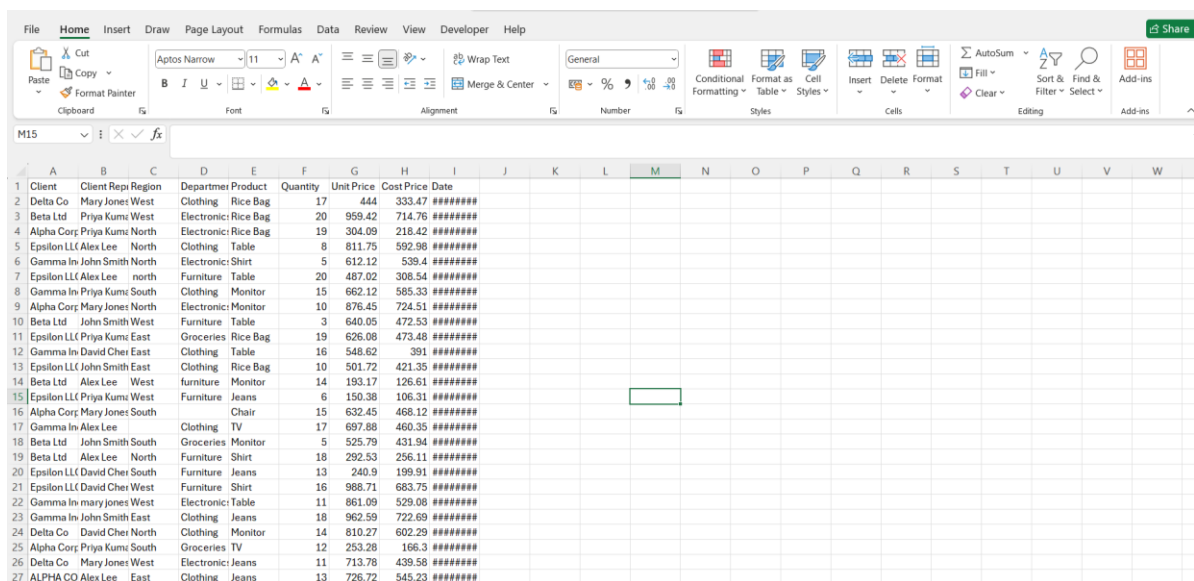


# Excel Power Query – Data Cleaning & Transformation Steps

## Project Overview

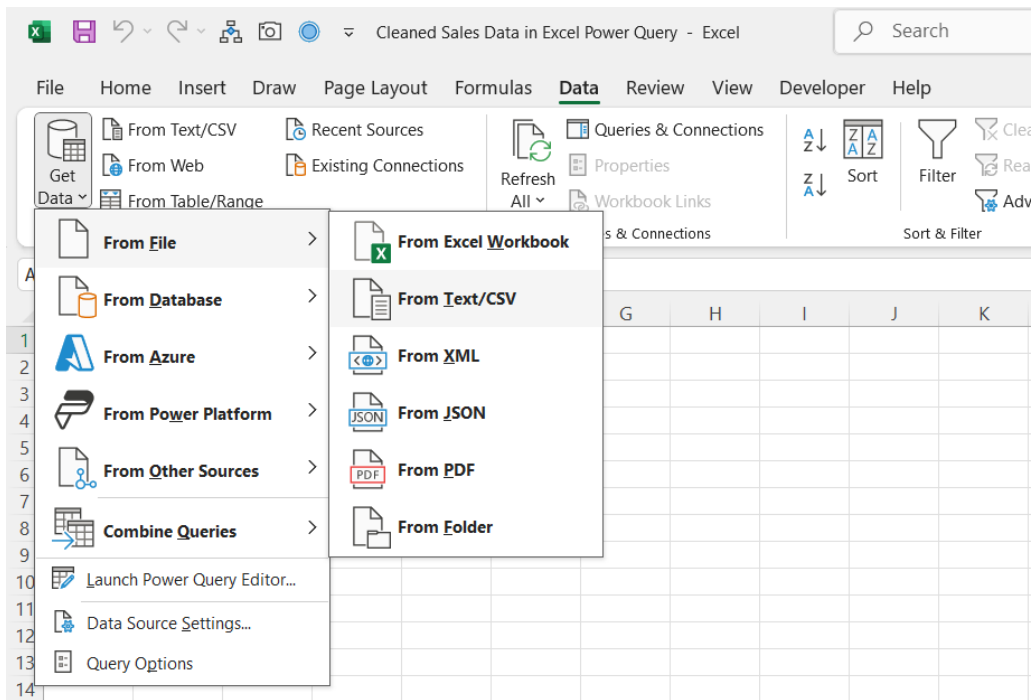
- **Dataset:** Messy sales dataset
- **Columns:** Client, Client Representative, Region, Department, Product, Quantity, Unit Price, Cost Price, Date
- **Purpose:** Demonstrate data cleaning, transformation, and analysis in Excel.



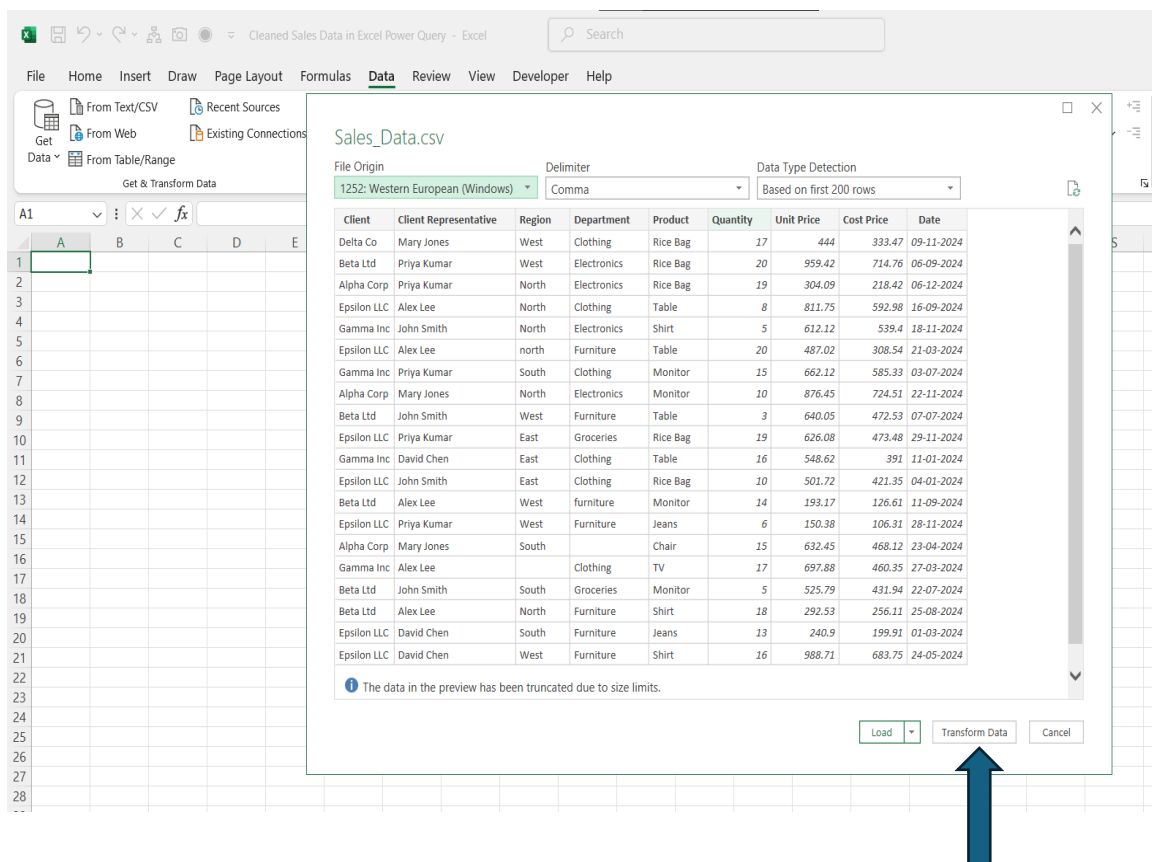
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Client	Client Rep	Region	Department	Product	Quantity	Unit Price	Cost Price	Date														
2	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	*****														
3	Beta Ltd	Priya Kumar	West	Electronic	Rice Bag	20	959.42	714.76	*****														
4	Alpha Corp	Priya Kumar	North	Electronic	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	Electronic	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	Electronic	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	548.82	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	Electronic	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	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 1: Import Data into Power Query

