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

Applied steps pane helps us to see what kind of changes was applied to the table. Also, it is possible to delete the steps and return to initial stage.

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

In power query, you can delete duplicate rows. Firstly, you should select all necessary columns and then press Remove rows. There is an option of choosing Removing duplicate rows.

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

Filter query is located in the header of the each column. There, you can choose the values to show and not to show. All rows will be filtered according to that value.

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

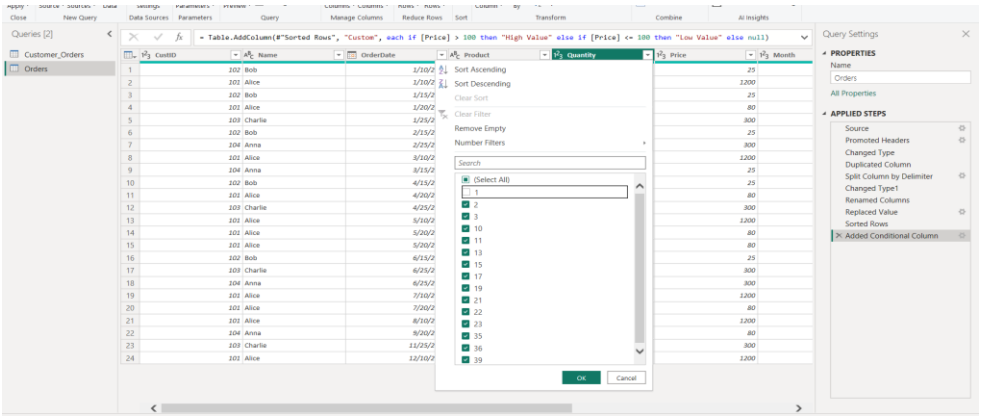
The name of the column is located at the top the column. If you press on the name two times quickly, you can rename it and after you can press Close and Apply.

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

In Power Query, after making transformation of the table, you can press "Close & Apply". This command will realize and apply the changes to the original table and visualization can de done according to that changed table

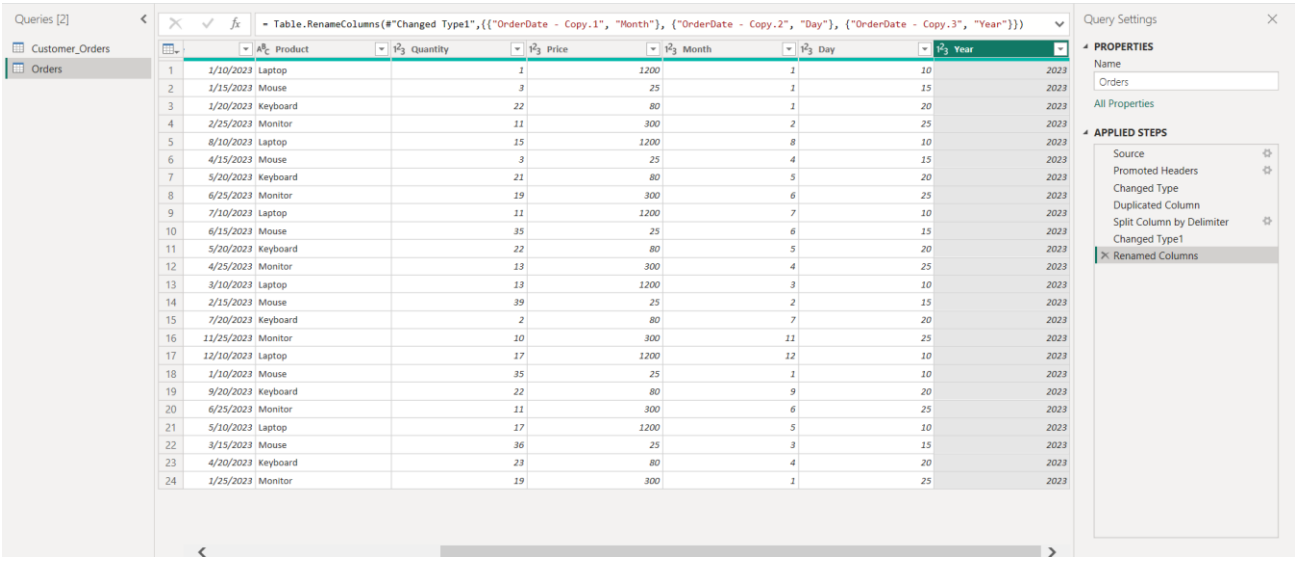
6. Remove all rows where Quantity is less than 2.

