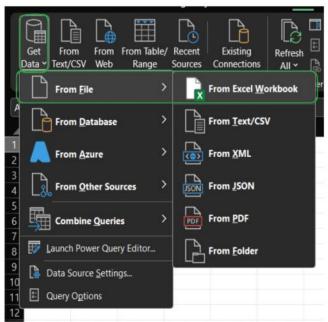
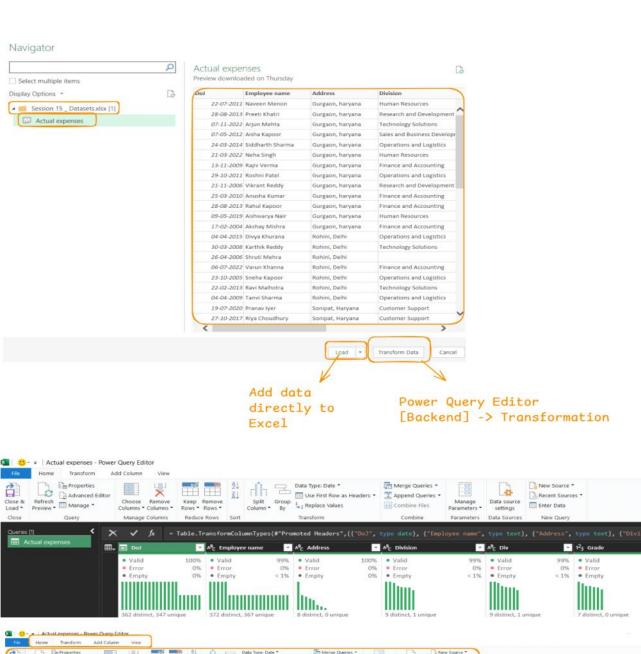
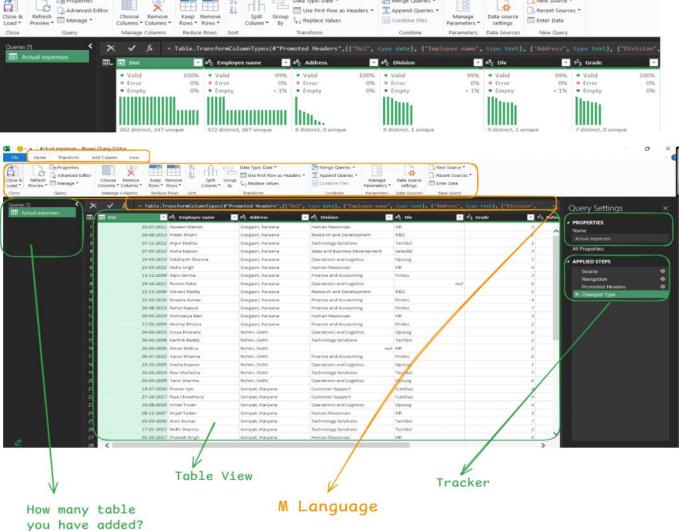
Introduction to Power Query

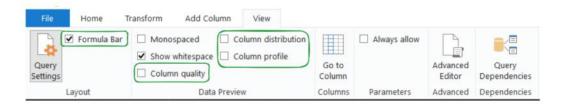
- @ Learning Goals:
 - Understand what Power Query is and why it's essential.
 - Import data from multiple sources using Power Query.
 - Navigate the Power Query interface confidently.
 - ✓ Apply core transformations: filter, sort, clean, split, and group data.
 - Understand different types of joins and how to use them in merges.
 - Perform merge operations between datasets.
 - Use append queries to combine tables.
 - Add new custom or calculated columns.
 - Use pivot and unpivot to reshape your data.



