1. Purpose of the "Applied Steps" pane in Power Query

- Shows a sequential list of transformations you applied (e.g., filter, rename, merge).
- You can **edit, reorder, or delete steps** to adjust your data cleaning process.

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2. How to remove duplicate rows in Power Query

- Select the columns to check for duplicates.
- Go to **Home → Remove Rows → Remove Duplicates**.

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

- Filters rows by specific values, ranges, or conditions (similar to Excel filters).

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4. Rename a column from "CustID" to "CustomerID"

- Right-click column header → **Rename** → type *CustomerID*.
- M-code example:
- `Table.RenameColumns(Source, {{"CustID", "CustomerID"}})`

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

- Saves applied transformations and **loads the cleaned data back into Power BI** for visualization.

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6. Remove all rows where Quantity is less than 2

- Filter column `Quantity` → choose **Greater than or equal to 2**.
- M-code:
- `Table.SelectRows(Source, each [Quantity] >= 2)`

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7. Split OrderDate into "Year," "Month," and "Day"

- Select `OrderDate` → **Transform → Date → Year/Month/Day → Extract**.
- Creates three separate columns.

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8. Replace all "Mouse" entries in Product with "Computer Mouse"

- Select `Product` column → **Transform → Replace Values**.
- M-code:
- `Table.ReplaceValue(Source, "Mouse", "Computer Mouse", Replacer.ReplaceText, {"Product"})`

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9. Sort the table by OrderDate (newest first)

- Select `OrderDate` → **Sort Descending**.

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10. Handle null values in the Price column

- Options:
  - Replace nulls → **Transform → Replace Values → null → 0**
  - Remove nulls → **Remove Rows → Remove Blank Rows**
  - Fill nulls → **Transform → Fill Down/Up**

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11. Custom M-code to add TotalSpent = Quantity * Price

```
Table.AddColumn(Source, "TotalSpent", each [Quantity] * [Price], type number)
```

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12. Group by CustID to show total spending per customer

- **Home → Group By → CustID**
- Aggregation → **Sum of TotalSpent**

M-code:

```
Table.Group(Source, {"CustID"}, {{"TotalSpending", each
List.Sum([TotalSpent]), type number}})
```

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13. Fix inconsistent date formats in OrderDate

- Select `OrderDate` → **Change Type → Date → Using Locale**
- Choose the correct locale (e.g., US: `MM/DD/YYYY`, UK: `DD/MM/YYYY`).

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14. Create a conditional column: High Value if Price > 100

- **Add Column → Conditional Column**
- Rule: If `[Price] > 100` then "High Value" else "Normal".

M-code:

```
Table.AddColumn(Source, "OrderCategory", each if [Price] > 100 then "High
Value" else "Normal")
```

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15. Optimize query to reduce refresh time

- Remove unused columns early: **Home → Remove Columns**
- Apply filters before merging large datasets.
- Disable **“Enable Load”** for intermediate queries not needed in the report.