

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

It tracks **every transformation step** applied to your data (e.g., filter, rename, change type) and allows you to **view, edit, delete, or reorder** them.

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

- Select the columns you want to check for duplicates
 - Click **Remove Rows** → **Remove Duplicates** (on the Home tab)
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3. What does the "Filter" icon do in Power Query?

It allows you to **filter rows** based on conditions (e.g., only show rows with Price > 50 or remove blanks).

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

- Right-click the `CustID` column → **Rename** → Type `CustomerID`
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5. What happens if you click "Close & Apply" in Power Query?

It **closes Power Query**, applies all changes, and **loads the transformed data** into Power BI Desktop's data model.

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

- Click the filter icon on the `Quantity` column
 - Choose **"Number Filters"** → **"Greater than or equal to"** → 2
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7. Split the OrderDate column into Year, Month, and Day:

- Select `OrderDate` → Go to **Add Column** → **Date** → **Year/Month/Day**
Or: **Transform** → **Date** → **Year/Month/Day** → **Extract**
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8. Replace all "Mouse" entries in the Product column with "Computer Mouse":

- Select `Product` column → **Transform** → **Replace Values**

- Replace: `Mouse` → `Computer Mouse`
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9. Sort the table by `OrderDate` (newest first):

- Click on the `OrderDate` column header → **Sort Descending**
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10. How would you handle null values in the `Price` column?

- Select `Price` → Use **Transform** → **Replace Values**
 - Replace `null` with 0 or another appropriate value
Or use **Remove Rows** → **Remove Blank Rows** to exclude them
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11. M-code: Add a column calculating `TotalSpent = Quantity * Price`:

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

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

- Click `CustID` → **Group By**
 - Operation: **Sum**
 - Column: `TotalSpent` or calculate `[Quantity]*[Price]` first, then sum it
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13. Fix inconsistent date formats in `OrderDate`:

- Select `OrderDate` → Change **Data Type** to **Date**
Power Query auto-parses most formats; if needed, use `Locale` settings to guide parsing.
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14. Create a conditional column: Label orders as "High Value" if `Price > 100`:

- Go to **Add Column** → **Conditional Column**
 - Name: `ValueTag`
 - Condition: If `Price > 100` → then "High Value" → else "Normal"
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15. Optimize the query to reduce refresh time:

- **Remove unused columns early** using **Remove Columns**
- Filter unnecessary rows **before heavy transformations**
- Disable “**Enable load**” for intermediate queries

- Avoid complex custom steps unless needed