

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

The "Applied Steps" pane shows each transformation you've made to your data — in order. We can:

Review steps like filtering, renaming, and changing data types.

Edit or delete any step to modify our transformation process.

2. How do you remove duplicate rows in Power Query? Go to the Home tab. Click "Remove Rows" → "Remove Duplicates".

3. What does the "Filter" icon do in Power Query? The Filter icon (next to each column header) allows us to:

Select specific values. Apply conditions like greater than, contains, equals, etc.

4. How would you rename a column from "CustID" to "CustomerID"? Right-click the "CustID" column header → choose Rename → type "CustomerID".

5. What happens if you click "Close & Apply" in Power Query? Loads the transformed data into the data model. Applies all the steps to the dataset.

6. Remove all rows where Quantity is less than 2. Filter the Quantity column:

Click the filter icon → Number Filters → Greater Than or Equal to → Enter 2.

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

8. Replace all "Mouse" entries in the Product column with "Computer Mouse." Select Product column. Go to Transform tab → Replace Values.

Find: Mouse , Replace with: Computer Mouse

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

Click the small down arrow → Select Sort Descending.

10. How would you handle null values in the Price column?

- Replace nulls:

Transform → Replace Values → Replace null with a value (like 0 or an average).

- Remove rows with nulls:

Home → Remove Rows → Remove Blank Rows or Remove Rows → Remove Errors.

11. Write custom M-code to add a column calculating $\text{TotalSpent} = \text{Quantity} * \text{Price}$.
`Table.AddColumn("#Previous Step", "TotalSpent", each [Quantity] * [Price])`
12. Group the table by CustID to show total spending per customer. Home → Group By
Group by: CustID, New column: TotalSpent Operation: Sum Column: TotalSpent
(created in previous step)
13. Fix inconsistent date formats (e.g., 01/10/2023 vs. 2023-01-10) in OrderDate. Select
OrderDate column → Transform → Data Type → Choose Date.
Power Query will attempt to standardize the format.
14. Create a conditional column: Label orders as "High Value" if Price > 100.
Go to Add Column → Conditional Column:
Name: ValueLabel If Price > 100 then "High Value" else "Normal"
15. Optimize the query to reduce refresh time (e.g., remove unused columns early).

Orders

Remove unused columns early: Home → Choose Columns → Uncheck unnecessary ones.

Filter rows early: Apply row filters at the top.

Avoid unnecessary steps: Remove trial/error steps in Applied Steps.