Filter icon which is located near the header of the Quantity column. Press that icon and take away the ticks from values that are less than 2. After all rows that are higher than 2 will be shown



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

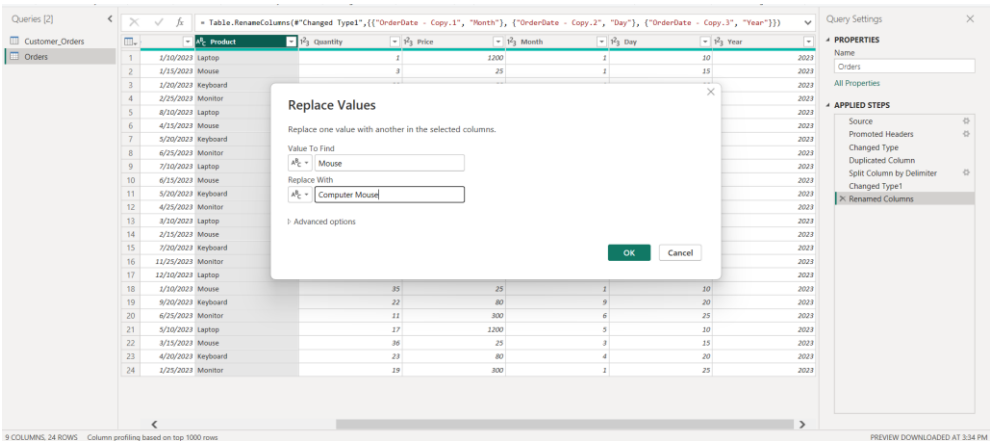
The Order date column should be selected and Split column icon should be pressed. There, by delimeter option should be chosen. In our case, the dilemet is " / " sign. By pressing ok, the column will be separated in 3 parts. Finally, the name of the columns should be changed to Day, Month, Year respectively.