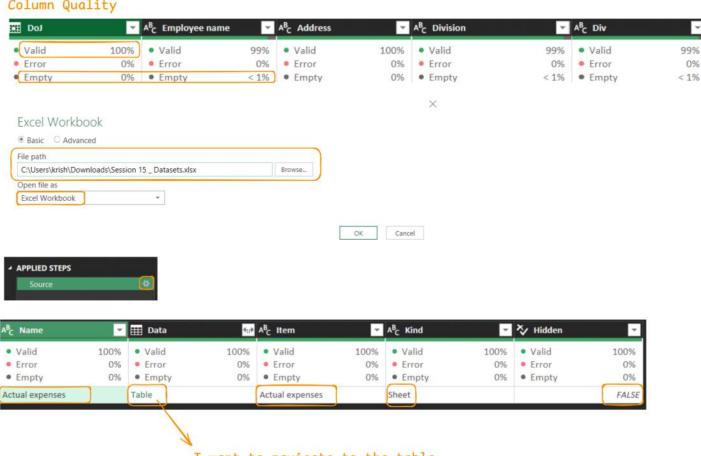








Column Quality

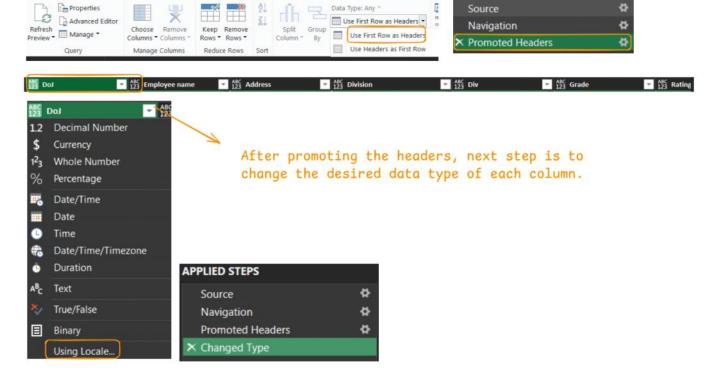


I want to navigate to the table.





row 1 is actually having column headers -> which needs to be promoted....

