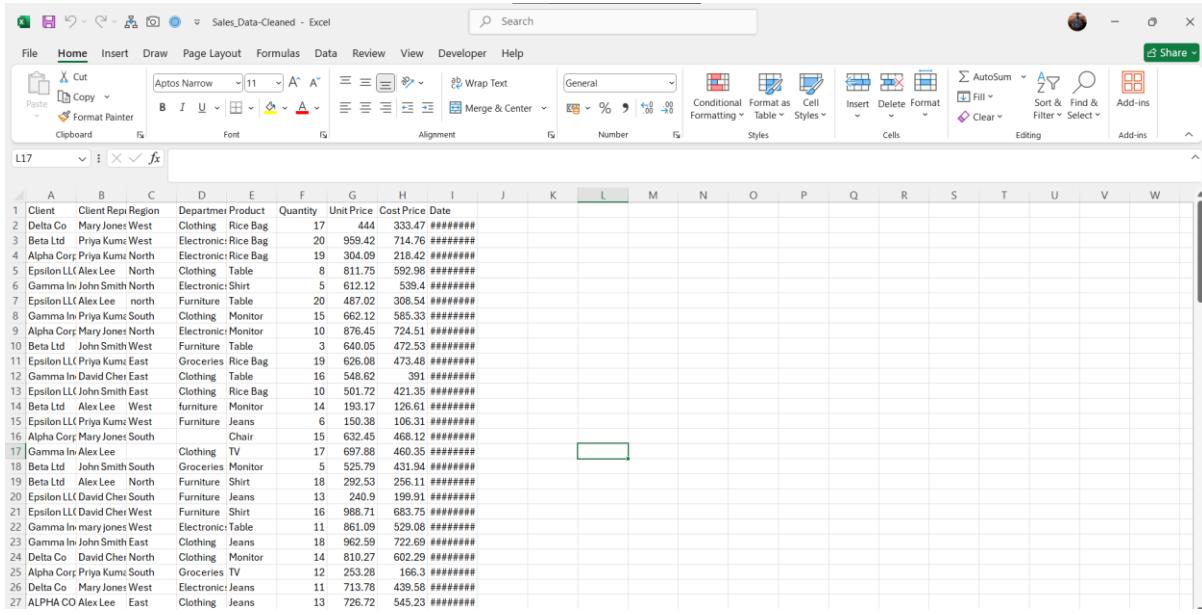


Sales Performance Analysis – Data Cleaning & Transformation in Excel Power Query

Step 1: Open the CSV File

- Opened your dataset (CSV file) directly in Excel.
- All data appeared in columns (Client, Region, Department, Product, Quantity, Unit Price, Cost Price, Date, etc.).



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Client	Client Region	Department	Product	Quantity	Unit Price	Cost Price	Date														
2	Delta Co	Mary Jones West	Clothing	Rice Bag	17	444	333.47	# #####														
3	Beta Ltd	Priya Kuntz West	Electronic	Rice Bag	20	958.42	714.76	# #####														
4	Alpha Corp	Priya Kuntz North	Electronic	Rice Bag	19	304.09	218.42	# #####														
5	Epsilon LLC	Alex Lee North	Clothing	Table	8	811.75	592.98	# #####														
6	Gamma In	John Smith North	Electronic	Shirt	5	612.12	538.4	# #####														
7	Epsilon LLC	Alex Lee north	Furniture	Table	20	487.02	308.54	# #####														
8	Gamma In	Priya Kuntz South	Clothing	Monitor	15	662.12	585.33	# #####														
9	Alpha Corp	Mary Jones North	Electronic	Monitor	10	876.45	724.51	# #####														
10	Beta Ltd	John Smith West	Furniture	Table	3	640.05	472.53	# #####														
11	Epsilon LLC	Priya Kuntz East	Groceries	Rice Bag	19	626.04	473.48	# #####														
12	Gamma In	David Choi East	Clothing	Table	16	548.62	391	# #####														
13	Epsilon LLC	John Smith East	Clothing	Rice Bag	10	501.72	421.35	# #####														
14	Beta Ltd	Alex Lee West	furniture	Monitor	14	193.17	126.61	# #####														
15	Epsilon LLC	Priya Kuntz West	Furniture	Jeans	6	150.37	106.31	# #####														
16	Alpha Corp	Mary Jones South	Chair		15	632.45	468.12	# #####														
17	Gamma In	Alex Lee	Clothing	TV	17	697.88	460.35	# #####														
18	Beta Ltd	John Smith South	Groceries	Monitor	5	525.79	431.94	# #####														
19	Beta Ltd	Alex Lee North	Furniture	Shirt	18	292.53	256.11	# #####														
20	Epsilon LLC	David Choi South	Furniture	Jeans	13	240.9	199.91	# #####														
21	Epsilon LLC	David Choi West	Furniture	Shirt	16	988.71	683.75	# #####														
22	Gamma In	mary jones West	Electronic	Table	11	861.09	529.08	# #####														
23	Gamma In	John Smith East	Clothing	Jeans	18	962.59	722.69	# #####														
24	Delta Co	David Choi North	Clothing	Monitor	14	810.27	602.29	# #####														
25	Alpha Corp	Priya Kuntz South	Groceries	TV	12	253.28	166.3	# #####														
26	Delta Co	Mary Jones West	Electronic	Jeans	11	713.78	439.58	# #####														
27	ALPHA CO	Alex Lee East	Clothing	Jeans	13	726.72	545.23	# #####														

Step 2: Adjusted Column Widths

- Selected the entire dataset
- Went to Home → Format → AutoFit Column Width
 - This ensures that all columns display full data properly (no hidden text or cut values).