1. Open a new Excel Workbook.
2. Go to Data tab → click Get Data → From File → From Text/CSV.

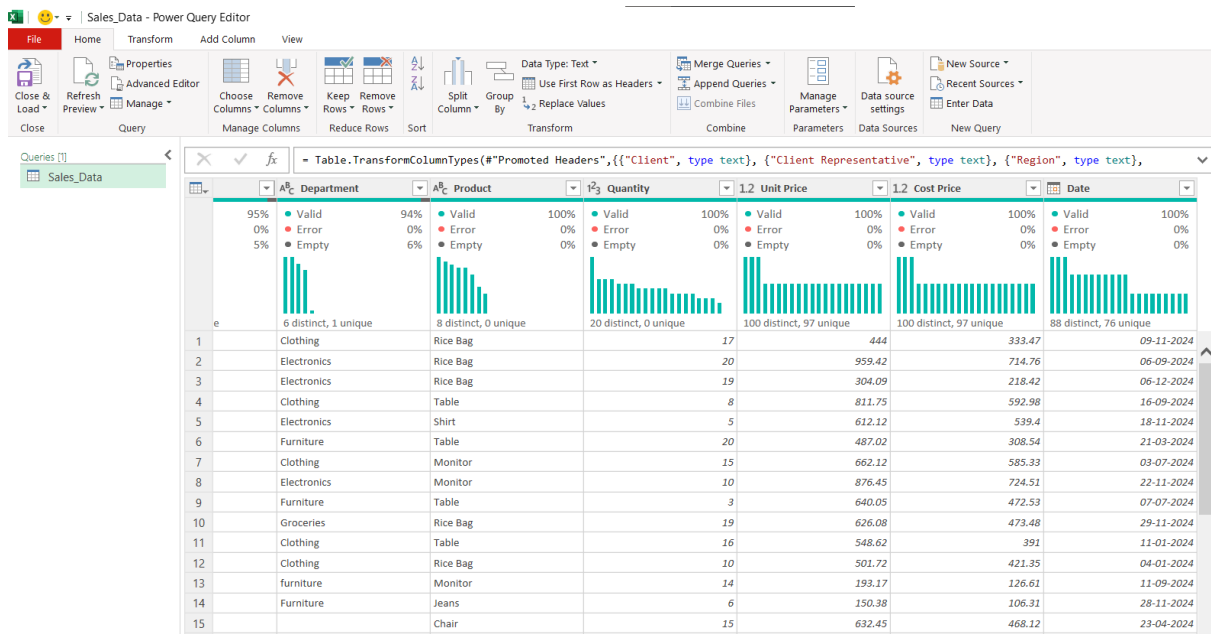
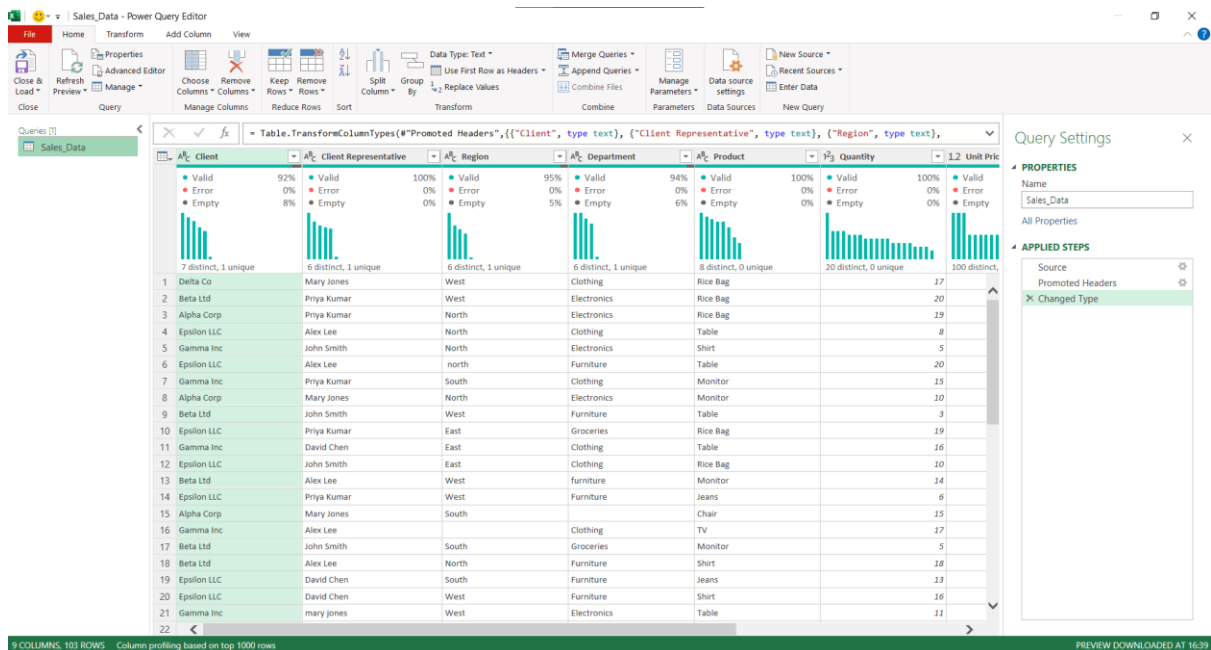


3. Select the raw CSV file and click Import.
4. In the preview window, click **Transform Data** to open Power Query Editor.



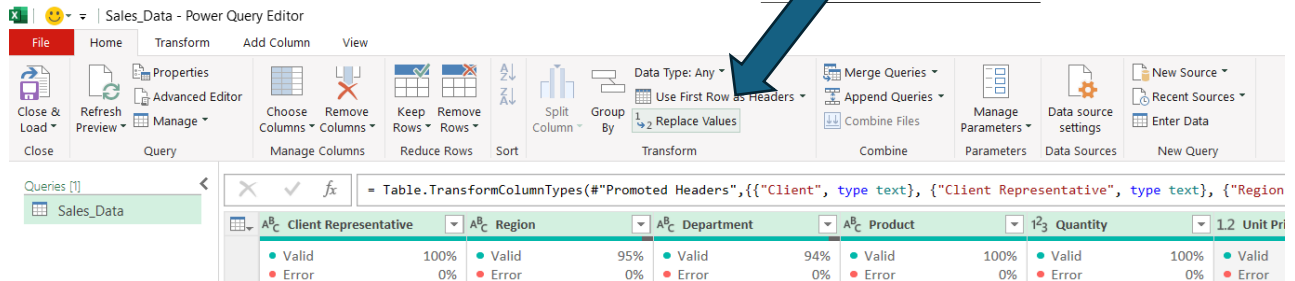
## Step 2: Review & Understand Raw Data

- Checked column data types and identified inconsistencies like:
  - Mixed casing in text columns
  - Blank values
  - Incorrect data types



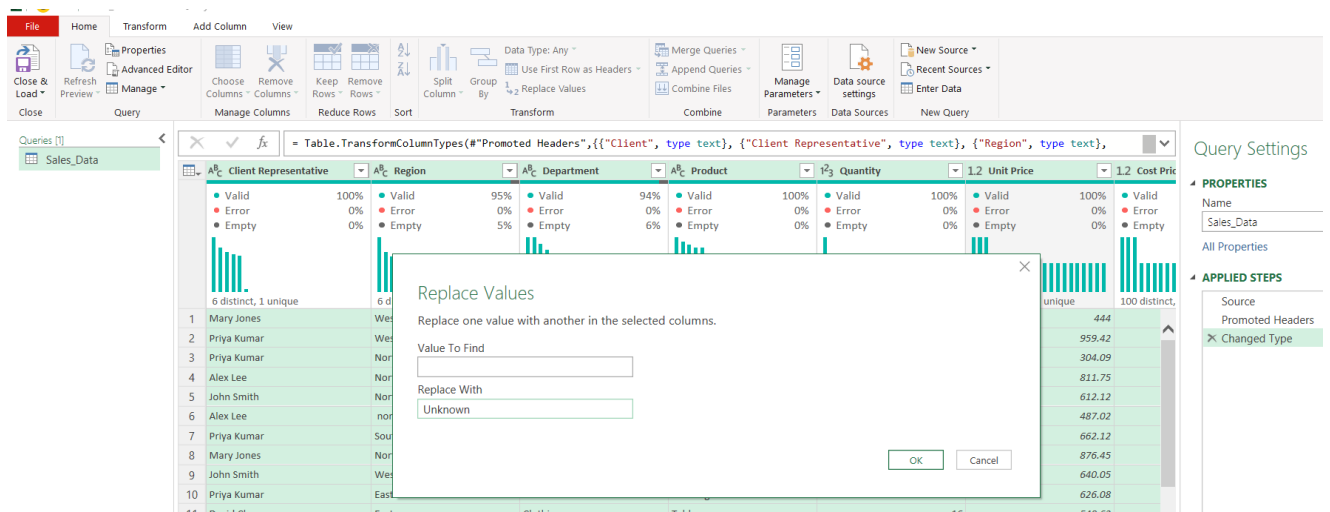
## Step 3: Remove Blank & Null Values

1. Select the table
2. Go to **Home** → **Replace Values**

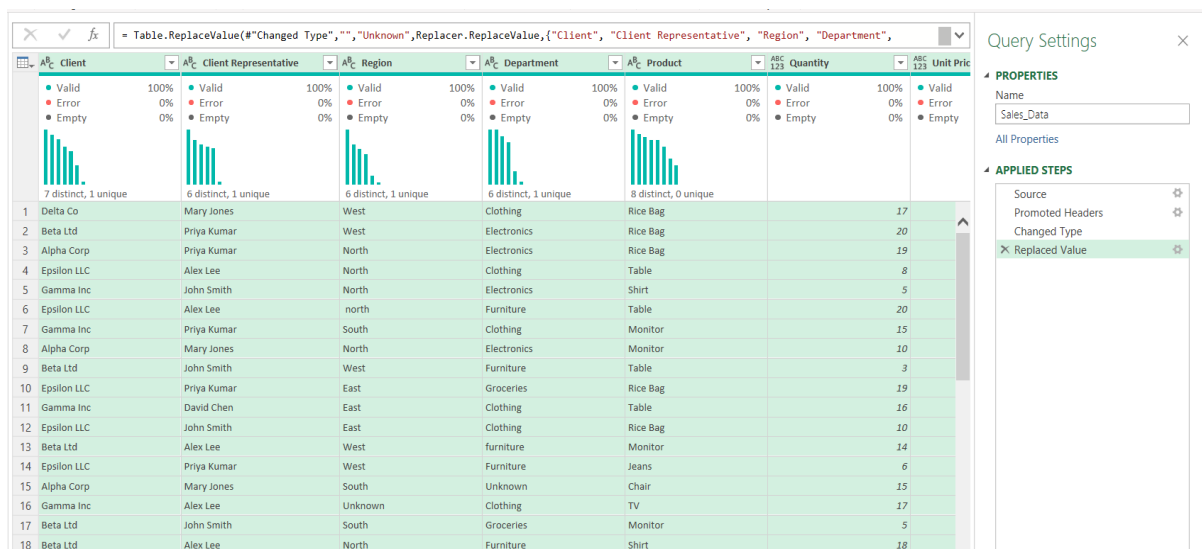


The screenshot shows the Power Query Editor interface. The 'Home' ribbon is active, and the 'Replace Values' button is highlighted in the 'Transform' group. A large blue arrow points to this button. The background shows a data table with columns: Client Representative, Region, Department, Product, Quantity, and Unit Price. Each column has a data type icon and a status indicator (Valid, Error, Empty).