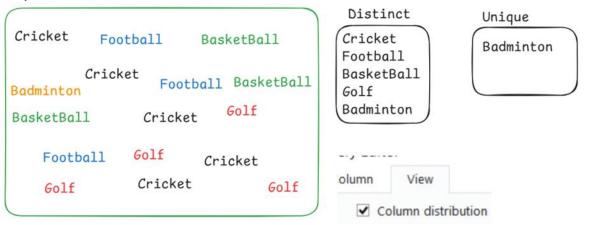


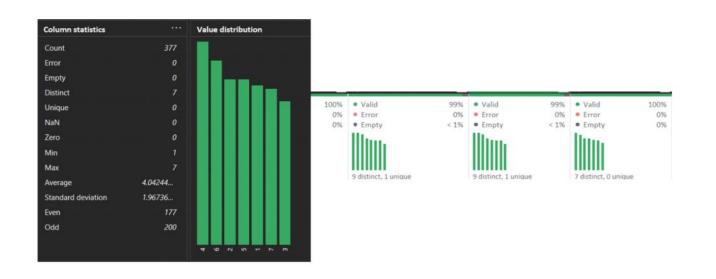
Sports

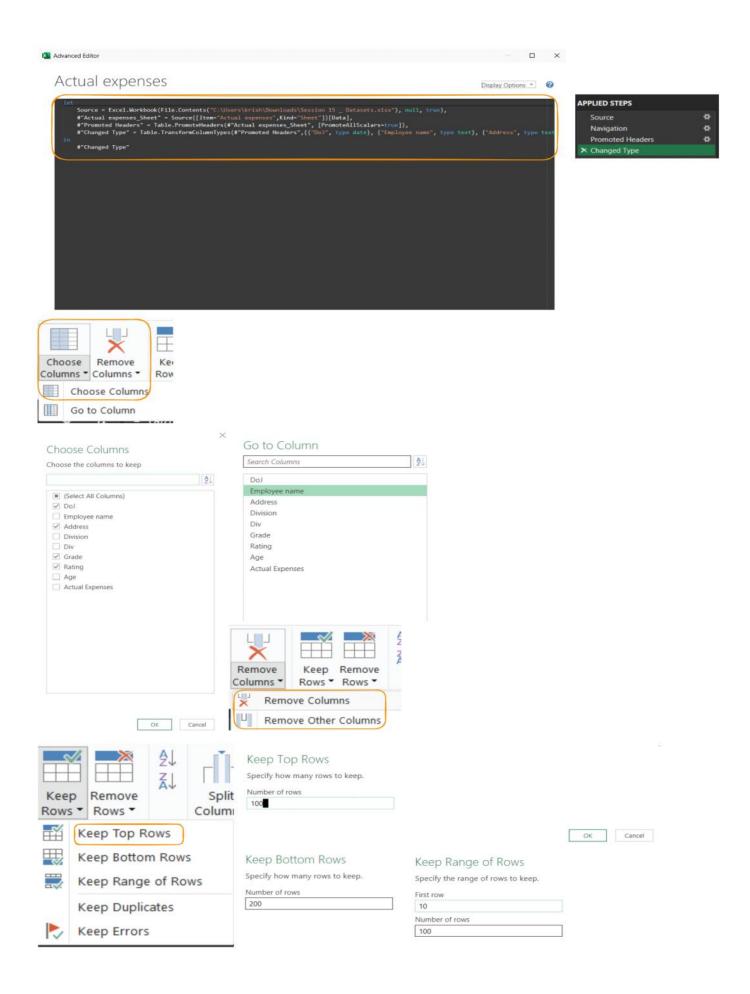
Home

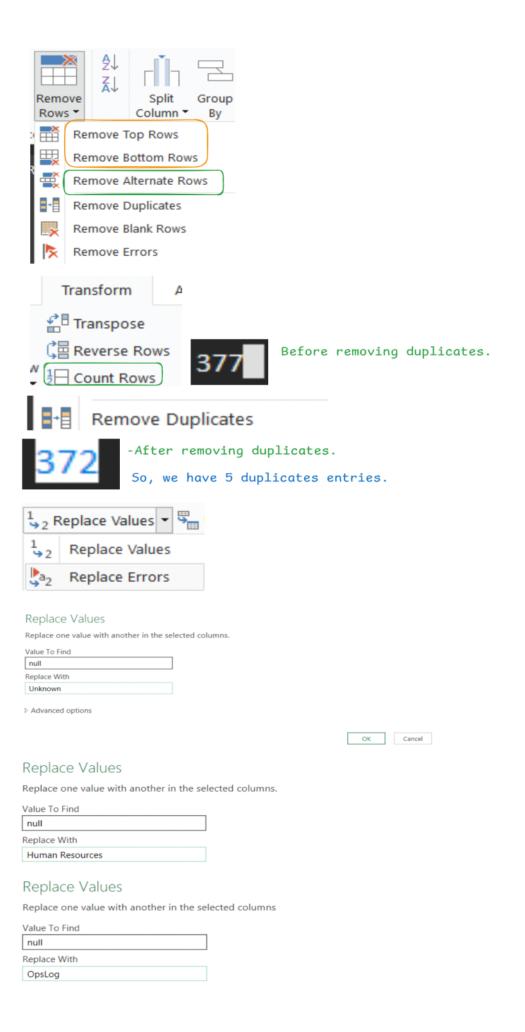
Transform

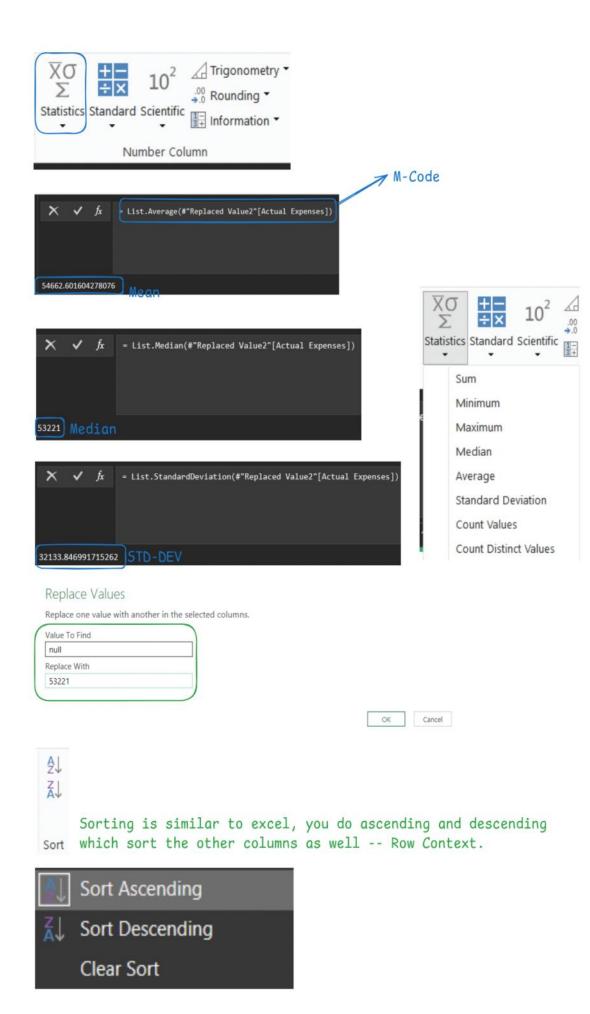
Add Column













→ It is splitting the columns based on delimiter[Separator]

- ✓ (Select All)
- ✓ Gurgaon, Haryana
- ✓ Gurgaon, haryana
- ✓ Jaipur, Rajasthan
- ✓ Kurukshetra, Haryana
