<ol> <li>Merge vs Append</li> </ol>
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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.

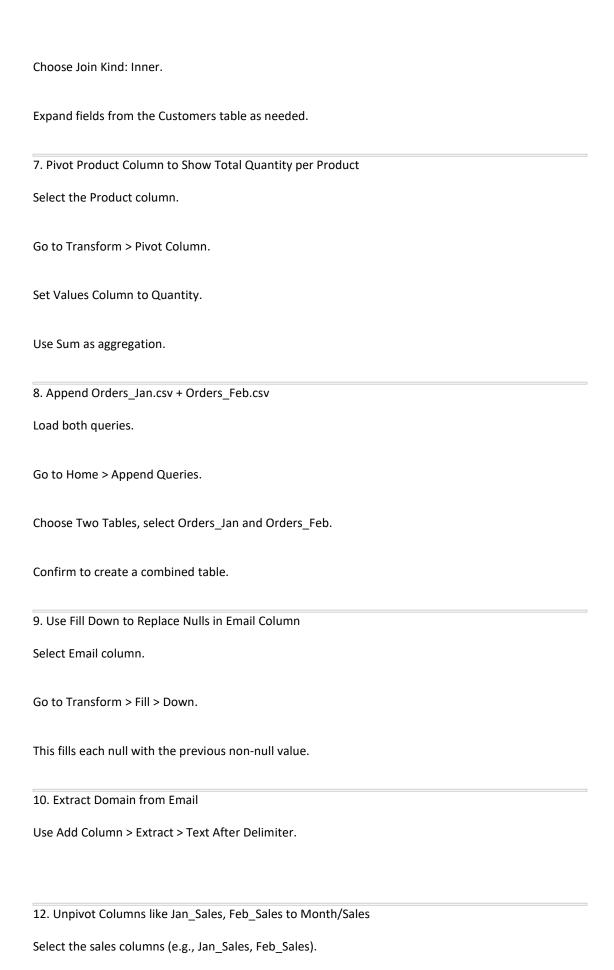
Reference: Creates a new query based on the output of an existing query—linked dynamically.

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

Load both files.

Use Home > Merge Queries.

Select CustID in both.



Go to Transform > Unpivot Columns.

Rename Attribute to Month, Value to Sales.