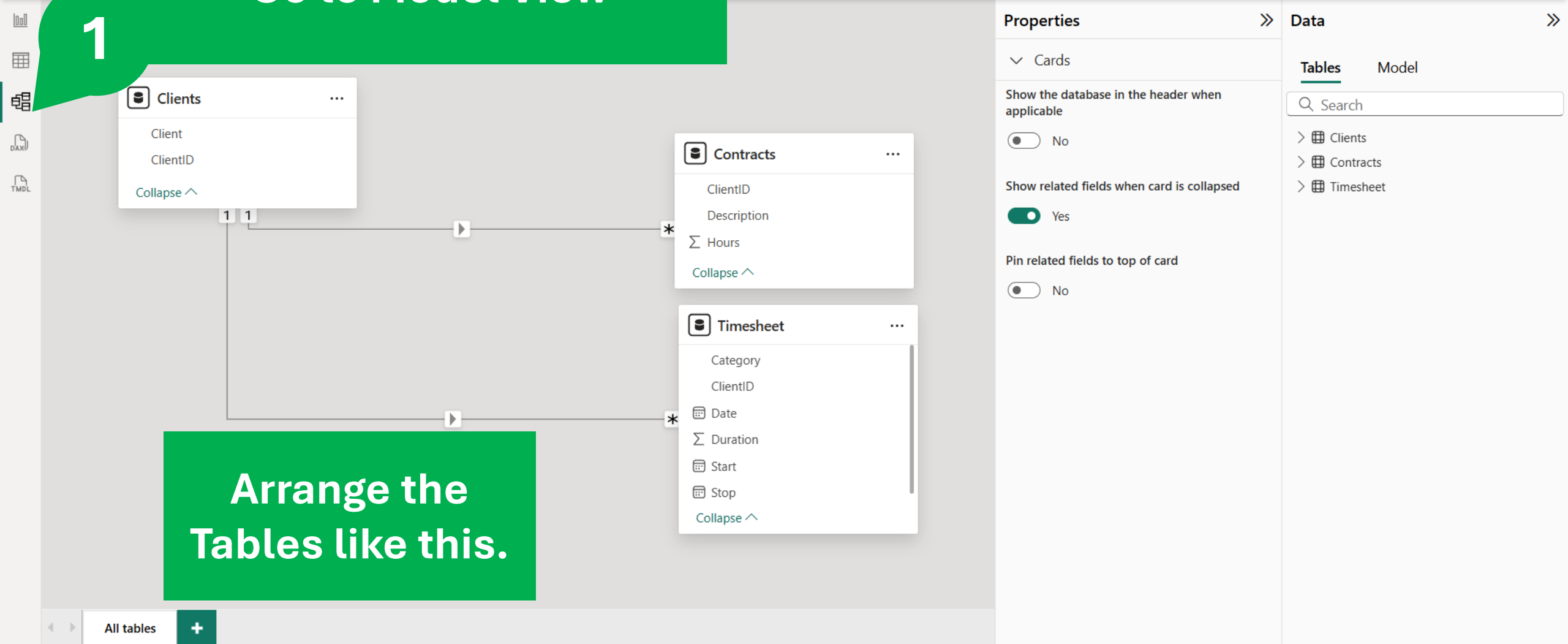
View as

Q&A setup Q&A

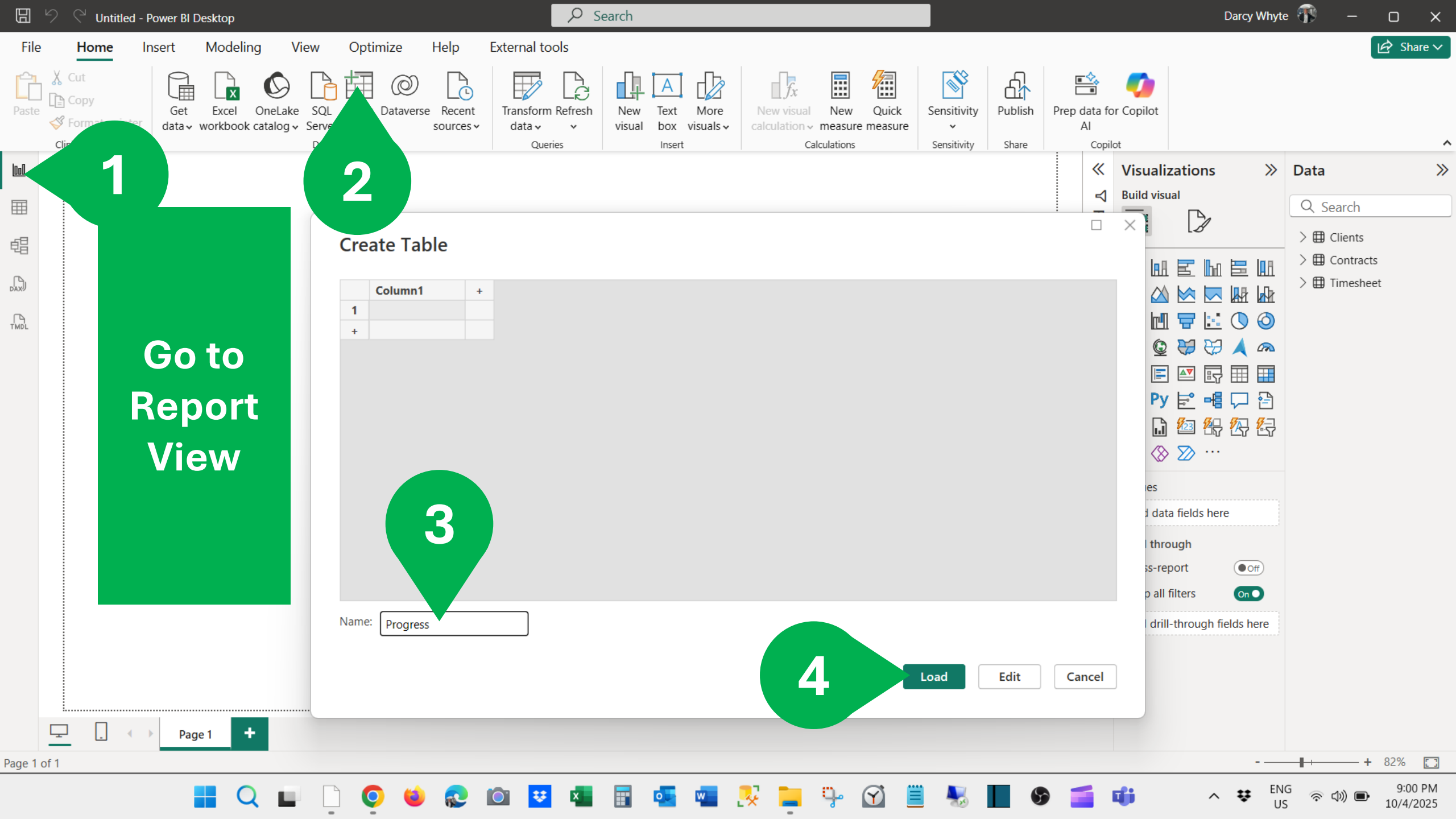
Language Linguistic schema

Sensitivity Sensitivity

Publish Share



Arrange the
Tables like this.



1

2

3

4

Go to
Report
View

Create Table

	Column1	+
1		
+		

Name:



Right Click Progress Table

1

2

Build visuals with your data
Select or drag fields from the Data pane onto the report canvas.



Build visual

Filters

- Select
- New measure
- New column
- New quick measure
- Refresh
- Edit query
- Manage relationships
- Incremental refresh
- Manage aggregations