- ✓ Panipat, Haryana
- ✓ Rohini, Delhi

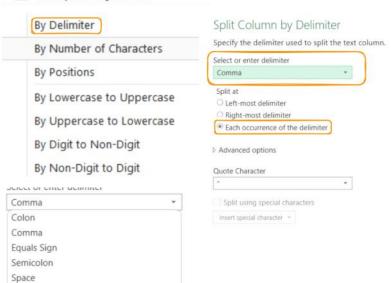
Tab

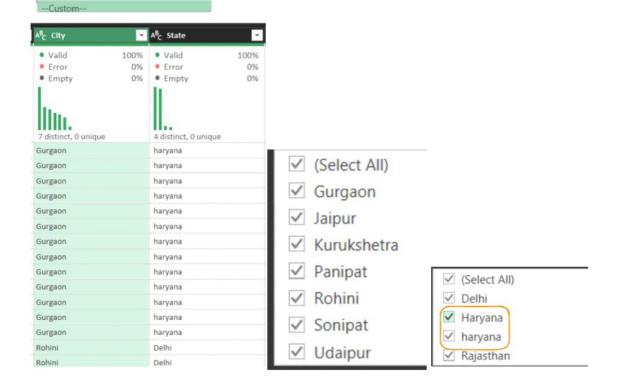
- ✓ Sonipat, Haryana
- ✓ Udaipur, Rajasthan

It's a good practice to separate column, as one column is storing 2 information, which is city , State.

And here the delimiter is ','

OK Cancel

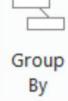




Replace Values

Replace one value with another in the selected columns.

