

1. What is the purpose of the "Applied Steps" pane in Power Query?

The "Applied Steps" pane in Power Query shows a list of every transformation or action you've performed on your data in sequence — for example, removing columns, filtering rows, renaming headers, etc. Each step is recorded automatically, allowing you to review, modify, or delete specific steps without starting over. This pane helps keep your data cleaning process transparent and reproducible.

2. How do you remove duplicate rows in Power Query?

To remove duplicate rows in Power Query:

1. Select the column(s) you want to check for duplicates (or the whole table if necessary).
 2. Go to the **Home** tab on the ribbon.
 3. Click **Remove Rows** → **Remove Duplicates**.
Power Query will then keep only the first occurrence of each unique record based on the selected columns.
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3. What does the "Filter" icon do in Power Query?

The filter icon (a small funnel next to each column name) allows you to include or exclude specific data from that column. When you click it, you can select certain values, apply number or text filters, or set conditions such as "greater than," "equals," or "does not contain." It helps refine your dataset so that only relevant rows remain for analysis.

4. How would you rename a column from "CustID" to "CustomerID"?

To rename a column in Power Query:

1. Right-click on the column header labeled **CustID**.
 2. Select **Rename** from the context menu.
 3. Type the new name **CustomerID** and press **Enter**.
Alternatively, you can use the **Transform** tab → **Rename** option from the ribbon.
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5. What happens if you click "Close & Apply" in Power Query?

When you click **Close & Apply**, Power Query saves all your transformations and loads the cleaned data back into Power BI Desktop. This means all changes you made — such as removing duplicates, renaming columns, and filtering — are applied to your dataset, and the modified data becomes available for creating visuals, reports, or further analysis in Power BI.