3. Replace null with "Unknown"



The screenshot shows the 'Replace Values' dialog box open over the data table. The dialog has fields for 'Value To Find' and 'Replace With'. The 'Replace With' field contains the text 'Unknown'. The background shows the same data table as before, but with the 'Region' column highlighted. The 'Query Settings' pane on the right shows the 'APPLIED STEPS' list with 'Changed Type' selected.



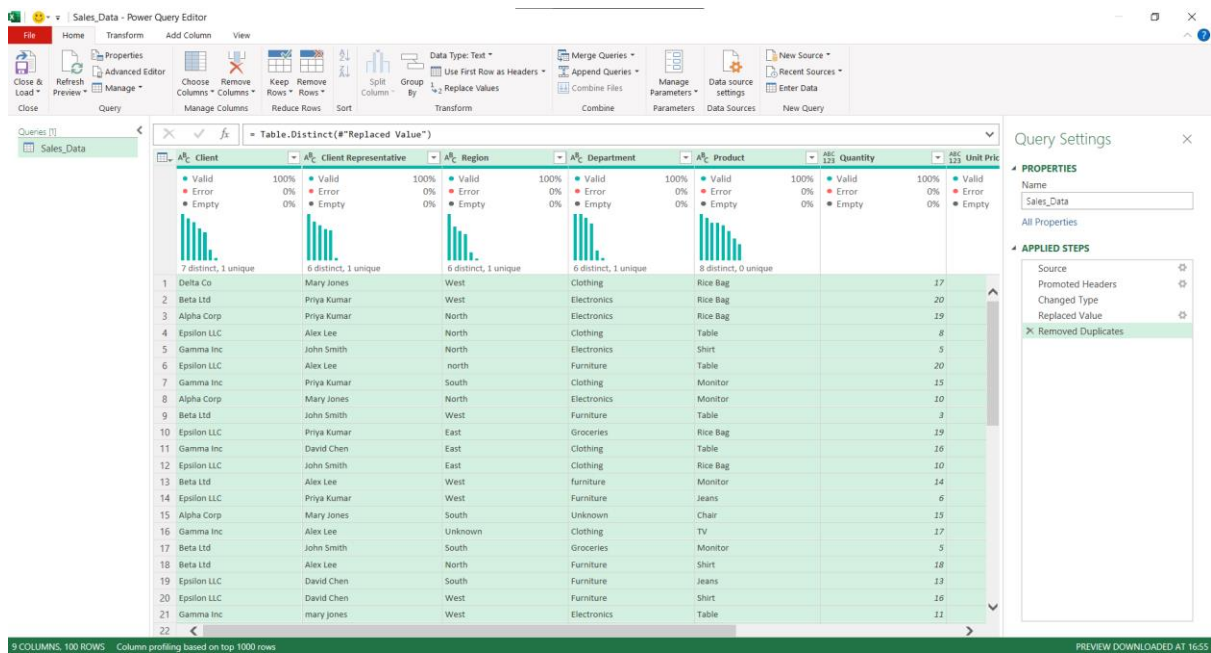
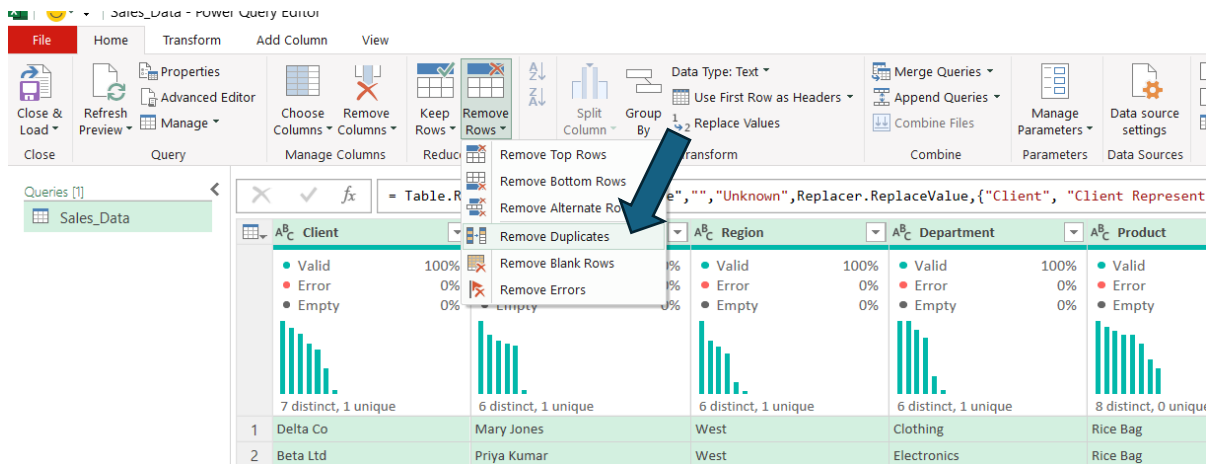
The screenshot shows the final data table after the replacement. The formula bar shows the formula: `= Table.ReplaceValue("#Changed Type", "", "Unknown", Replacer.ReplaceValue, {"Client", "Client Representative", "Region", "Department", "Product", "Quantity", "Unit Price"})`. The data table now includes a new column 'Client' and the 'Region' column has been updated with 'Unknown' for the row where the value was previously null. The 'Query Settings' pane on the right shows the 'APPLIED STEPS' list with 'Replaced Value' selected.

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

## Step 4: Remove Duplicates

1. Select all columns

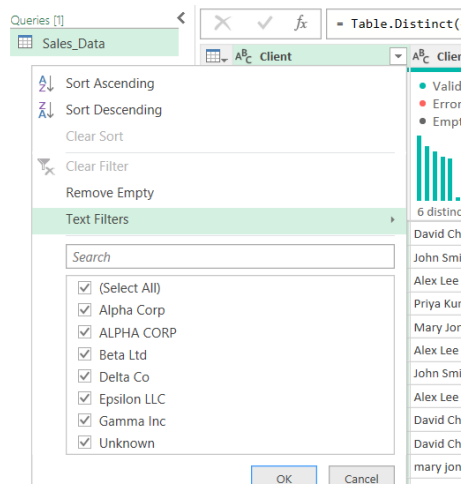
2. Go to Home → Remove Rows → Remove Duplicates



## Step 5: Clean Text Columns

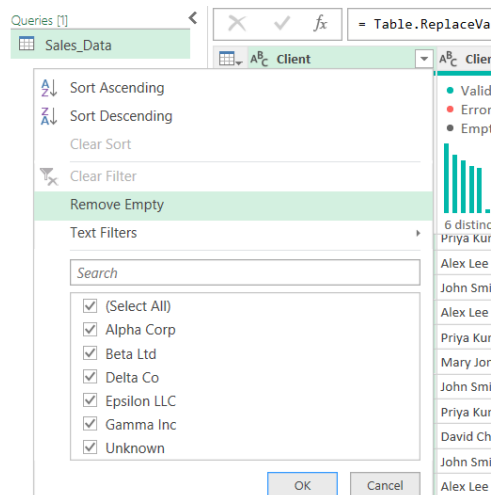
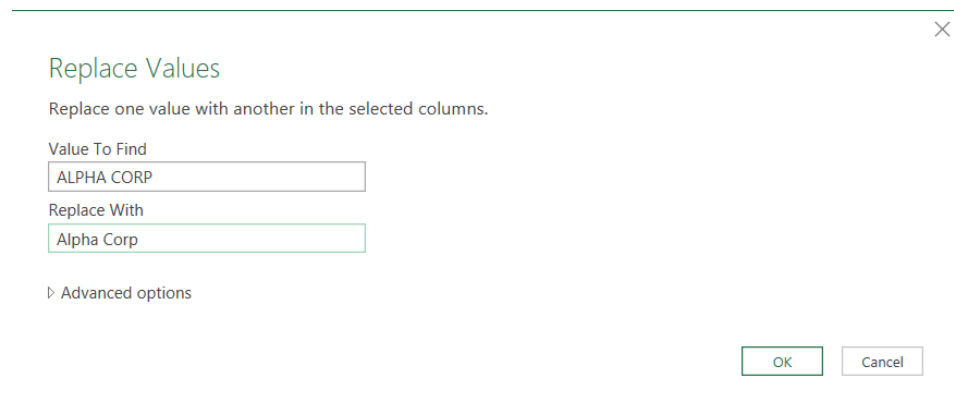
### a) Client Column

"ALPHA CORP" → "Alpha Corp"