Sales_Data-Cleaned - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Help

Clipboard Font Alignment Number Styles Cells

1 Client Client Rep/Region Department Product Quantity Unit Price Cost Price Date

2 Delta Co. Mary Jones/West Clothing Rice Bag 17 444 333.47 #####

3 Beta Ltd. Priya Kumar/West Electronics Rice Bag 20 959.42 714.76 06-09-2024

4 Alpha Corp. Priya Kumar/West Electronics Rice Bag 19 304.09 218.42 #####

5 Epsilon LLC Alex Lee/North Clothing Table 8 811.75 592.98 #####

6 Gamma Inc. John Smith/North Electronics Shirt 5 612.12 539.4 #####

7 Epsilon LLC Alex Lee/North Furniture Table 20 487.02 308.54 #####

8 Gamma Inc. Priya Kumar/South Clothing Monitor 15 662.12 585.33 #####

9 Alpha Corp. Mary Jones/North Electronics Monitor 10 876.45 724.51 #####

10 Beta Ltd. John Smith/West Furniture Table 3 640.05 472.53 #####

11 Epsilon LLC Priya Kumar/East Groceries Rice Bag 19 626.08 473.48 #####

12 Gamma Inc. David Chen/East Clothing Table 16 548.62 391 #####

13 Epsilon LLC John Smith/East Clothing Rice Bag 10 501.72 421.35 #####

14 Beta Ltd. Alex Lee/West Furniture Monitor 14 193.17 126.61 #####

15 Epsilon LLC Priya Kumar/West Furniture Jeans 6 150.38 106.31 #####

16 Alpha Corp. Mary Jones/South Chair 15 632.45 468.12 #####

17 Gamma Inc. Alex Lee/Clothing TV 17 697.88 460.35 #####

18 Beta Ltd. John Smith/South Groceries Monitor 5 525.79 431.94 #####

19 Beta Ltd. Alex Lee/North Furniture Shirt 18 292.53 256.11 #####

20 Epsilon LLC David Chen/South Furniture Jeans 13 240.9 199.91 #####

21 Epsilon LLC David Chen/West Furniture Shirt 16 988.71 683.75 #####

22 Gamma Inc. Mary Jones/West Electronics Table 11 861.09 529.08 #####

23 Gamma Inc. John Smith/East Clothing Jeans 18 962.59 722.69 #####

24 Delta Co. David Chen/North Clothing Monitor 14 810.27 602.29 #####

25 Alpha Corp. Priya Kumar/North Groceries TV 12 253.28 166.3 #####

26 Delta Co. Mary Jones/West Electronics Jeans 11 713.78 439.58 #####

27 ALPHA CORP. Alex Lee/East Clothing Jeans 13 726.72 545.23 #####

Sales_Data-Cleaned - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Help

Clipboard Font Alignment Number Styles Cells

1 Client Client Representative Region Department Product Quantity Unit Price Cost Price Date

2 Delta Co. Mary Jones/West Clothing Rice Bag 17 444 333.47 09-11-2024

3 Beta Ltd. Priya Kumar/West Electronics Rice Bag 20 959.42 714.76 06-09-2024

4 Alpha Corp. Priya Kumar/North Electronics Rice Bag 19 304.09 218.42 06-12-2024

5 Epsilon LLC Alex Lee/North Clothing Table 8 811.75 592.98 16-09-2024

6 Gamma Inc. John Smith/North Electronics Shirt 5 612.12 539.4 18-11-2024

7 Epsilon LLC Alex Lee/North Furniture Table 20 487.02 308.54 21-03-2024

8 Gamma Inc. Priya Kumar/South Clothing Monitor 15 662.12 585.33 03-07-2024

9 Alpha Corp. Mary Jones/North Electronics Monitor 10 876.45 724.51 22-11-2024

10 Beta Ltd. John Smith/West Furniture Table 3 640.05 472.53 07-07-2024

11 Epsilon LLC Priya Kumar/East Groceries Rice Bag 19 626.08 473.48 29-11-2024

12 Gamma Inc. David Chen/East Clothing Table 16 548.62 391 11-01-2024

13 Epsilon LLC John Smith/East Clothing Rice Bag 10 501.72 421.35 04-01-2024

14 Beta Ltd. Alex Lee/West Furniture Monitor 14 193.17 126.61 11-09-2024

15 Epsilon LLC Priya Kumar/West Furniture Jeans 6 150.38 106.31 28-11-2024

16 Alpha Corp. Mary Jones/South Chair 15 632.45 468.12 23-04-2024

17 Gamma Inc. Alex Lee/Clothing TV 17 697.88 460.35 27-03-2024

18 Beta Ltd. John Smith/South Groceries Monitor 5 525.79 431.94 22-07-2024

19 Beta Ltd. Alex Lee/North Furniture Shirt 18 292.53 256.11 25-08-2024

20 Epsilon LLC David Chen/South Furniture Jeans 13 240.9 199.91 01-03-2024

21 Epsilon LLC David Chen/West Furniture Shirt 16 988.71 683.75 24-05-2024

22 Gamma Inc. Mary Jones/West Electronics Table 11 861.09 529.08 29-04-2024

23 Gamma Inc. John Smith/East Clothing Jeans 18 962.59 722.69 16-07-2024

24 Delta Co. David Chen/North Clothing Monitor 14 810.27 602.29 01-11-2024

25 Alpha Corp. Priya Kumar/South Groceries TV 12 253.28 166.3 10-08-2024

26 Delta Co. Mary Jones/West Electronics Jeans 11 713.78 439.58 18-08-2024

27 ALPHA CORP. Alex Lee/East Clothing Jeans 13 726.72 545.23 18-02-2024

Step 3: Created a Table

- Selected the entire dataset in Excel
- Pressed Ctrl + T → shortcut to create a table
- Checked the box “My table has headers”
- Excel automatically converted the dataset into a structured Table format

Sales_Data-Cleaned - Excel

The screenshot shows a Microsoft Excel spreadsheet titled "Sales_Data-Cleaned". A table is currently being created or edited. The table has columns labeled Client, Client Representative, Region, Department, Product, Quantity, Unit Price, Cost Price, and Date. The data includes entries from various companies like Delta Co, Beta Ltd, Alpha Corp, Epsilon LLC, Gamma Inc, and others, with details such as clothing items like Rice Bag, Electronics, Jeans, etc., and their respective quantities, prices, and dates. The "Data" tab is active in the ribbon.

Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date
2 Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024
3 Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024
4 Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024
5 Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024
6 Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024
7 Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024
8 Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024
9 Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024
10 Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024
11 Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024
12 Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024
13 Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024
14 Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024
15 Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024
16 Alpha Corp	Mary Jones	South	Clothing	Chair	15	632.45	468.12	23-04-2024
17 Gamma Inc	Alex Lee	South	Clothing	TV	17	697.88	460.35	27-03-2024
18 Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024
19 Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024
20 Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024
21 Epsilon LLC	David Chen	West	Clothing	Jeans	11	861.09	529.08	29-04-2024
22 Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024
23 Gamma Inc	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024
24 Delta Co	David Chen	South	Groceries	TV	12	253.28	166.3	10-08-2024
25 Alpha Corp	Priya Kumar	South	Groceries	TV	10	501.72	421.35	04-01-2024
26 Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024
27 ALPHA CORP	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024

Sales_Data-Cleaned - Excel

The screenshot shows the same Microsoft Excel spreadsheet after data cleaning. The table now has a header row and is sorted by Date. The data remains the same as in the previous screenshot.

Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date
2 Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024
3 Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024
4 Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024
5 Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024
6 Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024
7 Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024
8 Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024
9 Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024
10 Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024
11 Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024
12 Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024
13 Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024
14 Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024
15 Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024
16 Alpha Corp	Mary Jones	South	Clothing	Chair	15	632.45	468.12	23-04-2024
17 Gamma Inc	Alex Lee	South	Clothing	TV	17	697.88	460.35	27-03-2024
18 Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024
19 Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024
20 Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024
21 Epsilon LLC	David Chen	West	Clothing	Shirt	16	988.71	683.75	24-05-2024
22 Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024
23 Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024
24 Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024
25 Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-08-2024
26 Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024
27 ALPHA CORP	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024

Step 4: Removed Duplicates

- With the table selected → Data tab → Remove Duplicates
- Selected all columns (or only key columns)
- Confirmed and removed any duplicate rows.

Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date
Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024
Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024
Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024
Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75		
Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12		
Epsilon LLC	Alex Lee	north	Furniture	Table	20	487.02		
Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12		
Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45		
Beta Ltd	John Smith	West	Furniture	Table	3	640.05		
Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08		
Gamma Inc	David Chen	East	Clothing	Table	16	548.62		
Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72		
Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17		
Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38		
Alpha Corp	Mary Jones	South	Clothing	Chair	15	632.45		
Gamma Inc	Alex Lee		Clothing	TV	17	697.88		
Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79		
Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53		
Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024
Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024
Gamma Inc	mary jones	West	Electronics	Table	11	861.09	529.08	29-04-2024
Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024
Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024
Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-06-2024
Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024
ALPHA CORP	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024

Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date
Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024
Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024
Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024
Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024
Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024
Epsilon LLC	Alex Lee	north	Furniture	Table	20	487.02	308.54	21-03-2024
Gamma Inc	Priya Kumar	South	Clothing	Monitor				
Alpha Corp	Mary Jones	North	Electronics	Monitor				
Beta Ltd	John Smith	West	Furniture	Table				
Epsilon LLC	Priya Kumar	East	Groceries	Rice Ba				
Gamma Inc	David Chen	East	Clothing	Table				
Epsilon LLC	John Smith	East	Clothing	Rice Bag				
Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024
Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024
Alpha Corp	Mary Jones	South	Clothing	Chair	15	632.45	468.12	23-04-2024
Gamma Inc	Alex Lee		Clothing	TV	17	697.88	460.35	27-03-2024
Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024
Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024
Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024
Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024
Gamma Inc	mary jones	West	Electronics	Table	11	861.09	529.08	29-04-2024
Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024
Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024
Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-06-2024
Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024
ALPHA CORP	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024

Step 5: Opened Power Query

- Went to Data tab → Get & Transform Data → From Table/Range

Step 6: Fixed Text Formatting Using Replace Values

- Opened the dataset in **Power Query**
- Selected the text columns (like *Region*, *Client*, *Department*, *Client Representative*)
- Used **Home → Replace Values** to correct inconsistent entries
 - " north " → "North"
 - "mary jones" → "Mary Jones"
 - "furniture" → " Furniture "

Table1 - Power Query Editor

Replace Values

Replace one value with another in the selected columns.

Value To Find: mary Jones

Replace With: Mary Jones

Advanced options

OK Cancel

	Client	Client Representative	Region	Department	Product	Quantity	Unit Price
8	Alpha Corp	Mary Jones	West	Furniture	Shirt	16	12
9	Beta Ltd	John Smith	East	Clothing	Table	11	10
10	Epsilon LLC	Priya Kumar	North	Electronics	Jeans	18	14
11	Gamma Inc	David Chen	North	Electronics	Shirt	5	8
12	Epsilon LLC	John Smith	North	Electronics	Table	20	16
13	Beta Ltd	Alex Lee	North	Furniture	Monitor	15	10
14	Epsilon LLC	Priya Kumar	South	Clothing	TV	17	12
15	Alpha Corp	Mary Jones	South	Furniture	Groceries	19	14
16	Gamma Inc	Alex Lee	South	Clothing	Monitor	16	11
17	Beta Ltd	John Smith	South	Furniture	Shirt	18	13
18	Beta Ltd	Alex Lee	South	Furniture	Jeans	13	9
19	Epsilon LLC	David Chen	West	Furniture	Table	16	10
20	Epsilon LLC	David Chen	West	Electronics	Table	11	7
21	Gamma Inc	mary Jones	West	Electronics	Jeans	18	12
22	Gamma Inc	John Smith	East	Clothing	Shirt	5	8
23	Delta Co	Mary Jones	North	Furniture	Table	20	16

mary Jones

9 COLUMNS, 100 ROWS Column profiling based on top 1000 rows PREVIEW DOWNLOADED AT 17:28

Region Column

Table2 - Power Query Editor

ReplaceText("Client Representative")

Trim

Clean

Remove Prefix

Add Suffix

	Client	Client Representative	Region	Department	Product	Quantity	Unit Price
1	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	12
2	Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	10
3	Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	14
4	Epsilon LLC	Alex Lee	North	Clothing	Table	8	7
5	Gamma Inc	John Smith	North	Electronics	Shirt	5	8
6	Epsilon LLC	Alex Lee	North	Furniture	Table	20	16
7	Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	10
8	Alpha Corp	Mary Jones	North	Electronics	Monitor	10	7
9	Beta Ltd	John Smith	West	Furniture	Table	3	5
10	Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	12
11	Gamma Inc	David Chen	East	Clothing	Table	16	10
12	Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	7
13	Beta Ltd	Alex Lee	West	Furniture	Monitor	14	9
14	Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	8
15	Alpha Corp	Mary Jones	South	null	Chair	15	10
16	Gamma Inc	Alex Lee	South	Clothing	TV	17	12
17	Beta Ltd	John Smith	South	Groceries	Monitor	5	8
18	Beta Ltd	Alex Lee	North	Furniture	Shirt	18	14
19	Epsilon LLC	David Chen	South	Furniture	Jeans	13	9
20	Epsilon LLC	David Chen	West	Furniture	Table	16	12
21	Gamma Inc	Mary Jones	West	Electronics	Table	11	7
22	Delta Co	Mary Jones	North	Furniture	Table	20	16

mary Jones

9 COLUMNS, 100 ROWS Column profiling based on top 1000 rows PREVIEW DOWNLOADED AT 17:28

Trimmed the Region Column

- Selected the **Region** column in **Power Query**
- Went to **Transform → Format → Trim**
- This removed any **extra spaces** before or after the region names

Table2 - Power Query Editor

Transform

Queries [1] Table2

Table: = Table.TransformColumns(#"Replaced Value", {"Region", Text.Trim, type text})

Client Client Representative Region Department Product Quantity Unit Price

Valid Error Empty Valid Error Empty

95% 0% 5% 100% 0% 0% 95% 0% 5% 95% 0% 0% 100% 0% 0% 100% 0% 0% 100% 0% 0% 100% 0% 0%

Replace Values

Replace one value with another in the selected columns.