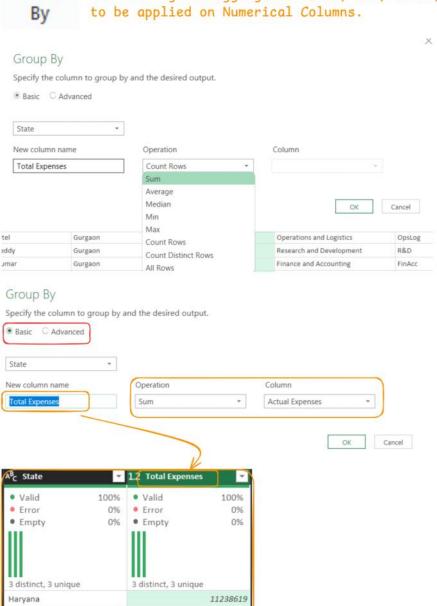




Delhi

Rajasthan

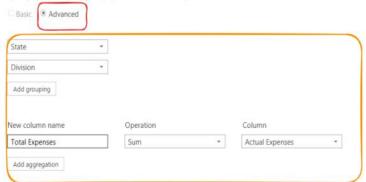
- Summary Table -> To find the insights where one column is being grouped to show the distinct categorical column and finding the aggregation [Max, Min, Count, Sum, Avg] to be applied on Numerical Columns.



471282 8762034

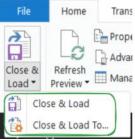
Group By

Specify the columns to group by and one or more outputs.