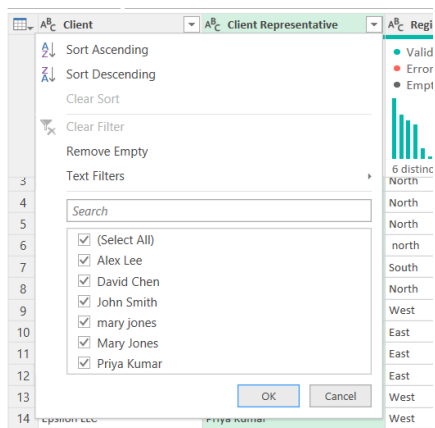


#### 1. Go to **Home** → **Replace Values**

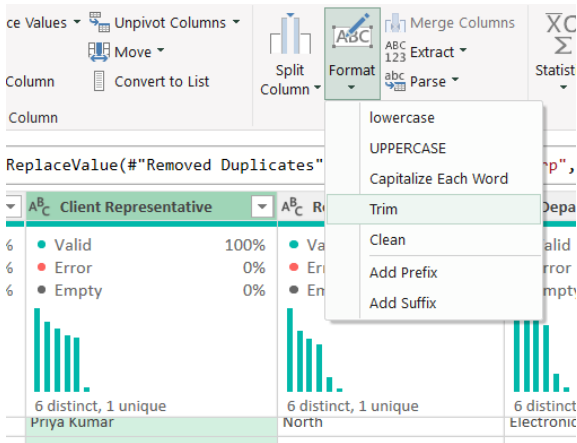
#### 2. Replace "ALPHA CORP" with "Alpha Corp"



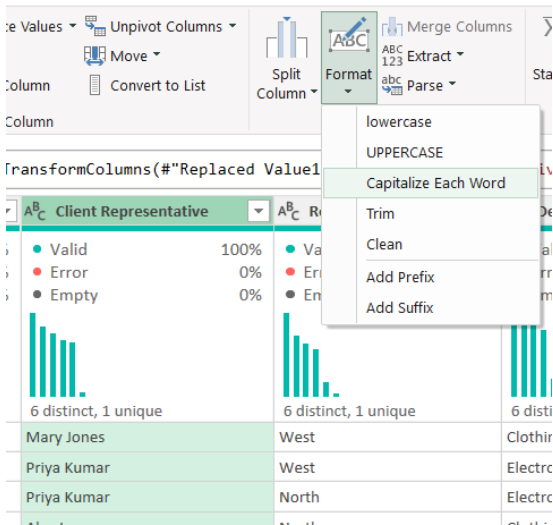
**b) Client Representative Column**

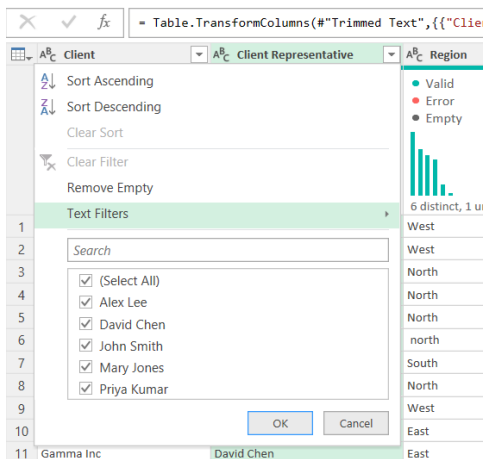


1. Select the column
2. Go to Transform → Format → Trim

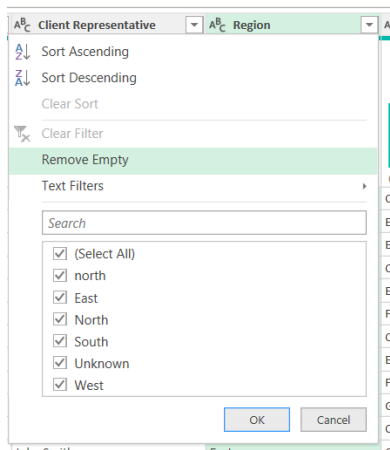


3. Go to Transform → Format → Capitalize Each Word

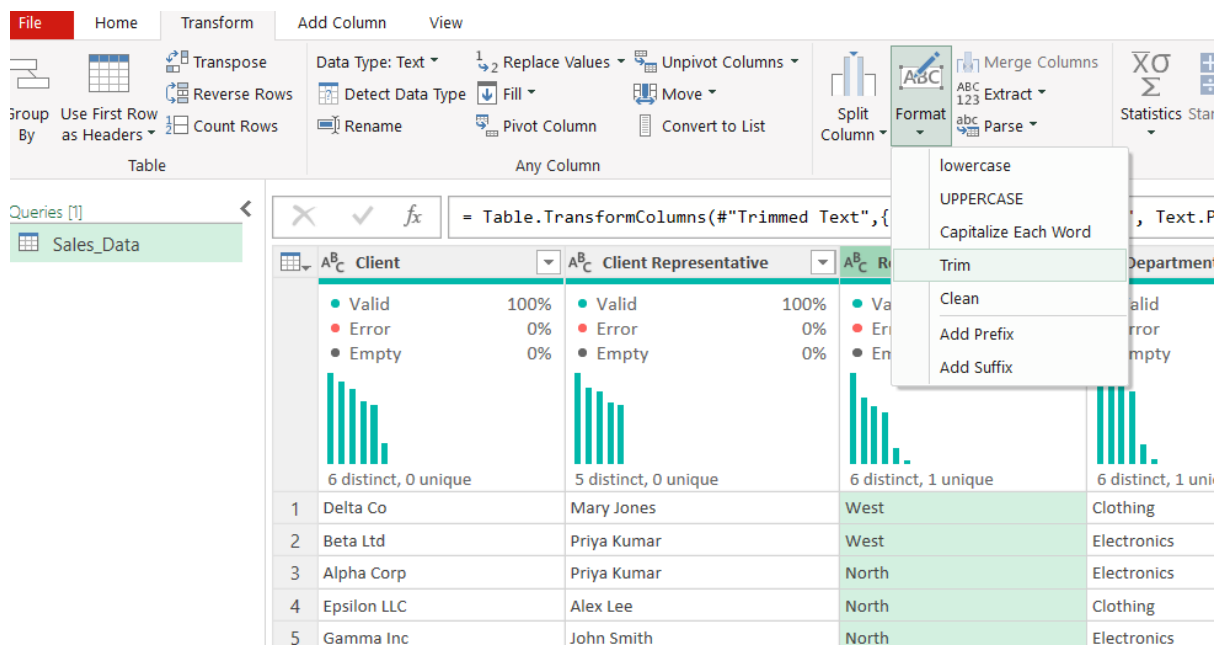




### C) Region Column



1. Select the column
2. Go to **Transform** → **Format** → **Trim**





3. Go to **Transform** → **Format** → **Capitalize Each Word**

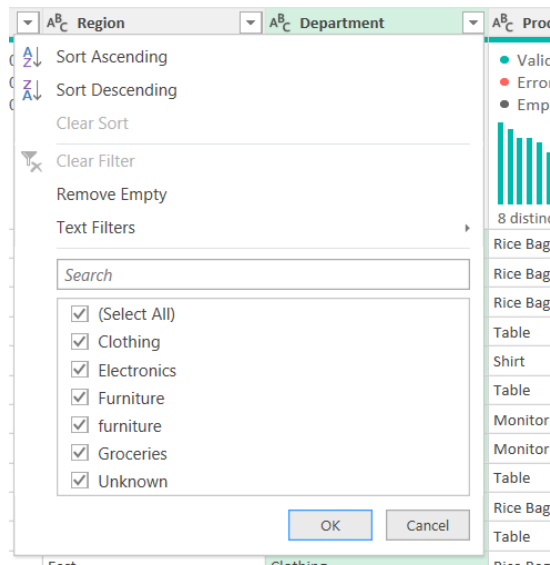
The screenshot shows the 'Format' dropdown menu with the following options: lowercase, UPPERCASE, Capitalize Each Word (highlighted), Trim, Clean, Add Prefix, and Add Suffix. The background shows a data table with columns 'Client Representative' and 'Region'.

Client Representative	Region
West	Clothing
West	Electronics
North	Electronics
North	Clothing
North	Electronics
north	Furniture

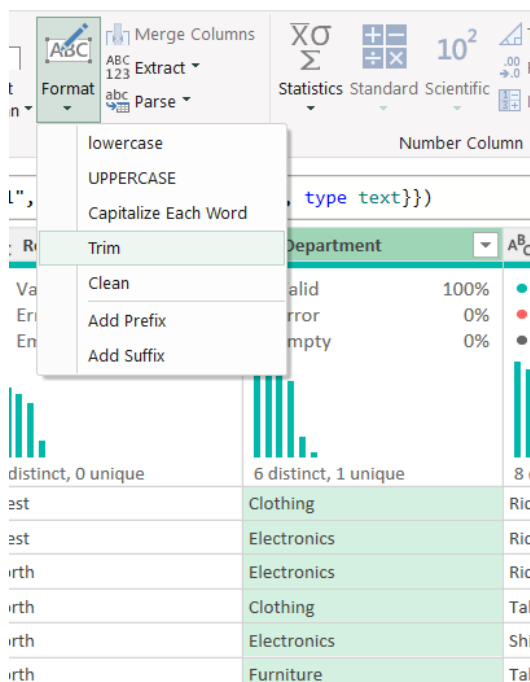
The screenshot shows the 'Sort' dialog box with the following options: Sort Ascending (selected), Sort Descending, Clear Sort, Clear Filter, Remove Empty, and Text Filters. The 'Text Filters' section is expanded, showing a search bar and a list of regions with checkboxes: (Select All), East, North, South, Unknown, and West. The 'OK' and 'Cancel' buttons are at the bottom.