- Rename
- Delete from model
- Hide
- View hidden
- Unhide all
- Collapse all
- Expand all

Values

Add data

Drill through

Cross-rep

Keep all fi

Add drill-

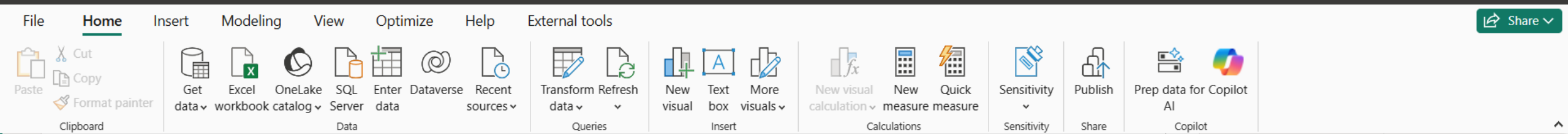
Name: Contracts
Home table: Progress
Format: Whole number
Data category: Uncategorized
New measure Quick measure Calculations

1 Contracts = sum(Contracts[Hours])

Contracts = sum(Contracts[Hours])
Hit the ENTER key

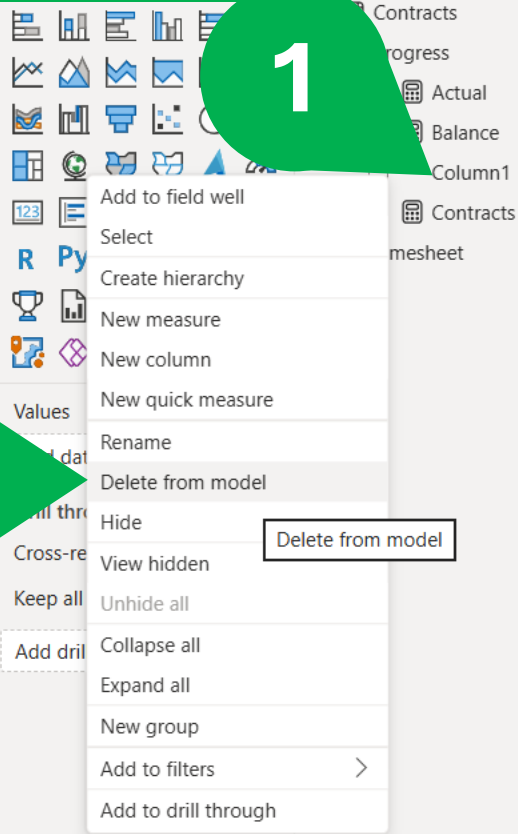
Using Right Click, New Measure, add these two measures:

Actual = sum(Timesheet[Duration])
Balance = [Contracts]-[Actual]