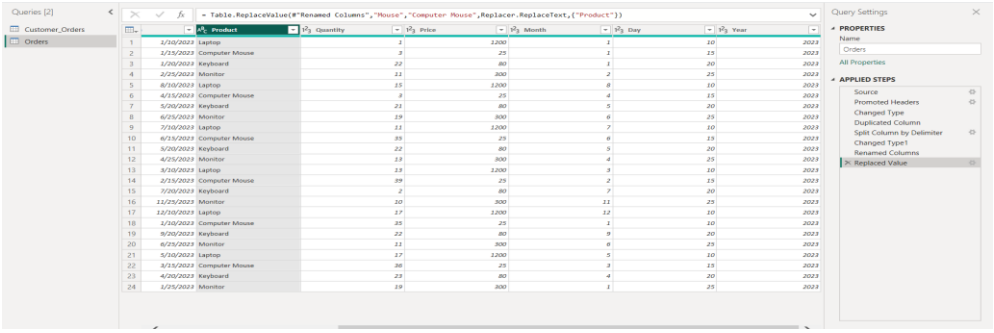


	Product	Quantity	Price	Month	Day	Year
1/10/2023	Laptop	1	1200	1	10	2023
1/15/2023	Mouse	3	25	1	15	2023
1/20/2023	Keyboard	22	80	1	20	2023
2/25/2023	Monitor	11	300	2	25	2023
8/10/2023	Laptop	15	1200	8	10	2023
4/15/2023	Mouse	3	25	4	15	2023
5/20/2023	Keyboard	21	80	5	20	2023
6/25/2023	Monitor	19	300	6	25	2023
7/10/2023	Laptop	11	1200	7	10	2023
6/15/2023	Mouse	35	25	6	15	2023
5/20/2023	Keyboard	22	80	5	20	2023
4/25/2023	Monitor	13	300	4	25	2023
3/10/2023	Laptop	13	1200	3	10	2023
2/15/2023	Mouse	39	25	2	15	2023
7/20/2023	Keyboard	2	80	7	20	2023
11/25/2023	Monitor	10	300	11	25	2023
12/10/2023	Laptop	17	1200	12	10	2023
1/10/2023	Mouse	35	25	1	10	2023
9/20/2023	Keyboard	22	80	9	20	2023
6/25/2023	Monitor	11	300	6	25	2023
5/10/2023	Laptop	17	1200	5	10	2023
3/15/2023	Mouse	36	25	3	15	2023
4/20/2023	Keyboard	23	80	4	20	2023
1/25/2023	Monitor	19	300	1	25	2023

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

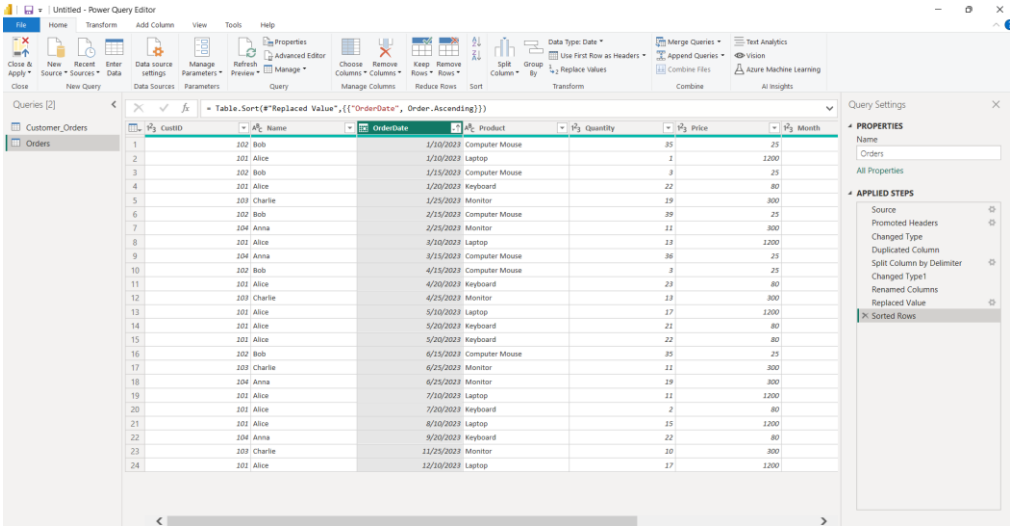
To replace the value in the column, the necessary column should be chosen and replace values tab should be pressed. There, new window will be opened. In the "value to find" entry should be entered "mouse" and in the "replace with" entry, "computer mouse should be entered.





9. Sort the table by OrderDate (newest first).

After pressing filter icon which is located in the header of the column, the sort descending option should be chosen and after that data will start from the newest date