Value To Find: north
Replace With: North

OK Cancel

Query Settings

PROPERTIES

Name: Table2

All Properties

APPLIED STEPS

Source: Changed Type: Replaced Value: Trimmed Text

PREVIEW DOWNLOADED AT 17:41

Department Column

Table2 - Power Query Editor

Transform

Queries [1] Table2

Table: = Table.ReplaceValue(#"Trimmed Text", "north", "North", Replacer.ReplaceText, {"Region"})

Client Client Representative Region Department Product Quantity Unit Price

Valid Error Empty Valid Error Empty

95% 0% 5% 100% 0% 0% 95% 0% 5% 95% 0% 0% 100% 0% 0% 100% 0% 0% 100% 0% 0% 100% 0% 0%

Replace Values

Replace one value with another in the selected columns.

Value To Find: furniture
Replace With: Furniture

OK Cancel

Query Settings

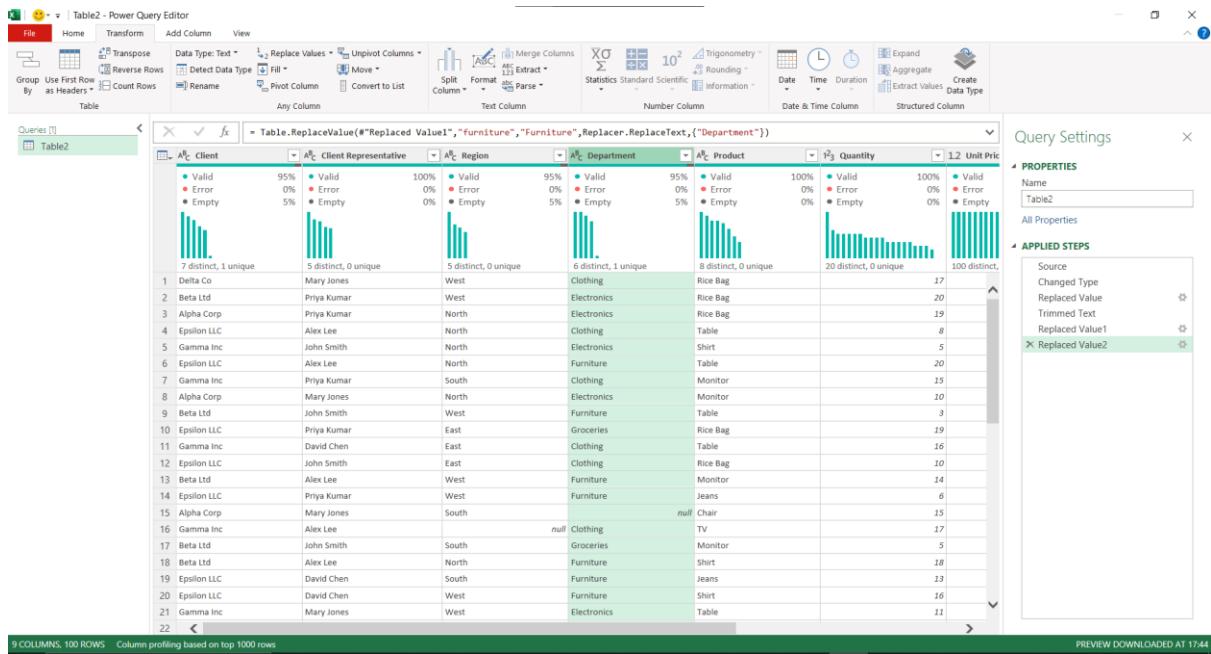
PROPERTIES

Name: Table2

All Properties

APPLIED STEPS

Source: Changed Type: Replaced Value: Trimmed Text: Replaced Value1



Client Column

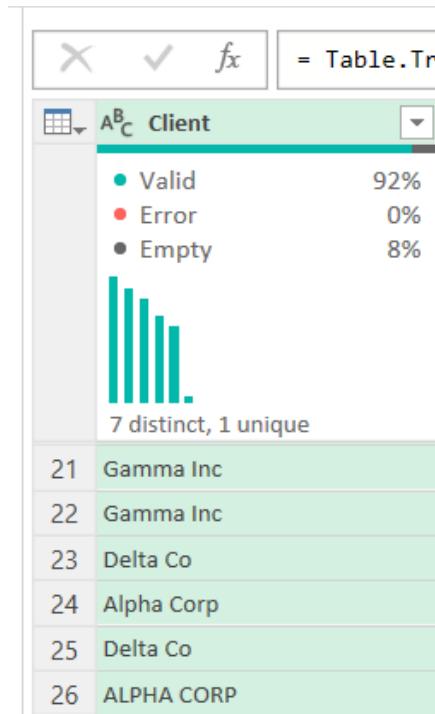


Table1 - Power Query Editor

File Home Transform Add Column View

Close & Load * Refresh Preview Advanced Editor Manage * Choose Columns - Columns - Keep Rows - Remove Rows - Split Column - Group By Data Type: Text - Use First Row as Headers - Merge Queries * Append Queries Combine Files Manage Parameters * New Source * Recent Sources * Enter Data Data source settings Data Sources New Query

Queries [1] Table1

Client Client Representative Region Department Product Quantity

Replace Values

Replace one value with another in the selected columns.

Value To Find: ALPHA CORP
Replace With: Alpha Corp

OK Cancel

	Client	Client Representative	Region	Department	Product	Quantity
12	www.edu					
13	Epsilon LLC					
14	Alpha Corp					
15	Gamma Inc					
16	Beta Ltd					
17	Beta Ltd					
18	Epsilon LLC					
19	Epsilon LLC					
20	Epsilon LLC					
21	Gamma Inc					
22	Gamma Inc					
23	Delta Co	Mary Jones	West	Electronics	Jeans	
24	Alpha Corp	ALPHA CORP	Alex Lee	Clothing	Jeans	
25	Delta Co					
26	ALPHA CORP		East	Electronics	Shirt	
27	Epsilon LLC	Priya Kumar	North	Groceries	Jeans	
28	Beta Ltd	Mary Jones	West			
29						

ALPHA CORP

Table1 - Power Query Editor

File Home Transform Add Column View

Close & Load * Refresh Preview Advanced Editor Manage * Choose Columns - Columns - Keep Rows - Remove Rows - Split Column - Group By Data Type: Text - Use First Row as Headers - Merge Queries * Append Queries Combine Files Manage Parameters * New Source * Recent Sources * Enter Data Data source settings Data Sources New Query

Queries [1] Table1

Client

Replace Values

Replace one value with another in the selected columns.

Value To Find: ALPHA CORP
Replace With: Alpha Corp

OK Cancel

	Client
23	Delta Co
24	Alpha Corp
25	Delta Co
26	Alpha Corp
27	Epsilon Llc
28	Beta Ltd
29	Alpha Corp

Step 7: Replaced Null Values with "Unknown"

- Selected the entire table in Power Query
- Used Transform → Replace Values
- In the dialog box:
 - Value to Find: null
 - Replace With: "Unknown"
- Applied this across all columns to ensure no missing values remained

The screenshot shows the Power Query Editor interface with the 'Table2' query selected. A 'Replace Values' dialog box is open over the table, prompting to replace 'null' with 'Unknown'. The 'Applied Steps' pane on the right lists 'Replaced Value3'.