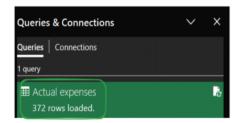


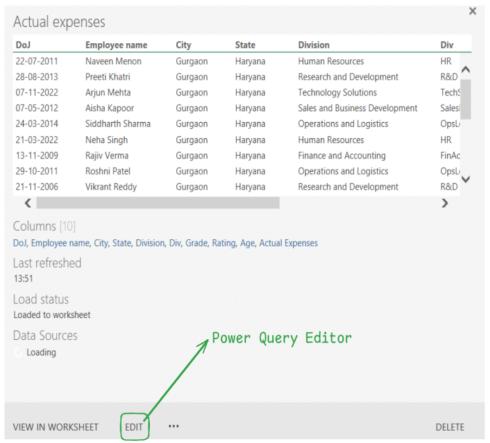




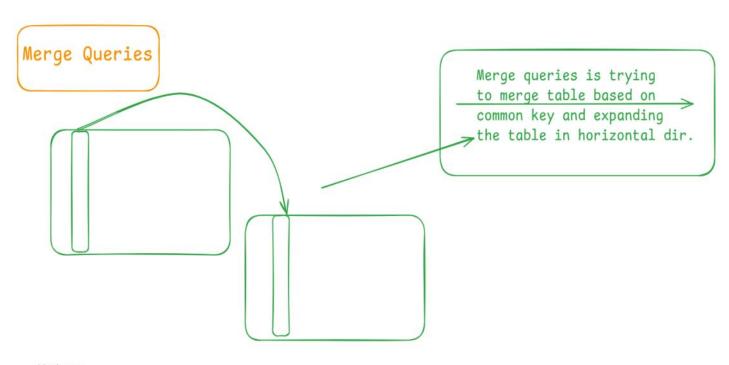


22-07-2011 Naveen Menon Gurgaon Haryana Human Resources HR 3 2 50 44962 28-08-2013 Preeti Khatri Gurgaon Haryana Research and Development R&D 2 2 2 26 104134 07-11-2022 Arjun Mehta Gurgaon Haryana Technology Solutions TechSol 1 5 29 102256 07-05-2012 Aisha Kapoor Gurgaon Haryana Sales and Business Development SalesBD 3 1 49 67831 24-03-2014 Siddharth Sharma Gurgaon Haryana Operations and Logistics Opslog 5 1 23 42454 21-03-2022 Neha Singh Gurgaon Haryana Human Resources HR 4 5 40 91720 13-11-2009 Rajiv Verma Gurgaon Haryana Human Resources HR 4 5 40 91720 13-11-2009 Rajiv Verma Gurgaon Haryana Operations and Logistics Opslog 6 3 46 53221 13-11-2009 Kikrant Reddy Gurgaon Haryana Research and Development R&D 3 4 35 63414 25-03-2010 Anusha Kumar Gurgaon Haryana Research and Development R&D 3 4 35 63414 25-03-2010 Anusha Kumar Gurgaon Haryana Finance and Accounting FinAcc 4 5 22 18308 28-08-2013 Rahul Kapoor Gurgaon Haryana Finance and Accounting FinAcc 7 1 49 29432 29-02-0204 Akshay Mishra Gurgaon Haryana Finance and Accounting FinAcc 7 1 49 29432 17-02-2004 Akshay Mishra Gurgaon Haryana Finance and Accounting FinAcc 7 1 49 29432 17-02-2004 Akshay Mishra Gurgaon Haryana Finance and Accounting FinAcc 2 1 22 91554 08-03-2008 Karthik Reddy Rohini Delhi Operations and Logistics Opslog 6 5 38 92752 30-03-2008 Karthik Reddy Rohini Delhi Technology Solutions TechSol 2 2 30 103959 26-04-2006 Shruti Mehra Rohini Delhi Technology Solutions TechSol 2 2 30 103959 26-04-2005 Sneha Kapoor Rohini Delhi Technology Solutions TechSol 7 3 48 47992 27-10-2007 Panav Iyer Sonipat Haryana Customer Support CustSup 4 1 41 29279 27-10-2007 Anjali Yadav Sonipat Haryana Human Resources HR 3 3 44 53221 10-03-2006 Arun Kumar Sonipat Haryana Technology Solutions TechSol 7 3 56 75599 17-01-2021 Nikhi Sharma Sonipat Haryana Technology Solutions TechSol 7 3 56 75599 17-01-2021 Nikhi Sharma Sonipat Haryana Technology Solutions TechSol 7 3 56 75599 17-01-2021 Nikhi Sharma Sonipat Haryana Technology Solutions TechSol 7 3 56 75599	DoJ 🔻 E	Employee name 💌	City -	State *	Division	Div	Grade 🔻	Rating *	Age 🕶	Actual Expenses 💌
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24-03-2014 Siddharth Sharma Gurgaon Haryana Operations and Logistics OpsLog 5 1 23 42454 21-03-2022 Neha Singh Gurgaon Haryana Human Resources HR 4 5 40 91720 13-11-2009 Rajiv Verma Gurgaon Haryana Finance and Accounting FinAcc 3 2 43 46202 29-10-2011 Roshni Patel Gurgaon Haryana Operations and Logistics OpsLog 6 3 46 53221 21-11-2006 Vikrant Reddy Gurgaon Haryana Research and Development R&D 3 4 35 63414 25-03-2010 Anusha Kumar Gurgaon Haryana Finance and Accounting FinAcc 4 5 22 18308 28-08-2013 Rahul Kapoor Gurgaon Haryana Finance and Accounting FinAcc 7 1 49 29432 40-05-2019 Aishwarya Nair Gurgaon Haryana Haryana Haryana Finance and Accounting FinAcc 2 1 <td< td=""><td>07-11-2022 A</td><td>Arjun Mehta</td><td>Gurgaon</td><td>Haryana</td><td>Technology Solutions</td><td>TechSol</td><td>1</td><td>5</td><td>29</td><td>102256</td></td<>	07-11-2022 A	Arjun Mehta	Gurgaon	Haryana	Technology Solutions	TechSol	1	5	29	102256
