

What is the difference between 'Merge' and 'Append' in Power Query?

- Merge: Joins two tables based on a common key column (similar to SQL JOIN).
- Append: Stacks two or more tables with identical columns into one table (similar to UNION).

How do you split a 'Full Name' column into 'First Name' and 'Last Name'?

Select 'Full Name' → Use 'Split Column' → By Delimiter (space) → Creates two new columns: First Name and Last Name.

What is 'Pivot Columns' used for?

Pivot Columns converts unique values in a column into new columns. It's useful for summarizing or restructuring data.

How do you undo a step in Power Query?

In the 'Applied Steps' pane → Click the 'X' next to the step you want to remove.

What is the purpose of 'Reference' vs. 'Duplicate' in queries?

- Duplicate: Creates a new independent query with a copy of all steps.
- Reference: Creates a new query that points to the original query, so changes in the source affect it.

Merge Orders.csv and Customers.xlsx on CustID (inner join).

Home → Merge Queries → Select Orders and Customers → Choose 'CustID' as key → Select 'Inner Join'.

Pivot the Product column to show total Quantity per product.

Select 'Product' → Pivot Column → Choose 'Quantity' as Values → Use aggregation 'Sum'.

Append two tables with identical columns (e.g., Orders_Jan.csv + Orders_Feb.csv).

Home → Append Queries → Select Orders_Jan and Orders_Feb → Combine into one table.

Use 'Fill Down' to replace nulls in the Email column with the previous value.

Select 'Email' column → Transform → Fill → Down.

Extract the domain (e.g., 'example.com') from the Email column.

Select 'Email' → Split Column by Delimiter '@' → Keep the second column (domain).