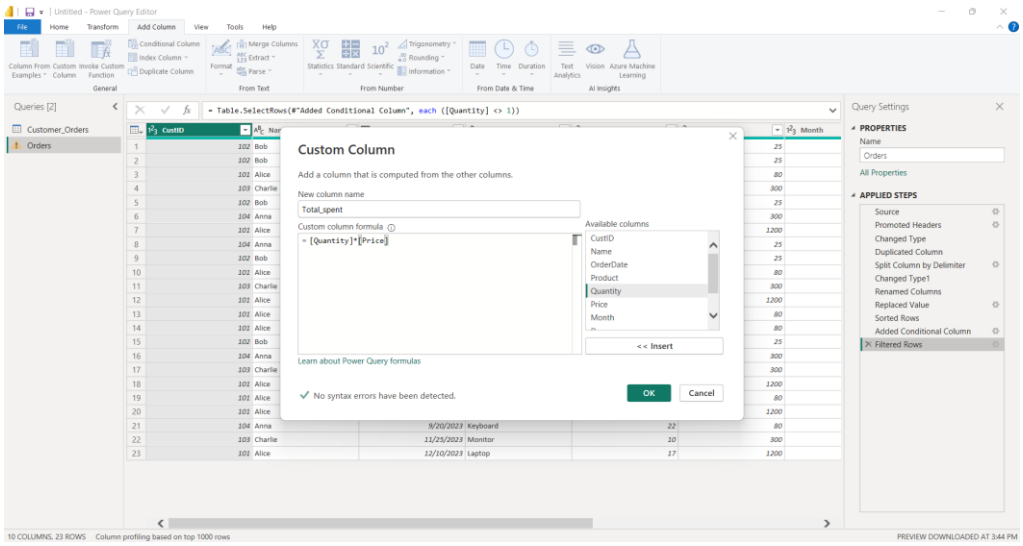


10. How would you handle null values in the Price column?

In the price column, filter icon should be pressed and then, tick should be taken away from the null value. After that, null value will not be shown after apply and close is pressed.

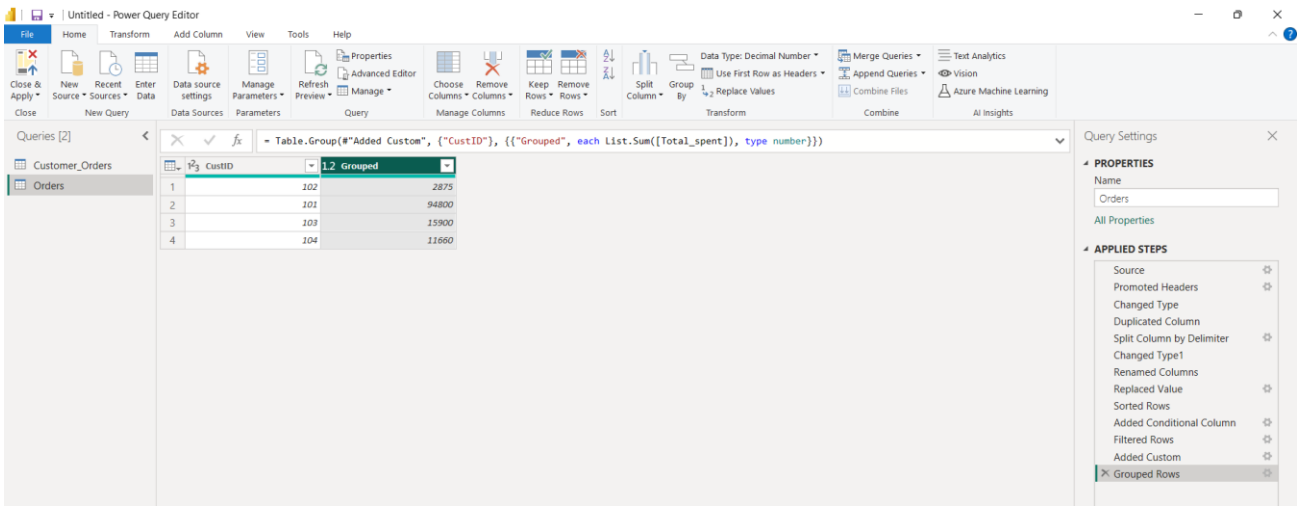
11. Write custom M-code to add a column calculating TotalSpent = Quantity * Price.