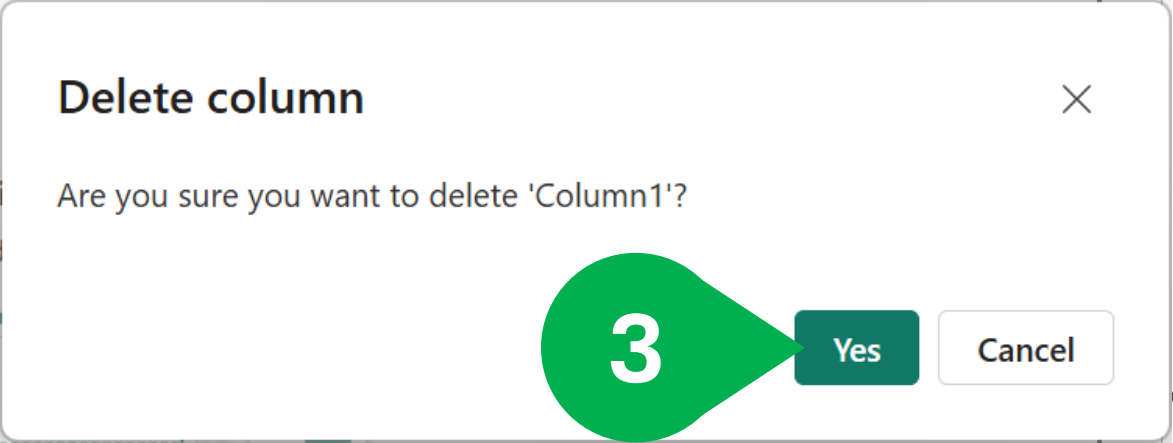


Right Click Column1

1



2



3

We now have these three measures.

Contracts = sum(Contracts[Hours])
Actual = sum(Timesheet[Duration])
Balance = [Contracts]-[Actual]

File Home Insert Modeling View Optimize Help External tools

Paste Cut Copy Format painter Clipboard

Get data Excel OneLake SQL Server Enter data Dataverse Recent sources Data

Transform data Refresh data Queries

New visual Text box More visuals Insert

New visual calculation New measure Quick measure Calculations

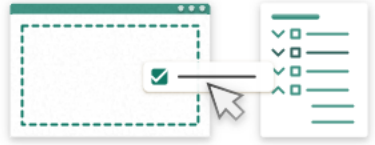
Sensitivity Sensitivity

Publish Share

Prep data for Copilot AI Copilot

We now have a measures table with it's measures.