The screenshot shows the Power Query Editor interface with the 'Table2' query selected. A 'Replace Values' dialog box is open over the table, prompting to replace 'null' with 'Unknown'. The 'Applied Steps' pane on the right lists 'Replaced Value4'.

Step 8: Changed Data Type of Numeric Columns

- Selected the columns **Quantity**, **Unit Price**, and **Cost Price** in Power Query
- This conversion changed all numeric fields from Alphanumeric/Text to Whole Number
- Date column to Date Datatype

Screenshot of the Power Query Editor showing the transformation process:

The top part shows the formula bar: `Inknown",Replacer.ReplaceValue,{"Client", "Client Representative", "Region", "Department",`

The main table view displays the following data:

ABC 123	Quantity	ABC 123	Unit Price	ABC 123	Cost Price	ABC 123	Date
● Valid	100%	● Valid	100%	● Valid	100%	● Valid	100%
● Error	0%	● Error	0%	● Error	0%	● Error	0%
● Empty	0%	● Empty	0%	● Empty	0%	● Empty	0%
17		444		333.47		09-11-2024	
20		959.42		714.76		06-09-2024	
19		304.09		218.42		06-12-2024	
8		811.75		592.98		16-09-2024	
5		612.12		539.4		18-11-2024	
20		487.02		308.54		21-03-2024	
15		662.12		585.33		03-07-2024	
10		876.45		724.51		22-11-2024	
3		640.05		472.53		07-07-2024	
10		525.00		472.40		20-11-2024	

The bottom part shows the Power Query Editor interface with the "Transform" tab selected. A context menu is open over the "Quantity" column, showing data type options: Decimal Number, Currency, Whole Number, Percentage, Date/Time, Date, Time, Date/Time/Timezone, Duration, Text, True/False, Binary, and Using Locale... The "Whole Number" option is highlighted.

Column profiling information at the bottom: 9 COLUMNS, 100 ROWS. Column profiling based on top 1000 rows.

Table2 - Power Query Editor

File Home Transform Add Column View

Data Type: Whole Number Replace Values Unpivot Columns

Transpose Reverse Rows Count Rows Group By Use First Row as Headers

Group Rename Pivot Columns Convert to List

Split Columns Format Text Column Number Column Date & Time Column Structured Column

Statistics Standard Scientific Information Date Time Duration

Merge Columns Advanced Extract Trigonometry Rounding

Parse Date Create Data Type

Query Settings

PROPERTIES

Name: Table2

All Properties

APPLIED STEPS

Source Changed Type Replaced Value Trimmed Text Replaced Value1 Replaced Value2 Replaced Value3 Replaced Value4

Changed Type1

Table2

= Table.TransformColumnTypes#"Replaced Value4", {"Quantity", Int64.Type})

	Department	Product	Quantity	Unit Price	Cost Price	Date
1	Clothing	Rice Bag	17	444	333.47	09-11-2024 00:00:00
2	Electronics	Rice Bag	20	959.42	714.76	06-09-2024 00:00:00
3	Electronics	Rice Bag	19	304.09	218.42	06-12-2024 00:00:00
4	Clothing	Table	8	811.75	592.98	16-09-2024 00:00:00
5	Electronics	Shirt	5	612.12	539.4	18-11-2024 00:00:00
6	Furniture	Table	20	487.02	308.54	21-03-2024 00:00:00
7	Clothing	Monitor	15	662.12	585.33	03-07-2024 00:00:00
8	Electronics	Monitor	10	876.45	724.51	22-11-2024 00:00:00
9	Furniture	Table	3	640.05	472.53	07-07-2024 00:00:00
10	Groceries	Rice Bag	19	626.08	473.48	29-11-2024 00:00:00
11	Clothing	Table	16	548.62	391	11-01-2024 00:00:00
12	Clothing	Rice Bag	10	501.72	421.35	04-01-2024 00:00:00
13	Furniture	Monitor	14	193.17	126.61	11-09-2024 00:00:00
14	Furniture	Jeans	6	150.38	106.31	28-11-2024 00:00:00
15	Unknown	Chair	15	632.45	468.12	23-04-2024 00:00:00
16	Clothing	TV	17	697.88	460.35	27-03-2024 00:00:00
17	Groceries	Monitor	5	525.79	431.94	22-07-2024 00:00:00
18	Furniture	Shirt	18	292.53	256.11	25-08-2024 00:00:00
19	Furniture	Jeans	13	240.9	199.91	01-03-2024 00:00:00
20	Furniture	Shirt	16	988.71	683.75	24-05-2024 00:00:00
21	Electronics	Table	11	861.09	529.08	29-04-2024 00:00:00
22						

Table1 - Power Query Editor

File Home Transform Add Column View

Close & Load * Refresh Preview Advanced Editor Close

Choose Columns Remove Columns Keep Rows Remove Rows Manage Columns Manage Rows Reduce Rows Sort Transform

Data Type: Any Use First Row as Headers Append Queries Combine Files Manage Parameters Data source settings Data Sources Enter Data New Source Recent Sources

Query Settings

PROPERTIES

Name: Table1

All Properties

APPLIED STEPS

Source Changed Type Replaced Value Trimmed Text Replaced Value1 Replaced Value2 Replaced Value3 Replaced Value4

Replaced Value1

Table1

= Table.TransformColumnTypes#"Replaced Value3", {"Quantity", Int64.Type})

	Department	Product	Quantity	Unit Price	Cost Price	Date
1	Clothing	Rice Bag	17	444	333.47	0
2	Electronics	Rice Bag	20	959.42	714.76	0
3	Electronics	Rice Bag	19	304.09	218.42	1
4	Clothing	Table	8	811.75	592.98	1
5	Electronics	Shirt	5	612.12	539.4	0
6	Furniture	Table	20	487.02	308.54	2
7	Clothing	Monitor	15	662.12	585.33	0
8	Electronics	Monitor	10	876.45	724.51	2
9	Furniture	Table	3	640.05	472.53	0
10	Groceries	Rice Bag	19	626.08	473.48	2
11	Clothing	Table	16	548.62	391	1
12	Clothing	Rice Bag	10	501.72	421.35	0
13	Furniture	Monitor	14	193.17	126.61	1
14	Furniture	Jeans	6	150.38	106.31	2
15	Unknown	Chair	15	632.45	468.12	2
16	Clothing	TV	17	697.88	460.35	2
17	Groceries	Monitor	5	525.79	431.94	2
18	Furniture	Shirt	18	292.53	256.11	2
19	Furniture	Jeans	13	240.9	199.91	0
20	Furniture	Shirt	16	988.71	683.75	2
21	Electronics	Table	11	861.09	529.08	2
22						