In the add column header, custom column should be chosen and then, the necessary formula, which is “Quantity * Price” should be entered and the name of the column should be given. After that, we have new column.



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

After adding the new column which is TotalSpent. We can group the table by customerid. In the home tab, group by icon should be chosen and then, the new window will be opened. There, we can enter the column name that we want to group which is customerid, the operation which is sum, and the column that we want to sum. In our case, we want to sum Total_spent column



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

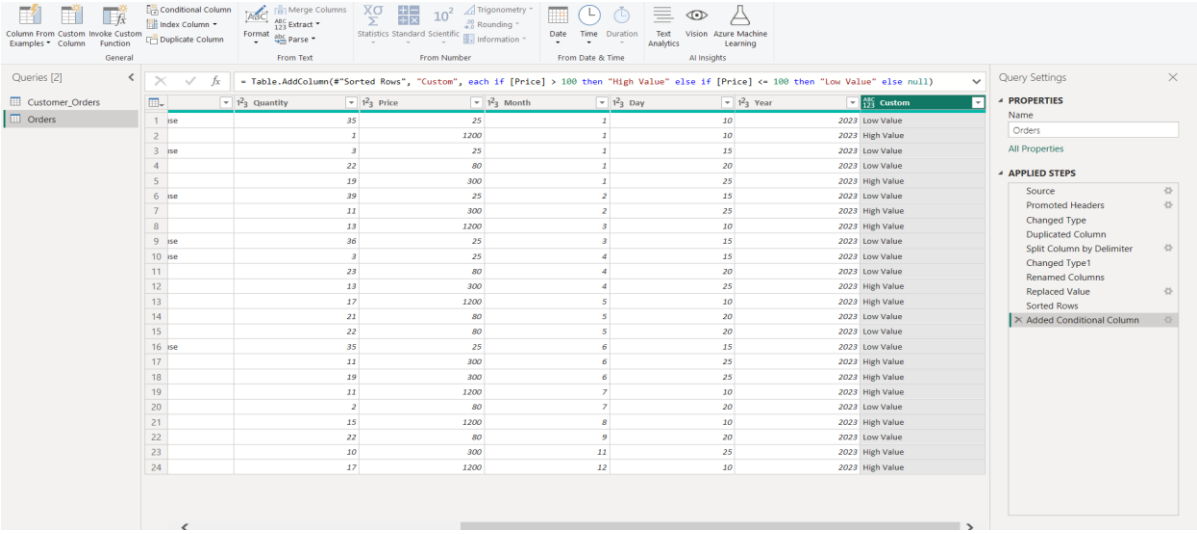
1. Select the **OrderDate** column.
2. Go to the **Transform** tab → **Data Type** → choose **Date**.
3. If Power Query asks, pick the correct **Locale**.
4. Power Query will convert both 01/10/2023 and 2023-01-10 into a consistent internal date format.

5. (Optional) If you want them in a specific display format, change the column to **Text** afterward and use **Format** → **Date** to choose how it appears.

Do you want me to explain the **locale trick** so Power Query doesn't confuse **MM/DD** and **DD/MM**? That's the usual cause of wrong dates.

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

In the add column tab, conditional column tab should be chosen. After that, the new window will be opened. We should name the new column, chose the price column, enter ">" sign " in the operation entry and then give value which is 100. After that, the rows that are higher than 100, will be shown



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

To optimize your query in Power BI (Power Query) and make refreshes faster — **removing unused columns early** is one of the easiest and most effective tricks.

Why it works:
The more columns you keep, the more data Power Query has to load, transform, and store in memory. Dropping them early means the rest of the steps work on smaller datasets.

How to do it (no M code):

1. In **Power Query Editor**, select the table.
2. **Right-click** any column → **Choose Columns...**

3. In the dialog, tick only the columns you actually need for your report.
4. Click **OK**.
5. Make sure this step appears **as early as possible** in the **Applied Steps** pane (drag it to just after the import step).