Build visuals with yo
Select or drag fields from the Data pane



Visualizations Data

Build visual

Filters

Search

Progress

- ☐ Actual
- ☐ Balance
- ☐ Contracts

Clients

Contracts

Timesheet

Values

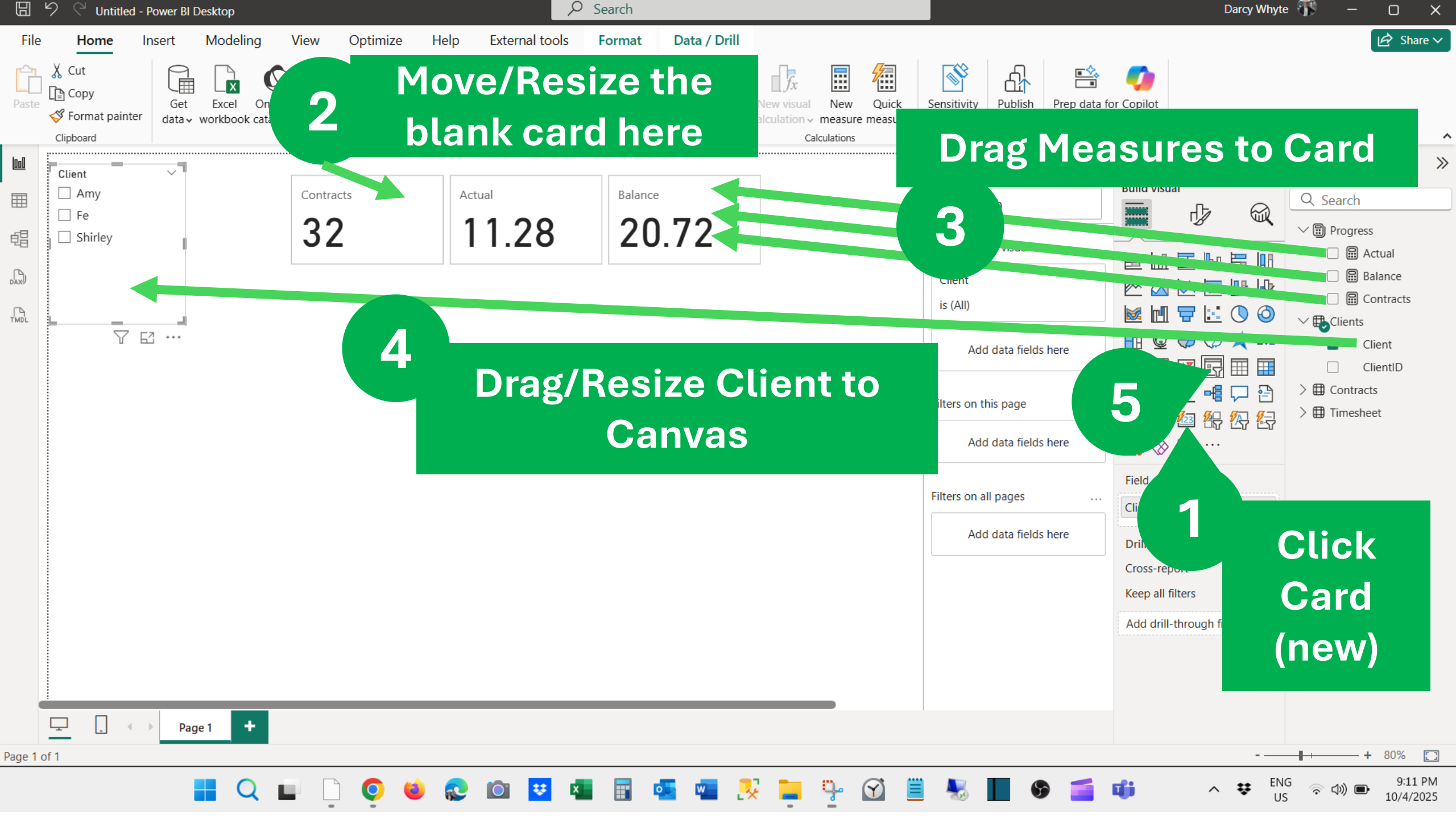
Add data fields here

Drill through

Cross-report ☐

Keep all filters ☒

Add drill-through fields here



2

Move/Resize the blank card here

3

Drag Measures to Card

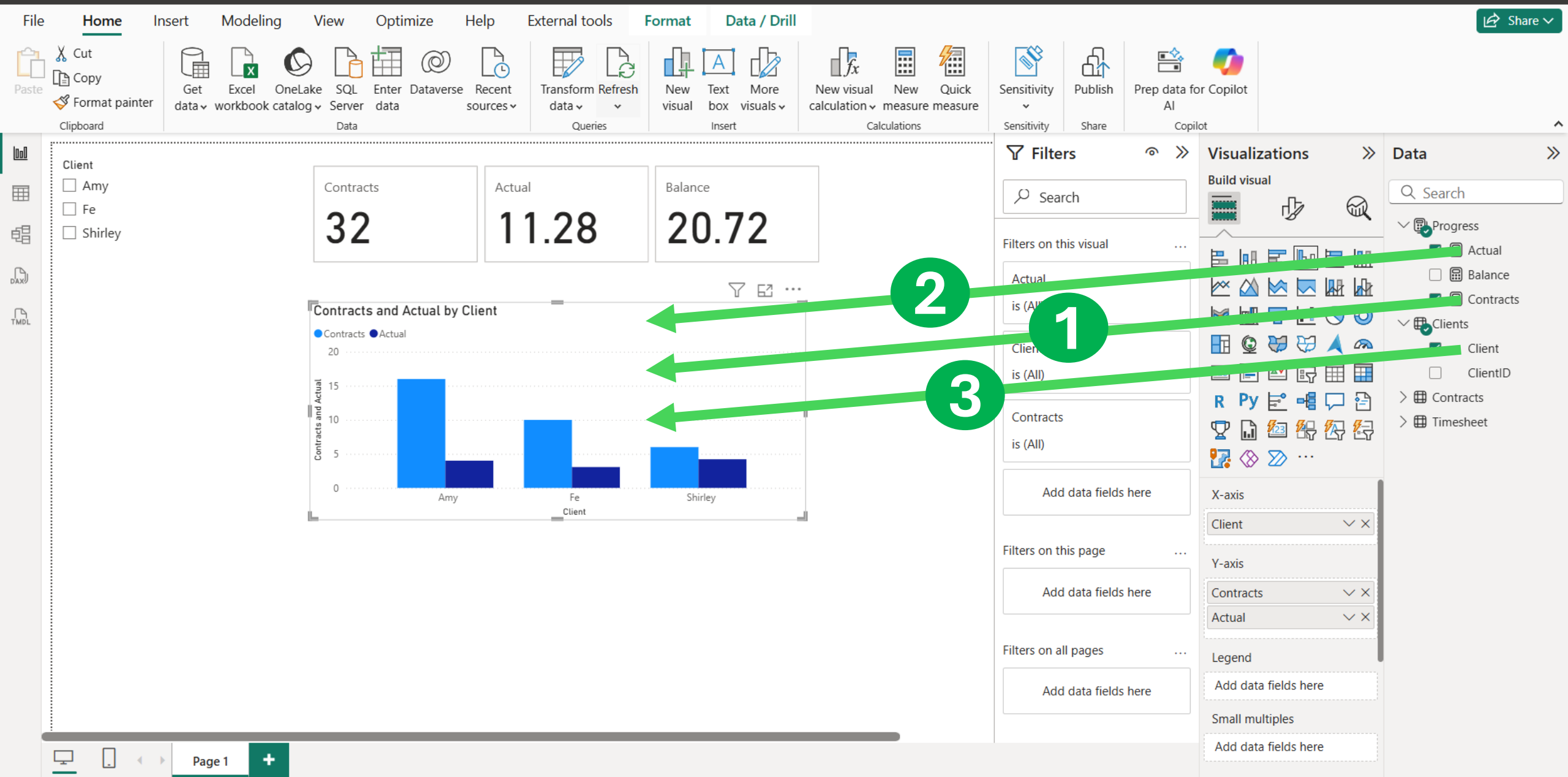
4

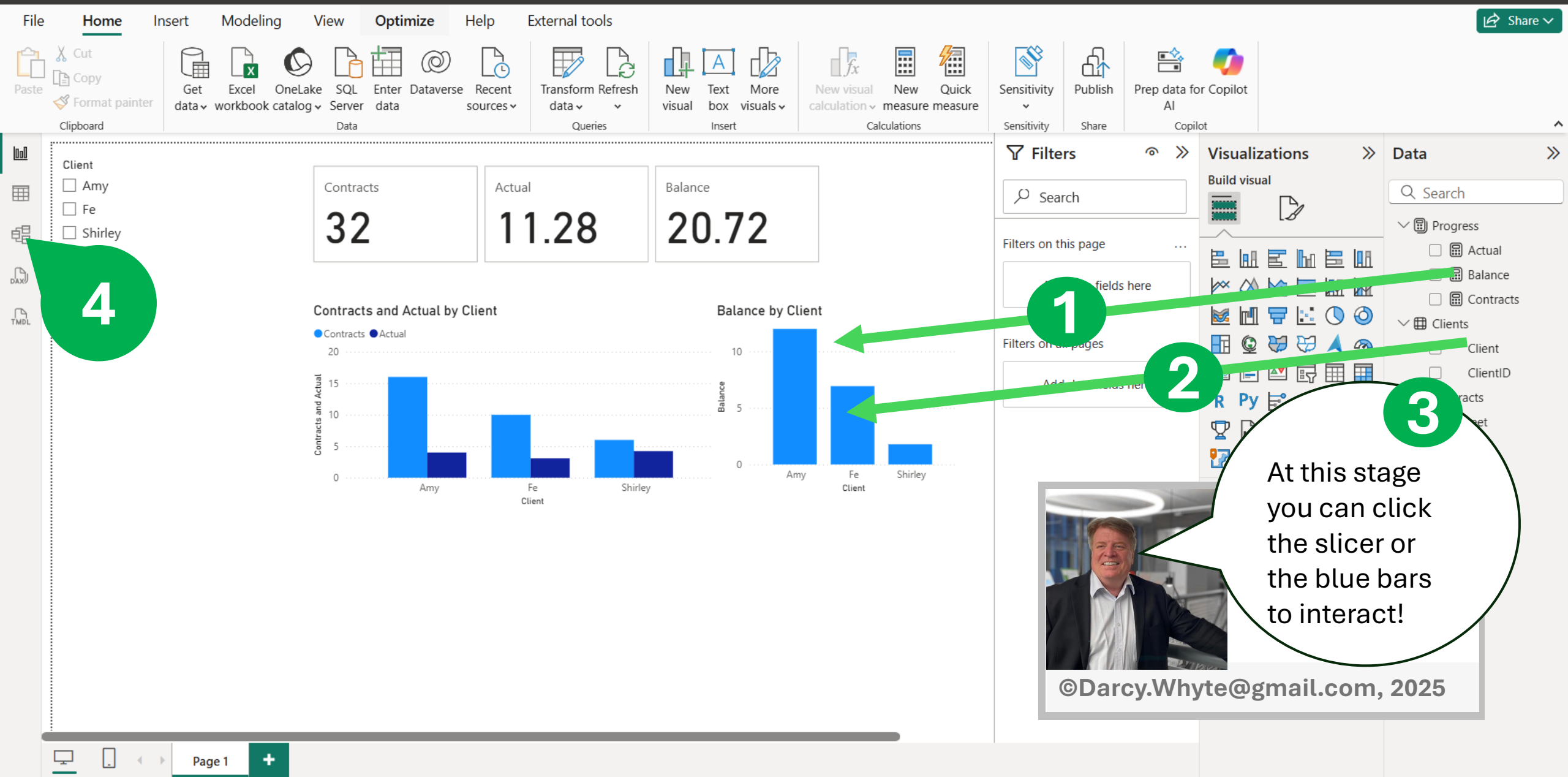
Drag/Resize Client to Canvas

5

1

Click Card (new)





File Home Help External tools

Paste Cut Copy

Get data Excel OneLake SQL Server Enter data Data

Transform data Refresh data Queries

Manage relationships Relationships

New measure column New table Calculation group

New parameter Parameters

Manage View O&A Lan

1 Date = CALENDARAUTO()

1



Creating a Date Table is considered a best practice.

©Darcy.Whyte@gmail.com, 2025

Date = au{tab}
{enter}

2

Contract

ClientID

Progress

Actual

Collapse ^

Timesheet

Category

ClientID

* Date

Σ Duration

Start

Stop

Collapse ^

Date

Date

3

Your new Date Table appears.