9 COLUMNS, 100 ROWS Column profiling based on top 1000 rows.

Table1 - Power Query Editor

File Home Transform Add Column View

Close & Load * Refresh Preview Advanced Editor Properties Manage Close

Choose Columns Remove Rows Keep Rows Sort Split Column Group By Replace Values Data Type: Any Use First Row as Headers Merge Queries Append Queries Combine Files Manage Parameters Data source settings Data Sources New Source Recent Sources New Query

Queries [1] Table1

= Table.TransformColumnTypes(#"Replaced Value3",{{"Quantity", Int64.Type}, {"Unit Price", type number}})

	Department	Product	Quantity	Unit Price	Cost Price	Date
1	Clothing	Rice Bag	17	444	333.47	2024-05-29
2	Electronics	Rice Bag	20	959.42	714.76	2024-05-29
3	Electronics	Rice Bag	19	304.09	218.42	2024-05-29
4	Clothing	Table	8	811.75	592.98	2024-05-29
5	Electronics	Shirt	5	612.12	538.4	2024-05-29
6	Furniture	Table	20	487.02	308.54	2024-05-29
7	Clothing	Monitor	15	662.12	585.33	2024-05-29
8	Electronics	Monitor	10	876.45	724.51	2024-05-29
9	Furniture	Table	3	640.05	472.53	2024-05-29
10	Groceries	Rice Bag	19	626.08	473.48	2024-05-29
11	Clothing	Table	16	548.62	391	2024-05-29
12	Clothing	Rice Bag	10	501.72	421.35	2024-05-29
13	Furniture	Monitor	14	193.17	126.61	2024-05-29
14	Furniture	Jeans	6	150.38	106.31	2024-05-29
15	Unknown	Chair	15	632.45	468.12	2024-05-29
16	Clothing	TV	17	697.88	460.35	2024-05-29
17	Groceries	Monitor	5	525.79	431.94	2024-05-29
18	Furniture	Shirt	18	292.53	256.11	2024-05-29
19	Furniture	Jeans	13	240.9	199.91	2024-05-29
20	Furniture	Shirt	16	988.71	683.75	2024-05-29
21	Electronics	Table	11	861.09	529.08	2024-05-29
22						

9 COLUMNS, 100 ROWS Column profiling based on top 1000 rows

Table1 - Power Query Editor

File Home Transform Add Column View

Close & Load * Refresh Preview Advanced Editor Properties Manage Close

Choose Columns Remove Rows Keep Rows Sort Split Column Group By Replace Values Data Type: Any Use First Row as Headers Merge Queries Append Queries Combine Files Manage Parameters Data source settings Data Sources New Source Recent Sources New Query

Queries [1] Table1

= Table.TransformColumnTypes(#"Replaced Value3",{{"Quantity", Int64.Type}, {"Unit Price", type number}, {"Cost Price", type number}})

	Department	Product	Quantity	Unit Price	Cost Price	Date
1	Clothing	Rice Bag	17	444	333.47	2024-05-29
2	Electronics	Rice Bag	20	959.42	714.76	2024-05-29
3	Electronics	Rice Bag	19	304.09	218.42	2024-05-29
4	Clothing	Table	8	811.75	592.98	2024-05-29
5	Electronics	Shirt	5	612.12	538.4	2024-05-29
6	Furniture	Table	20	487.02	308.54	2024-05-29
7	Clothing	Monitor	15	662.12	585.33	2024-05-29
8	Electronics	Monitor	10	876.45	724.51	2024-05-29
9	Furniture	Table	3	640.05	472.53	2024-05-29
10	Groceries	Rice Bag	19	626.08	473.48	2024-05-29
11	Clothing	Table	16	548.62	391	2024-05-29
12	Clothing	Rice Bag	10	501.72	421.35	2024-05-29
13	Furniture	Monitor	14	193.17	126.61	2024-05-29
14	Furniture	Jeans	6	150.38	106.31	2024-05-29
15	Unknown	Chair	15	632.45	468.12	2024-05-29
16	Clothing	TV	17	697.88	460.35	2024-05-29
17	Groceries	Monitor	5	525.79	431.94	2024-05-29
18	Furniture	Shirt	18	292.53	256.11	2024-05-29
19	Furniture	Jeans	13	240.9	199.91	2024-05-29
20	Furniture	Shirt	16	988.71	683.75	2024-05-29
21	Electronics	Table	11	861.09	529.08	2024-05-29
22						

9 COLUMNS, 100 ROWS Column profiling based on top 1000 rows

Table2 - Power Query Editor

Queries [1] Table2

Table.TransformColumnTypes(#"Replaced Value4",{{"Quantity", Int64.Type}, {"Unit Price", type number}, {"Cost Price", type number}, {"Date", type date}})

Query Settings

- PROPERTIES**
 - Name: Table2
 - All Properties
- APPLIED STEPS**
 - Source
 - Changed Type
 - Replaced Value
 - Trimmed Text
 - Replaced Value1
 - Replaced Value2
 - Replaced Value3
 - Replaced Value4
 - Changed Type1**

	Department	Product	Quantity	Unit Price	Cost Price	Date
1	Clothing	Rice Bag	17	444	333.47	09-11-2024
2	Electronics	Rice Bag	20	559.42	714.76	06-09-2024
3	Electronics	Rice Bag	19	304.09	218.42	05-12-2024
4	Clothing	Table	8	811.75	592.98	16-09-2024
5	Electronics	Shirt	5	612.12	539.4	18-11-2024
6	Furniture	Table	20	487.02	308.54	21-09-2024
7	Clothing	Monitor	15	662.12	585.33	03-07-2024
8	Electronics	Monitor	10	876.45	724.51	22-11-2024
9	Furniture	Table	3	640.05	472.53	07-07-2024
10	Groceries	Rice Bag	19	626.08	473.48	29-11-2024
11	Clothing	Table	16	548.62	391	11-01-2024
12	Clothing	Rice Bag	10	501.72	421.35	04-01-2024
13	Furniture	Monitor	14	193.17	126.61	11-09-2024
14	Furniture	Jeans	6	150.88	106.31	28-11-2024
15	Unknown	Chair	15	632.45	468.12	23-04-2024
16	Clothing	TV	17	697.88	460.35	27-03-2024
17	Groceries	Monitor	5	525.79	431.94	22-07-2024
18	Furniture	Shirt	18	292.53	256.11	25-08-2024
19	Furniture	Jeans	13	240.9	199.91	01-03-2024
20	Furniture	Shirt	16	988.71	683.75	24-05-2024
21	Electronics	Table	11	861.09	529.08	29-04-2024
22						

Step 9: Add Calculated Columns

Revenue:

- Add Column → Custom Column → [Quantity] * [Unit Price]

Table1 - Power Query Editor

File Home Transform Add Column View

Column From Examples ▾ Custom Column Invoke Custom Function Conditional Column Index Column ▾ Duplicate Column Format ABC 123 Extract abc Parse From Text

Queries [1] Table1

= Table.Transform

	Department
100%	● Valid
0%	● Error
0%	● Empty

Table1 - Power Query Editor

Custom Column

Add a column that is computed from the other columns.

