

Question-1

Append combines rows from two or more tables with the same structure

Merge combines columns from two tables based on a matching key

Question-2

Go to home tab->Transform Data->select full name column-> click on split column -> choose by delimiter-> select space as delimiter->click ok

Question-3

Pivot columns is used to transform row values into column headers. It is useful for reshaping data. Turn **categorical row data** into **column-based format**.

Question-4

If you just made the change, press CTRL+Z to undo the last action.

In the Applied Steps pane, right-click the step you want to undo, click delete or press delete key on keyboard.

Question-5

Duplicate -creates a new copy of the query

Changes made to the original query does not affect the duplicate one.

Reference- creates a new query that depends on the original.

Changes made to the original query affect the referenced query.