

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

It tracks all the transformations applied to your data (e.g., filters, renames, column types) step by step, allowing edits or reversals.

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

Go to Home Remove Rows Remove Duplicates (select columns first if only removing duplicates based on specific columns).

3. What does the "Filter" icon do in Power Query?

It allows you to filter rows in a column by value, number, or condition (similar to Excel filtering).

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

Right-click the CustID column header Click Rename Type CustomerID.

5. What happens if you click "Close & Apply" in Power Query?

It applies the transformations and loads the modified data back into Power BI for visualization.

6. Remove all rows where Quantity is less than 2.

Steps: Click on the Quantity column. Use Filter icon Select "Number Filters" "Greater Than or Equal to" 2.

7. Split the OrderDate column into separate "Year," "Month," and "Day" columns.

Steps: Select OrderDate Go to Add Column Date Year/Month/Day. Or, use Split Column By Delimiter (e.g., "-") if it's text.

8. Replace all "Mouse" entries in the Product column with "Computer Mouse." Select the Product column Transform Replace Values. Replace: Mouse Computer Mouse.

9. Sort the table by OrderDate (newest first). Click on the OrderDate column Sort Descending.

10. How would you handle null values in the Price column? Option 1: Remove rows with null Price Home Remove Rows Remove Blank Rows. Option 2: Replace nulls with a value .

11. Write custom M-code to add a column calculating TotalSpent = Quantity \* Price.  
= Table.AddColumn(PreviousStepName, "TotalSpent", each [Quantity] \* [Price])

12. Group the table by CustID to show total spending per customer.

Steps:

Go to Transform Group By.

Group by: CustID

New column name: TotalSpent

Operation: Sum of TotalSpent

13. Fix inconsistent date formats (e.g., 01/10/2023 vs. 2023-01-10) in OrderDate.

Select OrderDate Go to Transform Data Type- Date.

Power Query will standardize the format automatically.

14. Create a conditional column: Label orders as "High Value" if Price > 100.

Steps:

Go to Add Column Conditional Column:

If Price > 100 then "High Value" else "Standard"

15. Optimize the query to reduce refresh time (e.g., remove unused columns early).

Do this as early as possible:

Remove unused columns via Home Remove Columns.

Avoid extra applied steps or complex custom columns unless needed.