Client Representative	Region
West	Clothing
West	Electronics
North	Electronics
North	Clothing
North	Electronics
north	Furniture

#### d) Department Column



1. Select the column
2. Go to **Transform → Format → Trim**



3. Go to **Transform → Format → Capitalize Each Word**

Format

- lowercase
- UPPERCASE
- Capitalize Each Word
- Trim
- Clean
- Add Prefix
- Add Suffix

Statistics Standard Scientific

Number Column

Text.Trim, type text

Department

Valid	Invalid	Percentage
Valid	Invalid	100%
Error	Error	0%
Empty	Empty	0%

6 distinct, 1 unique

Department
Clothing
Electronics
Electronics
Clothing
Electronics

mmmed Text2",{"Department", Text.Proper, type text}})

Region Department

Sort Ascending

Sort Descending

Clear Sort

Clear Filter

Remove Empty

Text Filters

Search

- ☒ (Select All)
- ☒ Clothing
- ☒ Electronics
- ☒ Furniture
- ☒ Groceries
- ☒ Unknown

OK Cancel

East Clothing

## Step 6: Change Data Types

Updated data types for each column:

Column	Data Type Applied
Quantity	Whole Number
Unit Price	Decimal Number
Cost Price	Decimal Number
Date	Date

### Quantity Column

1. Select the column
2. Go to **Transform** → **Data Type**
3. Choose appropriate data type

The screenshot shows the Power Query Editor interface for a query named 'Sales\_Data'. The 'Transform' tab is active, and the 'Data Type' dropdown menu is open, displaying various data types. The 'Quantity' column is selected, and the 'Whole Number' data type is highlighted. The background shows a preview of the data table with columns: Department, Product, and Quantity. The 'Quantity' column is highlighted in green, indicating it is the selected column.

Department	Product	Quantity
Clothing	Rice Bag	17
Electronics	Rice Bag	20

123 Quantity	ABC Unit
100% Valid	100% Valid
0% Error	0% Error
0% Empty	0% Empty
20 distinct, 0 unique	
	17
	20
	19
	8

## Unit Price Column

1. Select the column
2. Go to **Transform** → **Data Type**
3. Choose appropriate data type

Sales\_Data - Power Query Editor

File Home Transform Add Column View

Group By Use First Row as Headers Reverse Rows Count Rows

Queries [1] Sales\_Data

Data Type: Any

- Decimal Number
- Currency
- Whole Number
- Percentage
- Date/Time
- Date
- Time
- Date/Time/Timezone
- Duration
- Text
- True/False
- Binary

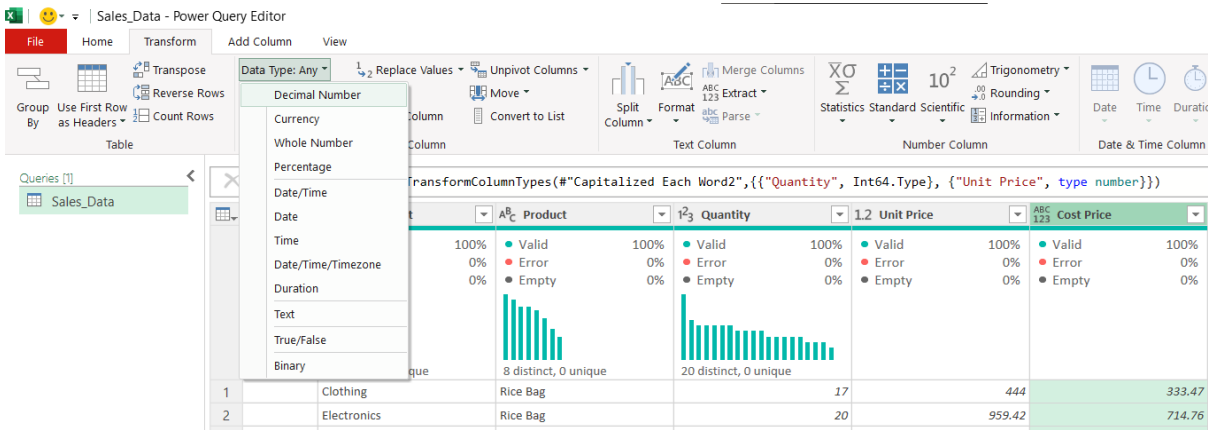
TransformColumnTypes("#Capitalized Each Word2",{{"Quantity", Int64.Type}})

Product	Quantity	Unit Price
100% Valid	100% Valid	100% Valid
0% Error	0% Error	0% Error
0% Empty	0% Empty	0% Empty
8 distinct, 0 unique		20 distinct, 0 unique
1	Clothing	Rice Bag
2	Electronics	Rice Bag
3	Electronics	Rice Bag
		17
		20
		19
		8

1.2 Unit Price
100% Valid
0% Error
0% Empty
444
959.42
304.09
811.75

### Cost Price Column

- 1. Select the column
- 2. Go to **Transform** → **Data Type**
- 3. Choose appropriate data type



1.2 Cost Price	
Valid	100%
Error	0%
Empty	0%
333.47	
714.76	
218.42	
592.98	
539.4	
308.54	
585.33	

## Date Column

1. Select the column
2. Go to **Transform** → **Data Type**
3. Choose appropriate data type

The screenshot shows the Power Query Editor interface. The 'Transform' tab is active, and the 'Data Type' menu is open for the 'Date' column. The menu options include: Decimal Number, Currency, Whole Number, Percentage, Date/Time, Time, Date/Time/Timezone, Duration, Text, True/False, and Binary. The 'Date' column is highlighted in the column header row. The data table below shows three rows of data:

	Product	Quantity	Unit Price	Cost Price	Date
1	Clothing	Rice Bag	17	444	09-11-2024
2	Electronics	Rice Bag	20	959.42	06-09-2024
3	Electronics	Rice Bag	19	304.09	06-12-2024

The 'Date' column is currently set to 'Date/Time' type. The 'Data Type' menu is open, showing options for various data types. The 'Date' column is highlighted in the column header row.

The screenshot shows the Power Query Editor interface. The 'Transform' tab is active, and the 'Data Type' menu is open for the 'Date' column. The menu options include: Decimal Number, Currency, Whole Number, Percentage, Date/Time, Time, Date/Time/Timezone, Duration, Text, True/False, and Binary. The 'Date' column is highlighted in the column header row. The data table below shows three rows of data:

	Product	Quantity	Unit Price	Cost Price	Date
1	Clothing	Rice Bag	17	444	09-11-2024
2	Electronics	Rice Bag	20	959.42	06-09-2024
3	Electronics	Rice Bag	19	304.09	06-12-2024

The 'Date' column is currently set to 'Date/Time' type. The 'Data Type' menu is open, showing options for various data types. The 'Date' column is highlighted in the column header row.

The screenshot shows the Power Query Editor interface. The 'Transform' tab is active, and the 'Data Type' menu is open for the 'Date' column. The menu options include: Decimal Number, Currency, Whole Number, Percentage, Date/Time, Time, Date/Time/Timezone, Duration, Text, True/False, and Binary. The 'Date' column is highlighted in the column header row. The data table below shows three rows of data:

	Product	Quantity	Unit Price	Cost Price	Date
1	Clothing	Rice Bag	17	444	09-11-2024
2	Electronics	Rice Bag	20	959.42	06-09-2024
3	Electronics	Rice Bag	19	304.09	06-12-2024

The 'Date' column is currently set to 'Date/Time' type. The 'Data Type' menu is open, showing options for various data types. The 'Date' column is highlighted in the column header row.

## Step 7: Create New Calculated Columns

- Go to **Add Column** → **Custom Column**

The screenshot shows the Power Query Editor interface. The 'Add Column' tab is selected, and the 'Custom Column' option is highlighted. A blue arrow points to the 'Custom Column' button. Below the ribbon, the 'Queries' list shows 'Sales\_Data'. The main area displays a table with columns: Department, Product, Quantity, Unit Price, Cost Price, and Date. The 'Custom Column' dialog box is open, showing the 'New column name' field with the value 'Custom' and the 'Custom column formula' field with the value '=[Quantity] \* [Unit Price]'. The 'Available columns' list on the right includes Client, Client Representative, Region, Department, Product, Quantity, and Unit Price. The dialog box also shows a status bar indicating 'No syntax errors have been detected'.

## Revenue

This screenshot shows the 'Custom Column' dialog box with the 'New column name' field set to 'Revenue' and the 'Custom column formula' field set to '=[Quantity] \* [Unit Price]'. The 'Available columns' list on the right includes Client, Client Representative, Region, Department, Product, Quantity, and Unit Price. The dialog box also shows a status bar indicating 'No syntax errors have been detected'.



1.2 Cost Price	Date	Revenue
<div> <div>100% Valid</div> <div>0% Error</div> <div>0% Empty</div> </div> <div>100 distinct, 100 unique</div>	<div> <div>100% Valid</div> <div>0% Error</div> <div>0% Empty</div> </div> <div>88 distinct, 77 unique</div>	<div> <div>100% Valid</div> <div>0% Error</div> <div>0% Empty</div> </div>
444	333.47	09-11-2024
59.42	714.76	06-09-2024
04.09	218.42	06-12-2024
11.75	592.98	16-09-2024
12.12	539.4	18-11-2024
87.02	308.54	21-03-2024
62.12	585.33	02-07-2024

## Change Data Type:

1. Select the column
2. Go to **Transform** → **Data Type**
3. Choose appropriate data type

The screenshot shows the Power Query Editor interface. The 'Transform' tab is active, and the 'Data Type' dropdown menu is open for the 'Revenue' column. The menu lists various data types: Decimal Number, Currency, Whole Number, Percentage, Date/Time, Date, Time, Date/Time/Timezone, Duration, Text, True/False, and Binary. The background table has columns: Quantity, Unit Price, Cost Price, Date, and Revenue. The 'Revenue' column is highlighted in green.

1.2 Revenue
<div> <div>100% Valid</div> <div>0% Error</div> <div>0% Empty</div> </div> <div>100 distinct, 100 unique</div>
24
24
24
24
24
24

## Profit

Custom Column

Add a column that is computed from the other columns.