New column name: Revenue

Custom column formula:

```
= [Quantity] * [Unit Price]
```

Available columns:

- Client
- Client Representative
- Region
- Department
- Product
- Quantity
- Unit Price

Learn about Power Query formulas

✓ No syntax errors have been detected.

OK Cancel

Product	Quantity	Unit Price	Cost Price	Date	Revenue
Clothing	1	632.45	468.12	09-11-2024	632.45
Electronics	2	697.88	460.35	06-09-2024	1395.73
Electronics	3	525.79	431.94	06-12-2024	1577.37
Clothing	4	292.53	256.11	16-09-2024	108.12
Electronics	5	240.9	199.91	01-03-2024	45.49
Furniture	6	988.71	683.75	24-05-2024	320.96
Clothing	7	861.09	529.08	29-04-2024	342.01
Electronics	8				
Furniture	9				
Groceries	10				
Clothing	11				
Furniture	12				
Furniture	13				
Unknown	14				
Chair	15				
TV	16				
Monitor	17				
Furniture	18				
Shirt	19				
Furniture	20				
Shirt	21				
Electronics	22				

9 COLUMNS, 100 ROWS Column profiling based on top 1000 rows

Change Data Type to Decimal Number

Table1 - Power Query Editor

Revenue

AddColumn("Revenue", each [Quantity] * [Unit Price])

Product	Quantity	Unit Price	Cost Price	Date	Revenue
Rice Bag	17	444	333.47	09-11-2024	632.45
Rice Bag	20	959.42	714.76	06-09-2024	1395.73
Rice Bag	19	304.09	218.42	06-12-2024	108.12
Table	8	811.75	592.98	16-09-2024	240.9
Shirt	5	612.12	539.4	18-11-2024	45.49
Table	20	487.02	308.54	21-03-2024	180.48
Monitor	15	662.12	585.33	01-07-2024	11895.52
Monitor	10	876.45	724.51	22-11-2024	1519.36
Table	3	640.05	472.53	07-07-2024	1920.15
Rice Bag	19	626.08	473.48	29-11-2024	1133.7
Table	16	548.62	391	11-01-2024	5017.2
Rice Bag	10	501.72	421.35	04-01-2024	2704.38
Monitor	14	193.17	126.61	11-09-2024	9486.75
Jeans	6	150.38	106.31	28-11-2024	5265.54
Chair	15	632.45	468.12	21-04-2024	3131.7
TV	17	697.88	460.35	27-07-2024	2628.95
Monitor	5	525.79	431.94	22-07-2024	222.39
Shirt	18	292.53	256.11	25-08-2024	37.49
Jeans	13	240.9	199.91	01-03-2024	1519.36
Shirt	16	988.71	683.75	24-05-2024	9471.99
Table	11	861.09	529.08	29-04-2024	342.01

10 COLUMNS, 100 ROWS Column profiling based on top 1000 rows

Profit

Add Column → Custom Column → [Revenue] - ([Quantity] * [Cost Price])

Table1 - Power Query Editor

File Home Transform Add Column View

General

Column From Custom Invoke Function Examples Column

Conditional Column Index Column Duplicate Column

Format Parse

From Text From Number

Statistics Standard Scientific Information

Date Time Duration

From Date & Time

Custom Column

Add a column that is computed from the other columns.

New column name: Profit

Custom column formula: `= [Revenue] - ([Quantity] * [Cost Price])`

Available columns: Client, Client Representative, Region, Department, Product, Quantity, Unit Price

Learn about Power Query formulas

✓ No syntax errors have been detected.

OK Cancel

id	Profit
1	100%
2	0%
3	0%
4	0%
5	0%
6	0%
7	0%
8	0%
9	0%
10	0%
11	0%
12	0%
13	0%
14	0%
15	1879.01
16	4893.2
17	1627.73
18	1750.16
19	363.6
20	3569.6
21	1151.85
22	1519.4
23	502.56
24	2899.4
25	2521.92
26	803.7
27	931.84
28	264.42
29	2464.95
30	4038.01
31	469.25
32	532.87
33	4879.36
34	3652.11

ABC
123 Profit

100%
0%
0%
10 unique
7548
19188.4
5777.71
6494

1.2 Decimal Number
\$ Currency
123 Whole Number
% Percentage
Date/Time
Date
Time
Date/Time/Timezone
Duration
Text

Table2 - Power Query Editor

File Home Transform Add Column View

General

Column From Custom Invoke Function Examples Column

Conditional Column Index Column Duplicate Column

Format Parse

From Text From Number

Statistics Standard Scientific Information

Date Time Duration

From Date & Time

Transform Column Types # Add Custom1, {"Profit", type number}

Query Settings

PROPERTIES
Name: Table2

APPLIED STEPS

- Source
- Changed Type
- Replaced Value
- Trimmed Text
- Replaced Value1
- Replaced Value2
- Replaced Value3
- Replaced Value4
- Changed Type1
- Added Custom
- Changed Type2
- Added Custom1
- Changed Type3

Quantity	Unit Price	Cost Price	Date	Revenue	Profit
1	17	444	833.47	09-12-2024	7548 1879.01
2	20	959.42	714.76	06-09-2024	19188.4 4893.2
3	19	304.09	218.42	06-12-2024	5777.71 1627.73
4	8	811.75	592.98	16-09-2024	6494 1750.16
5	5	612.12	539.4	18-11-2024	3060.6 363.6
6	20	487.02	308.54	21-03-2024	9740.4 3569.6
7	15	662.12	585.33	03-07-2024	9931.8 1151.85
8	10	878.45	724.51	22-11-2024	8764.3 1519.4
9	3	640.05	472.53	07-07-2024	1920.15 502.56
10	19	626.08	473.48	29-11-2024	11895.52 2899.4
11	16	548.62	391	11-01-2024	8777.92 2521.92
12	10	501.72	421.35	04-01-2024	5017.2 803.7
13	14	193.17	126.61	11-09-2024	2704.38 931.84
14	6	150.38	106.31	28-11-2024	902.28 264.42
15	15	632.45	468.12	23-04-2024	9486.75 2464.95
16	17	697.88	460.35	27-03-2024	11863.96 4038.01
17	5	525.79	431.94	22-07-2024	2628.95 469.25
18	18	292.53	256.11	25-08-2024	5265.54 655.56
19	13	240.9	199.91	01-09-2024	3131.7 532.87
20	16	988.71	683.75	24-05-2024	15819.36 4879.36
21	11	861.09	529.08	29-04-2024	9471.99 3652.11