Synonyms

date

Row label

Select a row label

Key column

Select a column with unique values

Is hidden

No

Is featured table

Contracts

> Clients

> Contracts

> Date

> Timesheet

FileHomeHelpExternal tools

PasteCutCopy

Get dataExcelOneLakeSQL ServerEnter dataData

Transform dataRefresh dataQueries

Manage relationshipsRelationships

New measureNew columnNew tableCalculations

New parameterParameters

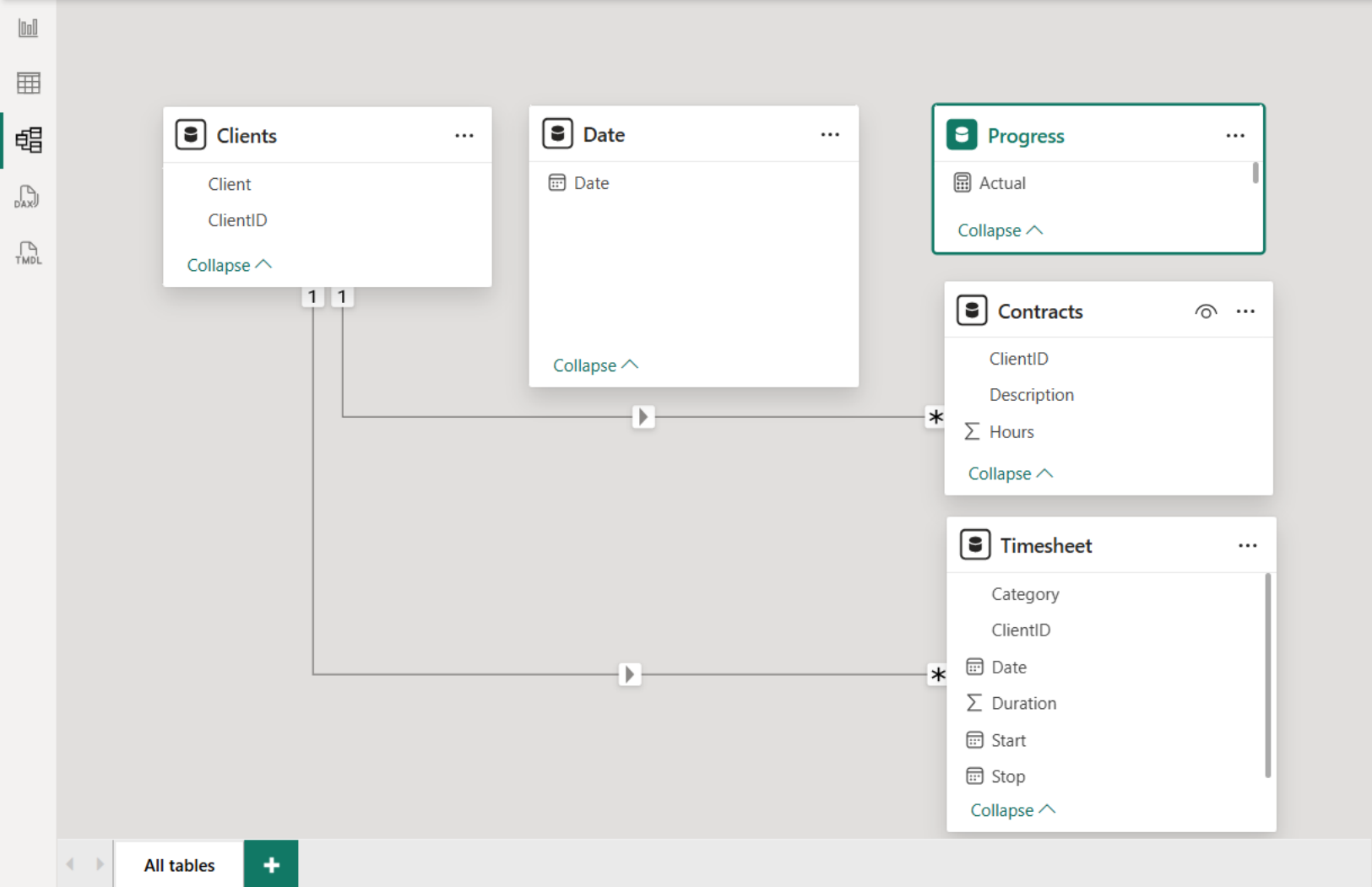
Manage rolesView asSecurity

Q&A setupLanguage Linguistic schemaQ&A

SensitivitySensitivity

PublishShare

Clipboard



PropertiesData

General

Name: Progress

Description: Enter a description

Synonyms: progress

Row label: Select

Key column: Select

Is hidden: ☐

Is favorite: ☐

TablesModel

Search

Progress

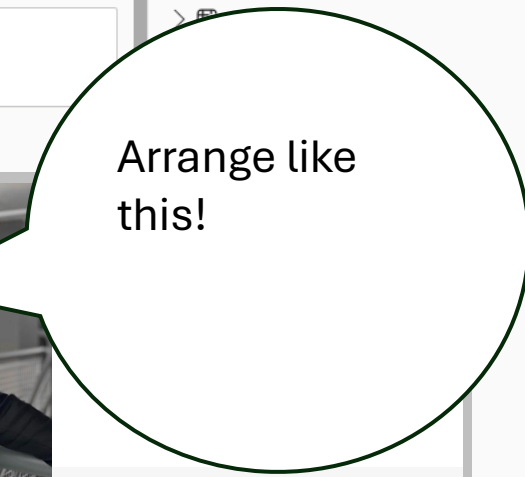
- Actual
- Balance
- Contracts

Clients

-

Contracts

-



©Darcy.Whyte@gmail.com, 2025

File Home Help External tools

Paste Cut Copy

Get data Excel OneLake SQL Server Enter data Data

Transform data Refresh data Queries

Manage relationships Relationships

New measure New column New table Calculation group Calculations

New parameter Parameters

Manage roles View as Security

Q&A setup Language Q&A

Linguistic schema

Sensitivity Sensitivity

Publish Share

1 Date = CALENDARAUTO()

Right click the Date table.



Mark as Date Table

- Add related tables
- New measure
- New column
- Manage relationships
- Select columns
- Select measures
- Delete from model
- Hide in report view
- Mark as date table
- Unhide all
- Collapse all
- Expand all

Mark as a date table

To enable the creation of date-related visuals, tables and quick measures using this table's date data, mark it as a date table.

Keep in mind any built-in date tables that are already associated with this table will be removed. Visuals or DAX expressions referring to them may break.

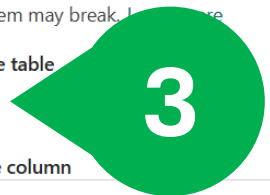
Mark as a date table ☒ On

Choose a date column

Date

Validated successfully

Save Cancel



5

1

Drag the Date field to the Date.

Date

Date

Collapse ^

Progress

Actual

Collapse ^

Contracts

ClientID

Description

Hours

Collapse ^

Timesheet

Category

ClientID

Date

Duration

Start

Stop

Collapse ^

New relationship

Select tables and columns that are related.

From table

Date

Date

1/1/2024 12:0...
1/2/2024 12:0...
1/3/2024 12:0...

To table

Timesheet

Category	ClientID	Date	Duration	Start	Stop
Non-Billable	2	Sunday, Septe...	0.11666666666...	9/8/2024 9:44...	9/8/2024 9:51...
Good times	2	Friday, August...	1	8/30/2024 9:0...	8/30/2024 10:...
Clowning aro...	2	Friday, Septe...	2	9/27/2024 3:0...	9/27/2024 5:0...