New column name  
Profit

Custom column formula ⓘ  
= [Revenue] - [Quantity] \* [Cost Price]

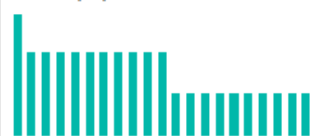

Available columns  
Region  
Department  
Product  
Quantity  
Unit Price  
Cost Price  
Date  
Revenue

<< Insert

[Learn about Power Query formulas](#)

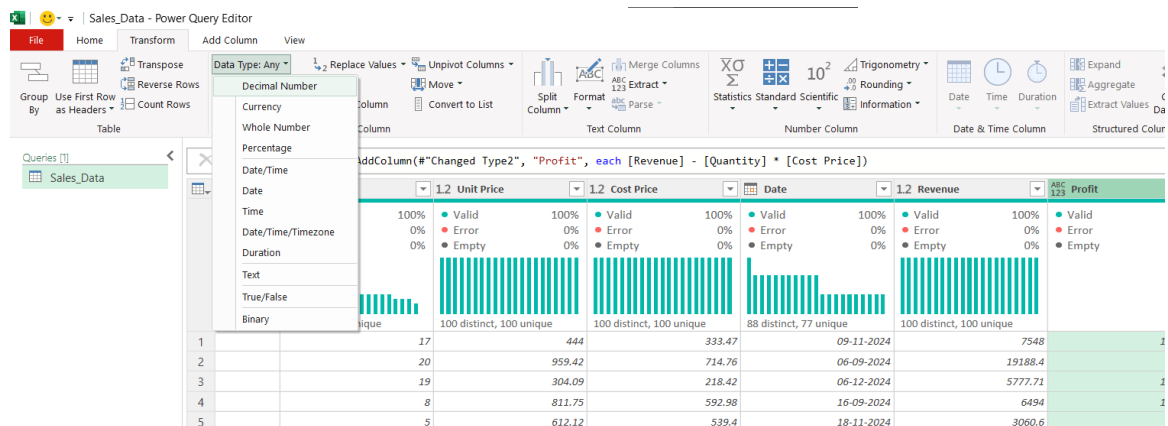
✓ No syntax errors have been detected.

OK Cancel

Date	1.2 Revenue	ABC 123 Profit
<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul>  <p>88 distinct, 77 unique</p>	<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul>  <p>100 distinct, 100 unique</p>	<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul>
09-11-2024	7548	1879.01
06-09-2024	19188.4	4893.2
06-12-2024	5777.71	1627.73
16-09-2024	6494	1750.16

## Change Data Type:

1. Select the column
2. Go to **Transform** → **Data Type**
3. Choose appropriate data type



1.2 Revenue	1.2 Profit
<div> <div>100% Valid</div> <div>0% Error</div> <div>0% Empty</div> </div> <div>100 distinct, 100 unique</div>	<div> <div>100% Valid</div> <div>0% Error</div> <div>0% Empty</div> </div> <div>100 distinct, 100 unique</div>
20247548	1879.01
202419188.4	4893.2
20245777.71	1627.73
20246494	1750.16

## Profit Margin

### Custom Column

Add a column that is computed from the other columns.

New column name

Profit Margin

Custom column formula ⓘ

= [Profit] / [Revenue] \* 100

Learn about Power Query formulas

✓ No syntax errors have been detected.

OK Cancel

Available columns

- Department
- Product
- Quantity
- Unit Price
- Cost Price
- Date
- Revenue
- Profit

<< Insert

1.2 Profit	ABC 123 Profit Margin
<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul> <p>100 distinct, 100 unique</p>	<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul>
1879.01	24.89414414
4893.7	25.50082341

## Change Data Type:

1. Select the column
2. Go to **Transform** → **Data Type**
3. Choose appropriate data type

Sales\_Data - Power Query Editor

File Home Transform Add Column View

Group By Use First Row as Headers Count Rows

Transpose Reverse Rows

Data Type: Any

Replace Values

Unpivot Columns

Move

Convert to List

Split Column

Format

ABC 123 Extract

Merge Columns

Statistics Standard Scientific

Trigonometry

Rounding

Information

Date

Time

Duration

Expand

Aggregate

Extract Values

Create Data Type

Structured Column

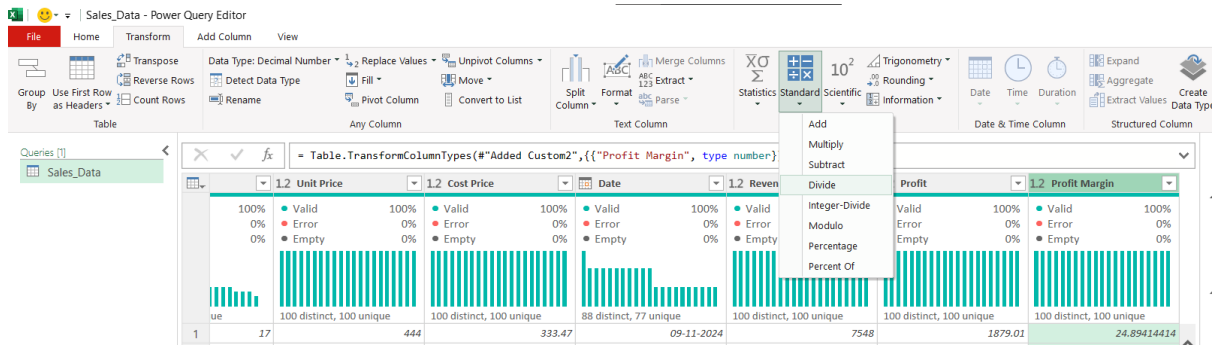
Queries [1] Sales\_Data

AddColumn(#"Changed Type3", "Profit Margin", each [Profit] / [Revenue] \* 100)

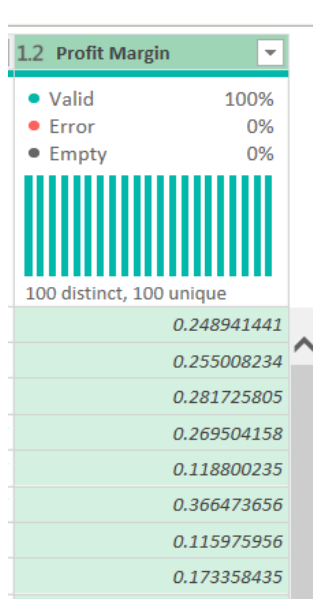
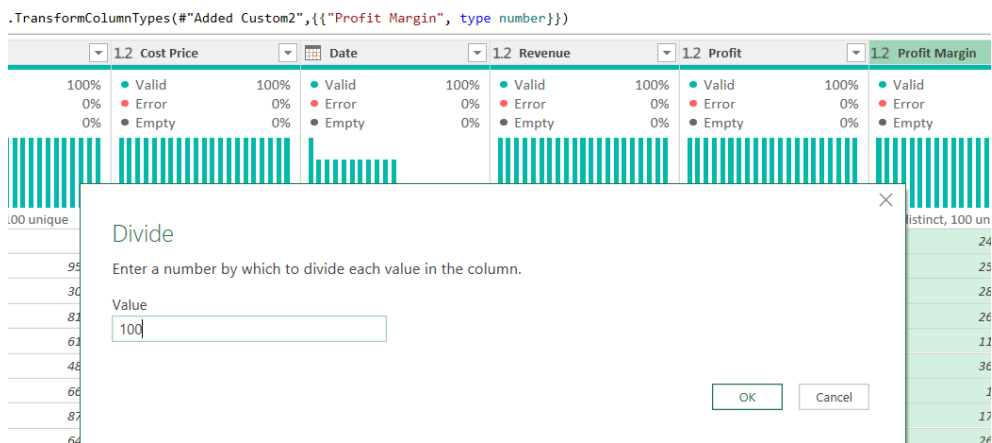
1.2 Cost Price	1.2 Revenue	1.2 Profit	ABC 123 Profit Margin
<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul> <p>100 distinct, 100 unique</p>	<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul> <p>100 distinct, 100 unique</p>	<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul> <p>100 distinct, 100 unique</p>	<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul>
444	7548	1879.01	24.89414414
333.47	10100.4	4893.7	25.50082341

