

1. What is the difference between "Merge" and "Append" in Power Query?

- Merge joins rows from two tables based on matching column(s), like SQL joins (e.g., inner, left).
- Append stacks rows vertically, combining two or more tables with the same columns.

2. How do you split a "Full Name" column into "First Name" and "Last Name"?

Transform tab → Split Column → By Delimiter (choose space).

3. What is "Pivot Columns" used for?

It transforms rows into columns.

Example:

| Customer | Product | Quantity | → Pivot on Product

becomes

| Customer | Apples | Bananas | Oranges |

4. 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.

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

- Duplicate copies the entire query and makes an independent copy.
- Reference creates a linked query that uses the original as a source.

6. Merge Orders.csv and Customers.xlsx on CustID (Inner Join):

- Load both datasets into Power Query.
- Select Orders → Home → Merge Queries → Choose Customers → Join on CustID → Join Kind: Inner.
- Expand the joined table to include fields like CustomerName, Email, etc.

7. Pivot the Product column to show total Quantity per product:

- Select Customer and Product, then Pivot Column on Product.
- Use Quantity as values and Sum as aggregation.

8. Append two tables (Orders\_Jan.csv + Orders\_Feb.csv):

- Load both files.

- Go to Home → Append Queries → Select both → Combine.

9. Use "Fill Down" to replace nulls in the Email column with the previous value:

- Select the Email column → Transform → Fill → Down.

10. Extract the domain (e.g., "example.com") from the Email column:

- Use Transform → Split column → Text After Delimiter, enter "@".

11. M-code for dynamic merge based on parameter (JoinType = "Inner")

let

JoinType = "InnerJoin",

Customers = Excel.CurrentWorkbook(){[Name="Customers"]}[Content],

Orders = Csv.Document(File.Contents("Orders.csv"), [Delimiter=";", Encoding=65001, QuoteStyle=QuoteStyle.None]),

Merged = Table.NestedJoin(Orders, {"CustID"}, Customers, {"CustID"}, "CustomerData", JoinKind=Record.Field(JoinKind, JoinType))

in

Merged

12.Unpivot a table with columns like "Jan\_Sales," "Feb\_Sales" into a "Month" and "Sales" format.

13.Handle errors in a custom column (e.g., division by zero) using try...otherwise.

= Table.AddColumn(Source, "SafeDivide", each try [Sales] / [Quantity] otherwise 0)

14.Create a function in Power Query to clean phone numbers (e.g., remove dashes).

= (Phone as text) as text => Text.Remove(Phone, {"-", "(", ")", " "})

15.Optimize a query with 10+ steps—identify bottlenecks and simplify.

Remove redundant steps like multiple Changed Type.

Combine steps (e.g., renaming multiple columns at once).

Use **View Native Query** to check performance bottlenecks.