Cardinality

One to many (1:*)

Cross-filter direction

Single

☒ Make this relationship active

☐ Apply security filter in both directions

☐ Assume referential integrity

4

Save Cancel

3

2

It's a 1:M, Single

Name Date

Data type Date/time

Structure

Summarization Don't summarize

Data category Uncategorized

Sort by column Sort

Data groups Groups

Manage relationships Relationships

New column Calculations

1

Right click the Date table.

Date
1/1/2024 12:00:00 AM
1/2/2024 12:00:00 AM
1/3/2024 12:00:00 AM
1/4/2024 12:00:00 AM
1/5/2024 12:00:00 AM
1/6/2024 12:00:00 AM
1/7/2024 12:00:00 AM
1/8/2024 12:00:00 AM
1/9/2024 12:00:00 AM
1/10/2024 12:00:00 AM
1/11/2024 12:00:00 AM
1/12/2024 12:00:00 AM
1/13/2024 12:00:00 AM
1/14/2024 12:00:00 AM
1/15/2024 12:00:00 AM
1/16/2024 12:00:00 AM
1/17/2024 12:00:00 AM
1/18/2024 12:00:00 AM
1/19/2024 12:00:00 AM
1/20/2024 12:00:00 AM
1/21/2024 12:00:00 AM
1/22/2024 12:00:00 AM
1/23/2024 12:00:00 AM
1/24/2024 12:00:00 AM
1/25/2024 12:00:00 AM
1/26/2024 12:00:00 AM
1/27/2024 12:00:00 AM
1/28/2024 12:00:00 AM

2

Table: Date (366 rows) Column: Date (366 distinct values)

File Home Help External tools **Table tools** Column tools Share

Name Year

Format Whole number

Summarization Don't summarize

Data type Whole number

Data category Uncategorized

Sort by column Sort

Data groups Groups

Manage relationships Relationships

New column Calculations

1 Year = year([Date])

Date	Year
1/1/2024 12:00:00 AM	2024
1/2/2024 12:00:00 AM	2024
1/3/2024 12:00:00 AM	2024
1/4/2024 12:00:00 AM	2024
1/5/2024 12:00:00 AM	2024
1/6/2024 12:00:00 AM	2024
1/7/2024 12:00:00 AM	2024
1/8/2024 12:00:00 AM	2024
1/9/2024 12:00:00 AM	2024
1/10/2024 12:00:00 AM	2024
1/11/2024 12:00:00 AM	2024
1/12/2024 12:00:00 AM	2024
1/13/2024 12:00:00 AM	2024
1/14/2024 12:00:00 AM	2024
1/15/2024 12:00:00 AM	2024
1/16/2024 12:00:00 AM	2024
1/17/2024 12:00:00 AM	2024
1/18/2024 12:00:00 AM	2024
1/19/2024 12:00:00 AM	2024
1/20/2024 12:00:00 AM	2024
1/21/2024 12:00:00 AM	2024
1/22/2024 12:00:00 AM	2024
1/23/2024 12:00:00 AM	2024
1/24/2024 12:00:00 AM	2024
1/25/2024 12:00:00 AM	2024
1/26/2024 12:00:00 AM	2024

Year = year([Date])

Right click, New Column two more times to add these columns:

Month = format([Date], "mmm")

Month# = month([Date])

Data

- Progress
 - Actual
 - Balance
 - Contracts
- Clients
- Contracts
- Date
 - Date
 - Year**
- Timesheet

Table: Date (366 rows) Column: Year (1 distinct values)

Name: Month
Data type: Text
Format: Text
Summarization: Don't summarize
Data category: Uncategorized

Sort by column: Month
Date
Month#
Year

Month = format([Date], "mmm")

1 Select Column

2

3

Sort by Month#

Date	Year	Month	Month#
1/1/2024 12:00:00 AM	2024	Jan	1
1/2/2024 12:00:00 AM	2024	Jan	1
1/3/2024 12:00:00 AM	2024	Jan	1
1/4/2024 12:00:00 AM	2024	Jan	1
1/5/2024 12:00:00 AM	2024	Jan	1
1/6/2024 12:00:00 AM	2024	Jan	1
1/7/2024 12:00:00 AM	2024	Jan	1
1/8/2024 12:00:00 AM	2024	Jan	1
1/9/2024 12:00:00 AM	2024	Jan	1
1/10/2024 12:00:00 AM	2024	Jan	1
1/11/2024 12:00:00 AM	2024	Jan	1
1/12/2024 12:00:00 AM	2024	Jan	1
1/13/2024 12:00:00 AM	2024	Jan	1
1/14/2024 12:00:00 AM	2024	Jan	1
1/15/2024 12:00:00 AM	2024	Jan	1
1/16/2024 12:00:00 AM	2024	Jan	1
1/17/2024 12:00:00 AM	2024	Jan	1
1/18/2024 12:00:00 AM	2024	Jan	1
1/19/2024 12:00:00 AM	2024	Jan	1
1/20/2024 12:00:00 AM	2024	Jan	1
1/21/2024 12:00:00 AM	2024	Jan	1
1/22/2024 12:00:00 AM	2024	Jan	1
1/23/2024 12:00:00 AM	2024	Jan	1
1/24/2024 12:00:00 AM	2024	Jan	1
1/25/2024 12:00:00 AM	2024	Jan	1
1/26/2024 12:00:00 AM	2024	Jan	1

- Data
- Progress
 - Actual
 - Balance
 - Contracts
 - Clients
 - Contracts
 - Date
 - Date
 - Month
 - Month#
 - Year
 - Timesheet