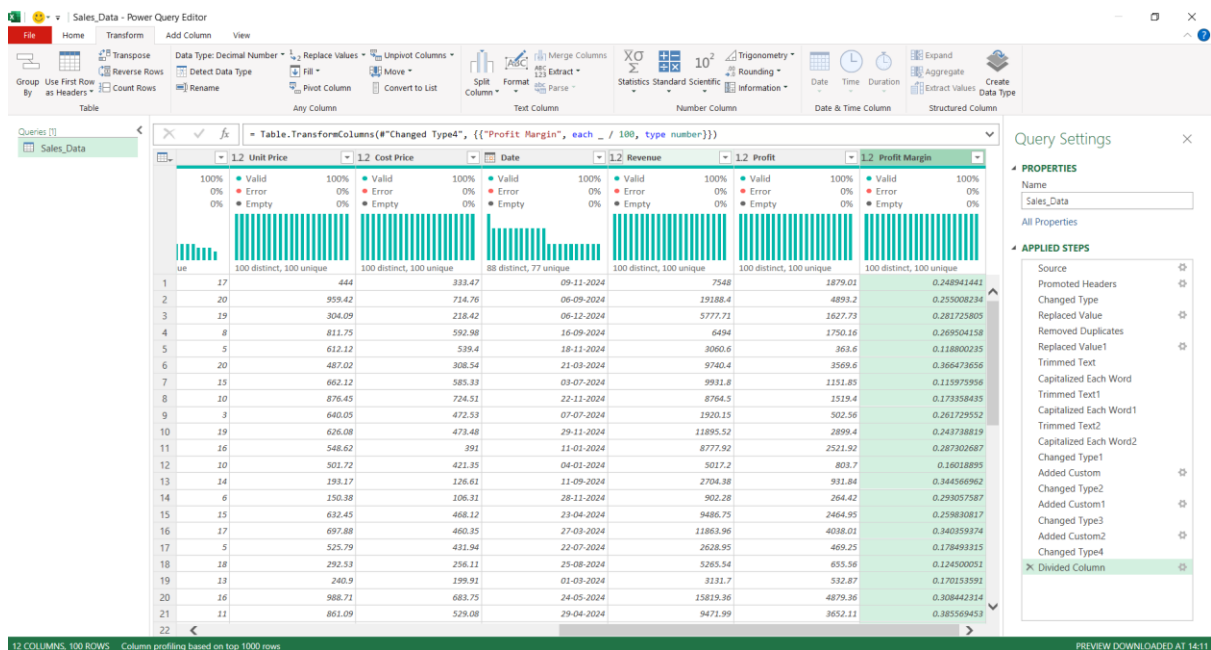
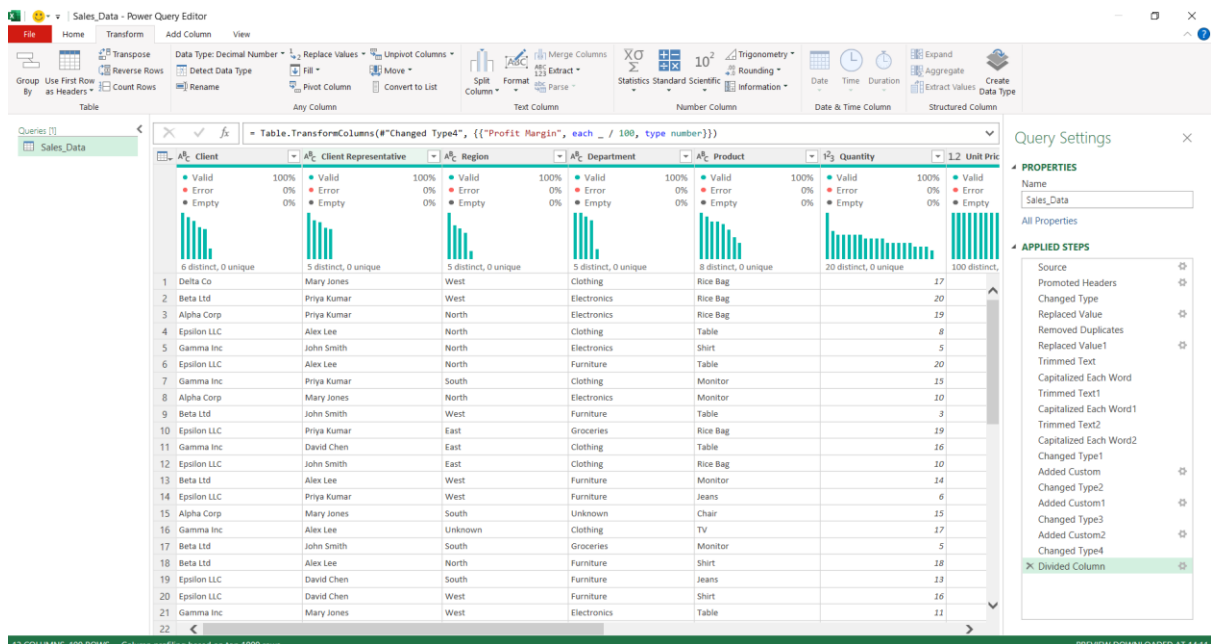
1.2 Profit Margin
<ul style="list-style-type: none"> <li>Valid 100%</li> <li>Error 0%</li> <li>Empty 0%</li> </ul> <p>100 distinct, 100 unique</p>
24.89414414
25.50082341
28.17258049
26.95041577
11.88002352
36.64736561
11.5975956
17.33584346
26.17295524
24.27388109

- select the Profit Margin column.
- Go to the Transform tab.
- Click Standard (under the "Number Column" group).
- Select Divide.



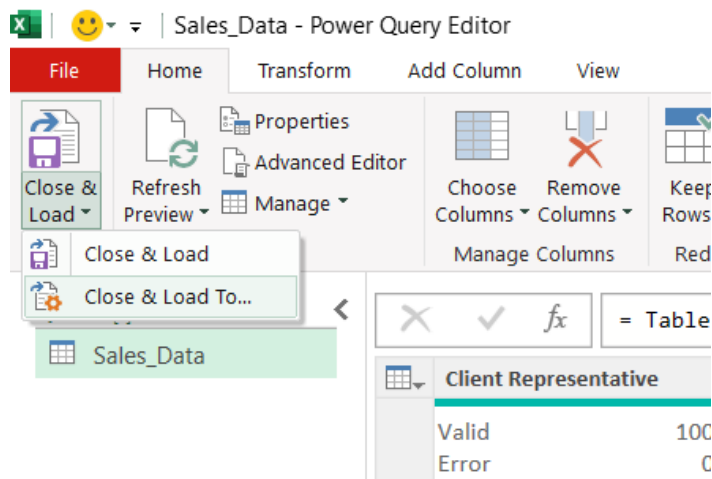
- In the dialog box, enter the value 100.
- Click OK.





## Step 8: Load Cleaned Data to Excel

1. Go to **Home** → **Close & Load**
2. Select **Close & Load To...**
3. Choose **Table** and load to a new worksheet



## Step 9: Post-Load Formatting in Excel (After Power Query)

After the cleaned data is loaded into Excel, apply proper number formatting for better readability and presentation.

### 1. Format Unit Price

1. Select the **Unit Price** column.
2. Right-click → **Format Cells**.

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

3. Choose **Number**.
4. Set **Decimal Places = 2**.
5. Click **OK**.

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

Unit Price

Decimal places: 2

☐ Use 1000 Separator (,)

Negative numbers:

- 1234.10
- 1234.10
- 1234.10
- 1234.10

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel

E	F	G
Product	Quantity	Unit Price
Rice Bag	17	444.00
Rice Bag	20	959.42
Rice Bag	19	304.09
Table	8	811.75
Shirt	5	612.12
Table	20	487.02
Monitor	15	662.12
Monitor	10	876.45
Table	3	640.05
Rice Bag	19	626.08
Table	16	548.62
Rice Bag	10	501.72
Monitor	14	193.17
Jeans	6	150.38
Chair	15	632.45
TV	17	697.88



## 2. Format Cost Price

1. Select the **Cost Price** column.
2. Right-click → **Format Cells**.

The screenshot shows the Microsoft Excel interface with the 'Table Design' ribbon active. The table 'Sales\_Data' is selected, and the 'Cost Price' column (column H) is highlighted. A right-click context menu is open over the 'Cost Price' column, showing options like Cut, Copy, Paste Options, Insert, Delete, Clear Contents, Format Cells..., Column Width..., Hide, and Unhide. The 'Format Cells...' option is highlighted. The table data is as follows:

	A	B	C	D	E	F	G	H	I	J	K
	Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price			Profit
2	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444.00				879.01
3	Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42				4893.2
4	Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09				627.73
5	Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75				750.16
6	Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12				363.6
7	Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02				3569.6
8	Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12				151.85
9	Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45				1519.4
10	Beta Ltd	John Smith	West	Furniture	Table	3	640.05				502.56
11	Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08				2899.4
12	Gamma Inc	David Chen	East	Clothing	Table	16	548.62				521.92
13	Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72				803.7
14	Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17				931.84
15	Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38				264.42
16	Alpha Corp	Mary Jones	South	Unknown	Chair	15	632.45				464.95
17	Gamma Inc	Alex Lee	Unknown	Clothing	TV	17	697.88				1038.01
18	Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79				469.25
19	Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53				655.56
20	Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.90				532.87
21	Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71				4879.36

3. Choose **Number** and set:
  - **Decimal Places = 2**
4. Click **OK**.

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

Cost Price

Decimal places: 2

☐ Use 1000 Separator (,)

Negative numbers:

- 1234.10
- 1234.10
- 1234.10
- 1234.10

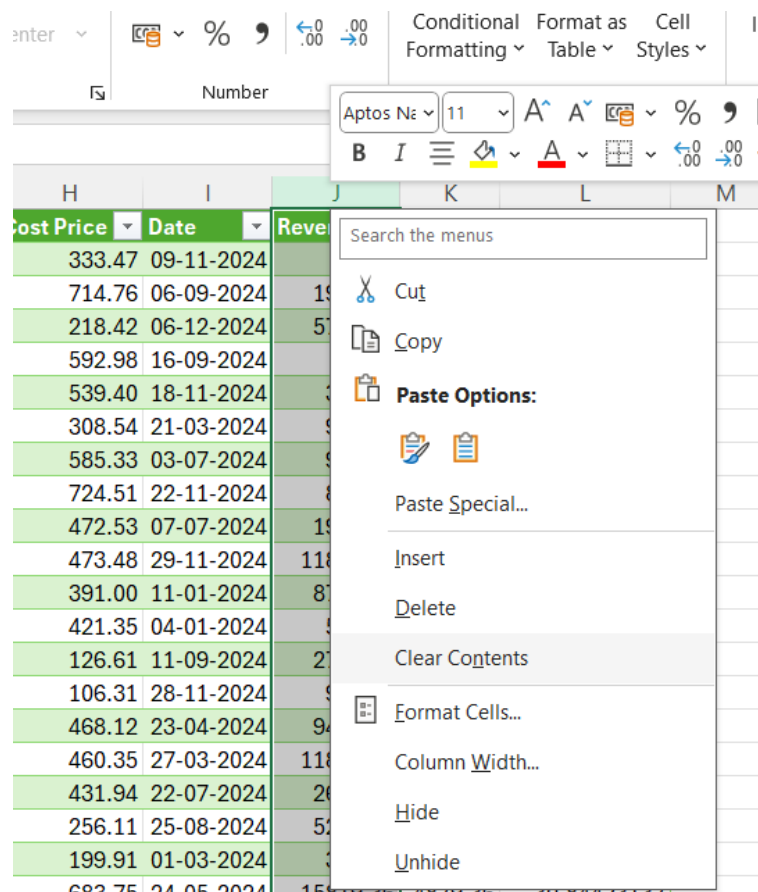
Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel

	A	B	C	D	E	F	G	H
1	Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price
2	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444.00	333.47
3	Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76
4	Alpha Corp	Priya Kumar	North	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	539.40
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	391.00
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	Unknown	Chair	15	632.45	468.12
17	Gamma Inc	Alex Lee	Unknown	Clothing	TV	17	697.88	460.35

### 3. Format Revenue

1. Select the **Revenue** column.
2. Right-click → **Format Cells**.



3. Choose **Number**.
4. Set **Decimal Places = 2**.
5. Click **OK**.

Format Cells

Format Cells dialog box, Number tab.

