### 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)

### 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

### 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**

### 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**

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

* Select Product column → **Transform → Replace Values**
* Replace: Mouse → Computer Mouse

### 9. ****Sort the table by OrderDate (newest first):****

* Click on the OrderDate column header → **Sort Descending**

### 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

### 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

### 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.

### 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"

### 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