11 COLUMNS, 100 ROWS - Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 17:55

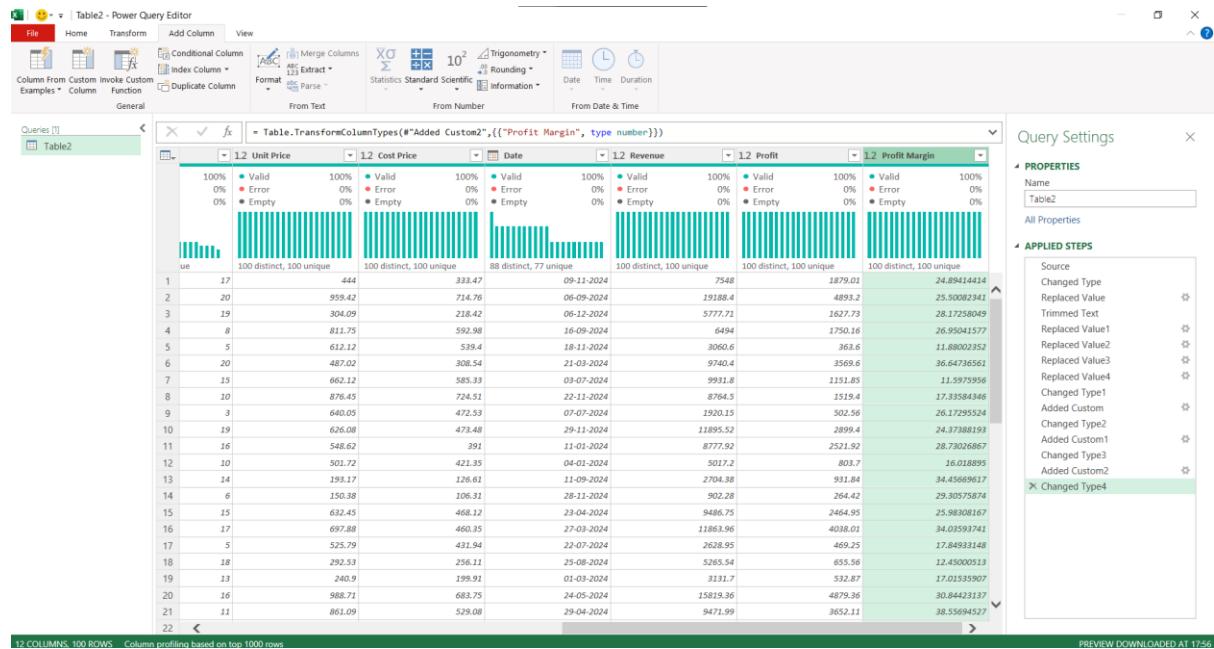
Profit Margin %:

- Add Column → Custom Column → [Profit] / [Revenue] * 100

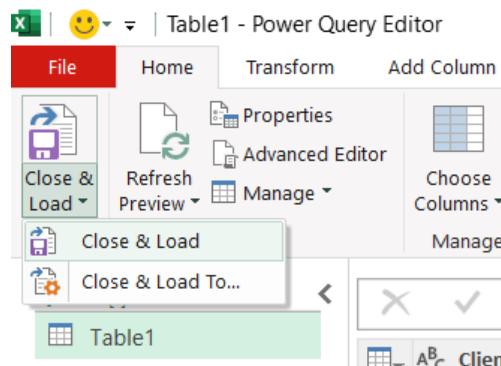
The screenshot shows the Power Query Editor interface with the formula bar displaying: `= Table.AddColumn(#"Changed Type4", "Profit Margin", each ([Profit] / [Revenue]) * 100)`. A 'Custom Column' dialog box is open, prompting for a new column name ('Profit Margin') and a custom column formula ('= [Profit] / [Revenue] * 100'). The formula bar also shows the previous step: `= Table.AddColumn(#"Changed Type4", "Profit Margin", each ([Profit] / [Revenue]) * 100)`. The main table view shows columns: Unit Price, Cost Price, Revenue, Profit, and Profit Margin.

Change Data Type to Decimal Number

The screenshot shows the Power Query Editor interface with the formula bar displaying: `= Table.AddColumn(#"Changed Type4", "Profit Margin", each ([Profit] / [Revenue]) * 100)`. The 'Profit Margin' column has been converted to a decimal number type, as indicated by the dropdown menu icon next to its header. The main table view shows columns: Unit Price, Cost Price, Revenue, Profit, and Profit Margin.



Step 10: Click Home → Close & Apply



Sales_Data - Cleaned - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Help Table Design Query

Table Name: Table2_1 Summarize with PivotTable Remove Duplicate Insert Slicer Properties Open in Browser Insert Refresh Unlink External Table Data Table Style Options

Header Row First Column Filter Button Total Row Last Column Banded Rows Banded Columns

Table Styles

A1

Queries & Connections

Queries | Connections

1 query

Table2

100 rows loaded.

Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date	Revenue	Profit	Profit Margin
Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024	7548	1879.01	24.89414414
Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024	19188.4	4893.2	25.50082341
Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024	5777.71	1627.73	28.17258049
Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024	649	1750.16	26.95041577
Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024	3060.6	363.6	11.88002352
Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024	9740.4	3569.6	36.64736561
Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024	9931.8	1151.85	11.5975956
Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024	8764.5	1510.4	17.33584346
Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024	1920.15	502.56	26.17295524
Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024	11895.52	2899.4	24.37388193
Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024	6777.92	2521.92	28.73026867
Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024	5017.2	803.7	16.018895
Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024	2704.38	931.84	34.45669617
Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024	902.28	264.42	29.30575874
Alpha Corp	Mary Jones	South	Unknown	Chair	15	632.45	468.12	23-04-2024	9486.75	2464.95	25.98308167
Gamma Inc	Alex Lee	Unknown	Clothing	TV	17	697.88	460.35	27-03-2024	11863.96	4038.01	34.03593741
Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024	2628.95	469.25	17.84933148
Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024	5265.54	655.56	12.45000513
Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024	3131.7	532.87	17.01535907
Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024	15819.36	4879.36	30.84423137
Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024	9471.99	3652.11	38.55694527
Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024	17326.62	4318.2	24.92234492
Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024	11343.78	2911.72	25.66798721
Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-08-2024	3039.36	1043.76	34.34144003
Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.56	18-08-2024	7851.58	3016.2	38.41519798
Alpha Corp	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024	9447.36	2359.37	24.97385513