

1. Merge vs Append

Merge: Combines columns from two queries based on a common key (like SQL JOIN). You choose join type (Inner, Left Outer, etc.).

Append: Stacks rows from two or more queries with identical or compatible column structures (like UNION in SQL).

2. Split Full Name into First and Last Name

Select the Full Name column.

Use Home > Split Column > By Delimiter.

Choose space () as the delimiter.

Result: Two columns (e.g., Full Name.1 as First Name, Full Name.2 as Last Name).

3. Pivot Columns Use

Converts row values in a column into column headers.

Common use: turn transactions into a summary table (e.g., Products as columns, quantities as values).

4. Undo a Step

Go to Applied Steps in the Query Settings pane.

Right-click the step to remove it or use the X icon to delete it.

5. Reference vs Duplicate

Duplicate: Creates a copy of the entire query and its current results.

Reference: Creates a new query based on the output of an existing query—linked dynamically.

6. Merge Orders.csv and Customers.xlsx on CustID (Inner Join)

Load both files.

Use Home > Merge Queries.

Select CustID in both.

Choose Join Kind: Inner.

Expand fields from the Customers table as needed.

7. Pivot Product Column to Show Total Quantity per Product

Select the Product column.

Go to Transform > Pivot Column.

Set Values Column to Quantity.

Use Sum as aggregation.

8. Append Orders_Jan.csv + Orders_Feb.csv

Load both queries.

Go to Home > Append Queries.

Choose Two Tables, select Orders_Jan and Orders_Feb.

Confirm to create a combined table.

9. Use Fill Down to Replace Nulls in Email Column

Select Email column.

Go to Transform > Fill > Down.

This fills each null with the previous non-null value.

10. Extract Domain from Email

Use Add Column > Extract > Text After Delimiter.

12. Unpivot Columns like Jan_Sales, Feb_Sales to Month/Sales

Select the sales columns (e.g., Jan_Sales, Feb_Sales).

Go to Transform > Unpivot Columns.

Rename Attribute to Month, Value to Sales.