Category: Number (selected)

Sample: Revenue

Decimal places: 2

☐ Use 1000 Separator (,)

Negative numbers:

- 1234.10 (selected)
- 1234.10
- 1234.10
- 1234.10

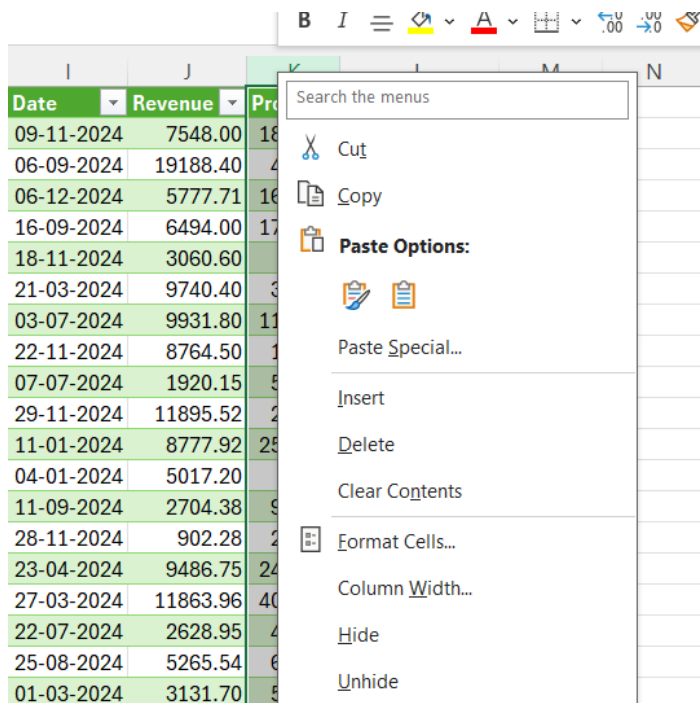
Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel

Price	Date	Revenue
33.47	09-11-2024	7548.00
14.76	06-09-2024	19188.40
18.42	06-12-2024	5777.71
92.98	16-09-2024	6494.00
39.40	18-11-2024	3060.60
08.54	21-03-2024	9740.40
85.33	03-07-2024	9931.80
24.51	22-11-2024	8764.50
72.53	07-07-2024	1920.15
73.48	29-11-2024	11895.52
91.00	11-01-2024	8777.92
21.35	04-01-2024	5017.20
26.61	11-09-2024	2704.38
06.31	28-11-2024	902.28
68.12	23-04-2024	9486.75

#### 4. Format Profit

1. Select the **Profit** column.
2. Right-click → **Format Cells**.



3. Choose **Number**.
4. Set **Decimal Places = 2**.
5. Click **OK**.

Format Cells

Number

Alignment

Font

Border

Fill

Protection

Category:

General

Number

Currency

Accounting

Date

Time

Percentage

Fraction

Scientific

Text

Special

Custom

Sample

Profit

Decimal places: 2

☐ Use 1000 Separator (,)

Negative numbers:

-1234.10

1234.10

-1234.10

-1234.10

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK

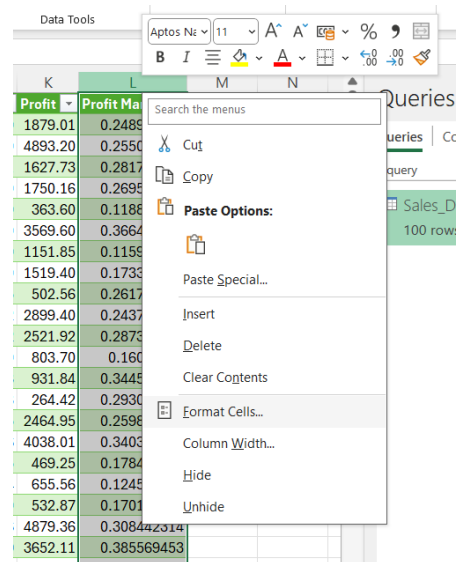
Cancel

Date	Revenue	Profit	P
09-11-2024	7548.00	1879.01	
06-09-2024	19188.40	4893.20	
06-12-2024	5777.71	1627.73	
16-09-2024	6494.00	1750.16	
18-11-2024	3060.60	363.60	
21-03-2024	9740.40	3569.60	
03-07-2024	9931.80	1151.85	
22-11-2024	8764.50	1519.40	
07-07-2024	1920.15	502.56	
29-11-2024	11895.52	2899.40	
11-01-2024	8777.92	2521.92	
04-01-2024	5017.20	803.70	
11-09-2024	2704.38	931.84	
28-11-2024	902.28	264.42	
23-04-2024	9486.75	2464.95	
27-03-2024	11863.96	4038.01	
22-07-2024	2628.95	469.25	
25-08-2024	5265.54	655.56	
01-03-2024	3131.70	532.87	
24-05-2024	15819.36	4879.36	

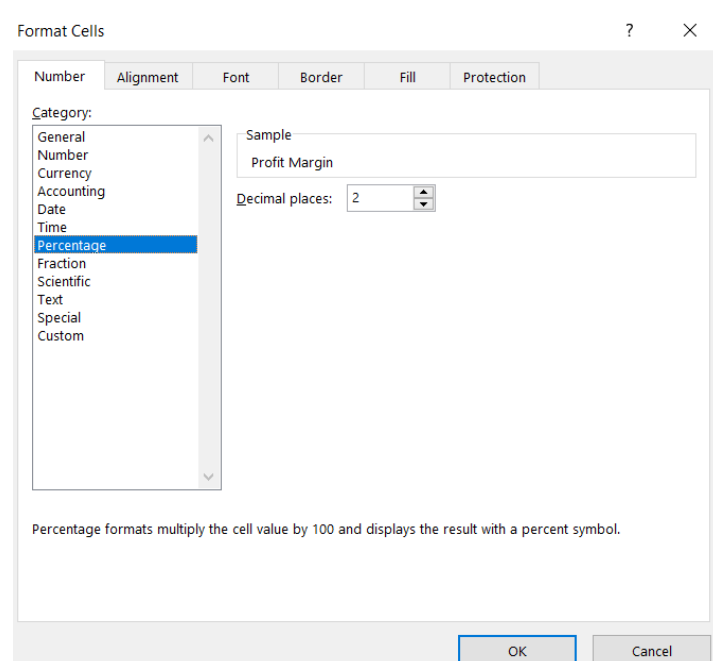
## 5. Format Profit Margin

Profit Margin was kept as **Decimal Number** in Power Query. Now convert it into a percentage for display:

1. Select the **Profit Margin** column.
2. Right-click → **Format Cells**.



3. Choose **Percentage**.
4. Set **Decimal Places = 2**.
5. Click **OK**.



Profit Margin
24.89%
25.50%
28.17%
26.95%
11.88%
36.65%
11.60%
17.34%
26.17%
24.37%

	A	B	C	D	E	F	G	H	I	J	K	L
1	Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date	Revenue	Profit	Profit Margin
2	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444.00	333.47	09-11-2024	7548.00	1879.01	24.89%
3	Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024	19188.40	4893.20	25.50%
4	Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024	5777.71	1627.73	28.17%
5	Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024	6494.00	1750.16	26.95%
6	Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.40	18-11-2024	3060.60	363.60	11.88%
7	Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024	9740.40	3569.60	36.65%
8	Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024	9931.80	1151.85	11.60%
9	Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024	8764.50	1519.40	17.34%
10	Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024	1920.15	502.56	26.17%
11	Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024	11895.52	2899.40	24.37%
12	Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391.00	11-01-2024	8777.92	2521.92	28.73%
13	Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024	5017.20	803.70	16.02%
14	Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024	2704.38	931.84	34.46%
15	Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024	902.28	264.42	29.31%
16	Alpha Corp	Mary Jones	South	Unknown	Chair	15	632.45	468.12	23-04-2024	9486.75	2464.95	25.98%
17	Gamma Inc	Alex Lee	Unknown	Clothing	TV	17	697.88	460.35	27-03-2024	11863.96	4038.01	34.04%
18	Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024	2628.95	469.25	17.85%
19	Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024	5265.54	655.56	12.45%
20	Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.90	199.91	01-03-2024	3131.70	532.87	17.02%
21	Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024	15819.36	4879.36	30.84%
22	Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024	9471.99	3652.11	38.56%
23	Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024	17326.62	4318.20	24.92%
24	Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024	11343.78	2911.72	25.67%
25	Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.30	10-08-2024	3039.36	1043.76	34.34%
26	Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024	7851.58	3016.20	38.42%
27	Alpha Corp	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024	9447.36	2359.37	24.97%
28	Epsilon LLC	Priya Kumar	North	Electronics	Shirt	1	466.34	384.36	16-04-2024	466.34	81.98	17.58%