Table: Date (366 rows) Column: Month (12 distinct values)

Clipboard: Paste, Cut, Copy, Format painter

Data: Get data, Excel workbook catalog, OneLake Server, Enter data, Dataverse, Recent sources

Queries: Transform data, Refresh

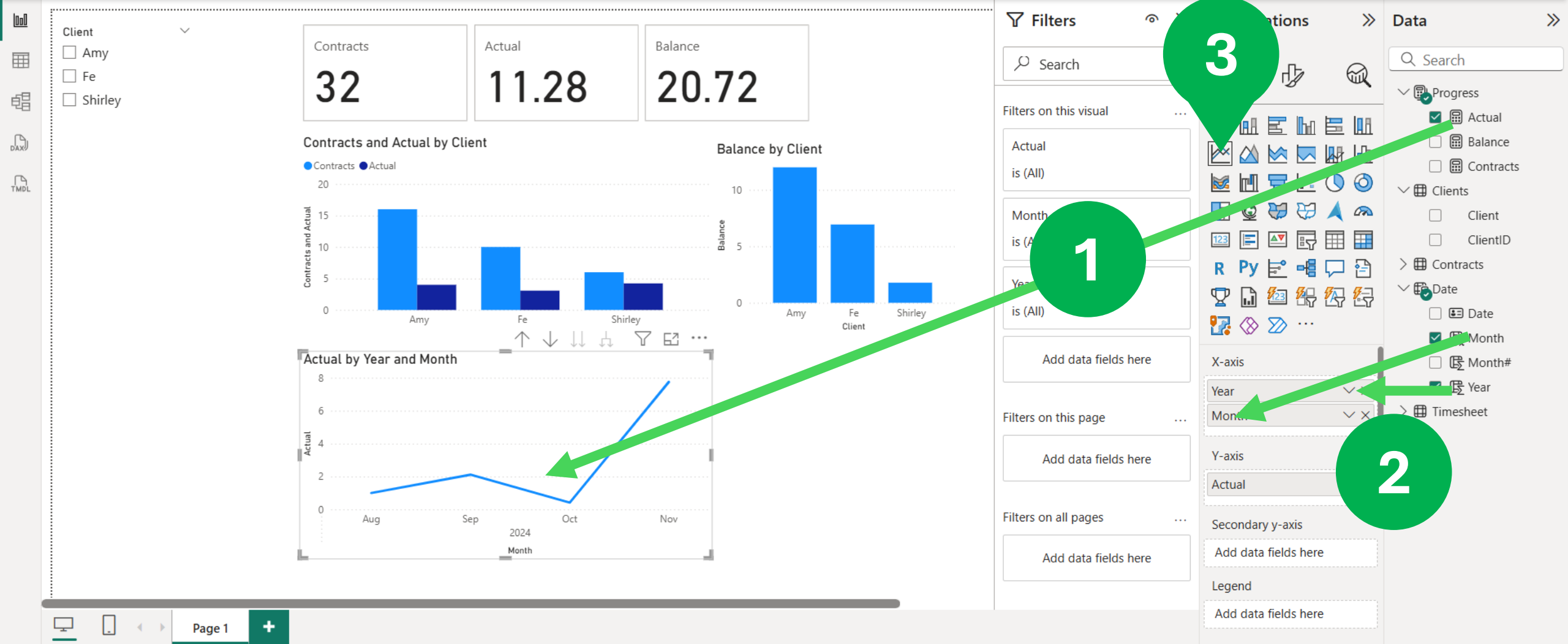
Insert: New visual, Text box, More visuals

Calculations: New visual calculation, New measure, Quick measure

Sensitivity: Sensitivity

Share: Publish

Copilot: Prep data for Copilot AI, Copilot





Congratulations!
You're done!

The next couple of
slides are an optional
step for getting weekly
totals.

©Darcy.Whyte@gmail.com, 2025



4



FileHomeInsertModelingViewOptimizeHelpExternal tools

CutCopyFormat painter

Clipboard

Get dataExcelOneLakeSQL ServerEnter dataDataverseRecent sources

Data

Transform Refresh

Queries

New visualText boxMore visuals

Insert

New visual calculationNew measureQuick measure

Calculations

SensitivityPublishPrep data for Copilot AI

SensitivityShareCopilot

Client

- Amy
- Fe
- Shirley

Contracts

32

Actual

11.28

Balance

20.72

Contracts and Actual by Client

Contracts

Actual

Client	Contracts	Actual
Amy	16	4
Fe	10	3
Shirley	6	4

Balance by Client

Client	Balance
Amy	11
Fe	7
Shirley	3

Actual by Year and Month

Month	Actual
Aug	1
Sep	2
Oct	0.5
Nov	8

Table

Week Ending	Actual
8/30/2024 12:00:00 AM	1.00
9/6/2024 12:00:00 AM	0.12
9/27/2024 12:00:00 AM	5.00
10/25/2024 12:00:00 AM	0.33
11/1/2024 12:00:00 AM	1.27
11/8/2024 12:00:00 AM	5.00
11/22/2024 12:00:00 AM	1.02
Total	11.28

Filters

Search

Filters on this page

Add data fields here

Filters on all pages

Add data fields here

Visualizations

Build visual

1

Values

Add data fields here

2

3

Values

Add data fields here

Cross-report

Keep all filters

Add drill-through fields here

Data

Search

Progress

- Actual
- Balance
- Contracts

Clients

- Client
- ClientID

Contracts

Date

- Date
- Month
- Month#
- Week Ending
- Year

Timesheet