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28-08-2013 Rahul Kapoor Gurgaon Haryana Finance and Accounting FinAcc 7 1 49 29432 09-05-2019 Aishwarya Nair Gurgaon Haryana Human Resources HR 3 4 46 23024 17-02-2004 Akshay Mishra Gurgaon Haryana Finance and Accounting FinAcc 2 1 22 91554 04-04-2015 Divya Khurana Rohini Delhi Operations and Logistics OpsLog 6 5 38 92752 30-03-2008 Karthik Reddy Rohini Delhi Technology Solutions TechSol 2 30 103959 26-04-2006 Shruti Mehra Rohini Delhi Human Resources HR 2 1 22 30 103959 26-07-2022 Varun Khanna Rohini Delhi Finance and Accounting FinAcc 6 5 51 33830 23-10-2005 Sneha Kapoor Rohini Delhi Finance and Logistics OpsLog 1 2 21 46808 2-02-2013 Ra	21-11-2006 \	Vikrant Reddy	Gurgaon	Haryana	Research and Development	R&D	3	4	35	63414
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26-04-2006 Shruti Mehra Rohini Delhi Human Resources HR 2 1 22 38283 06-07-2022 Varun Khanna Rohini Delhi Finance and Accounting FinAcc 6 5 51 33830 23-10-2005 Sneha Kapoor Rohini Delhi Operations and Logistics OpsLog 1 2 21 46808 22-02-2013 Ravi Malhotra Rohini Delhi Technology Solutions TechSol 7 3 48 47992 04-04-2009 Tanvi Sharma Rohini Delhi Operations and Logistics OpsLog 6 5 41 107658 19-07-0202 Pranav Iyer Sonipat Haryana Customer Support CustSup 4 1 41 29279 27-10-2017 Riya Choudhury Sonipat Haryana Operations and Logistics OpsLog 4 1 24 57703 16-08-2020 Vimal Tiwari Sonipat Haryana Haryana Deprations and Logistics OpsLog 4 2 9 33285	04-04-2015	Divya Khurana	Rohini	Delhi	Operations and Logistics	OpsLog	6	5	38	92752
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22-02-2013 Ravi Malhotra Rohini Delhi Technology Solutions TechSol 7 3 48 47992 04-04-2009 Tanvi Sharma Rohini Delhi Operations and Logistics OpsLog 6 5 41 107658 19-07-2020 Pranav Iyer Sonipat Haryana Customer Support CustSup 4 1 41 29279 27-10-2017 Riya Choudhury Sonipat Haryana Customer Support CustSup 4 1 24 57703 16-08-2020 Vimal Tiwari Sonipat Haryana Operations and Logistics OpsLog 4 4 29 33285 08-11-2007 Anjali Yadav Sonipat Haryana Human Resources HR 3 3 44 53221 01-03-2006 Arun Kumar Sonipat Haryana Technology Solutions TechSol 7 3 56 75599 17-01-2021 Nidhi Sharma Sonipat Haryana Technology Solutions TechSol 2 5 44 103645	06-07-2022 \	Varun Khanna	Rohini	Delhi	Finance and Accounting	FinAcc	6	5	51	33830
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19-07-2020 Pranav Iyer Sonipat Haryana Customer Support CustSup 4 1 41 29279 27-10-2017 Riya Choudhury Sonipat Haryana Customer Support CustSup 4 1 24 57703 16-08-2020 Vimal Tiwari Sonipat Haryana Operations and Logistics OpsLog 4 29 33285 08-11-2007 Anjali Yadav Sonipat Haryana Human Resources HR 3 3 44 53221 01-03-2006 Arun Kumar Sonipat Haryana Technology Solutions TechSol 7 3 56 75599 17-01-2021 Nidhi Sharma Sonipat Haryana Technology Solutions TechSol 2 5 44 103645	22-02-2013 F	Ravi Malhotra	Rohini	Delhi	Technology Solutions	TechSol	7	3	48	47992
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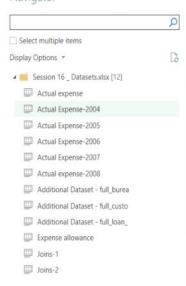




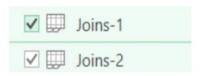
Joins [Venn Diagram] Inner JOIN Table2 Table1 Left JOIN Table2 Table1 A-B Right JOIN Table2 Table1 B-A FULL JOIN Table2 Table1 **AUB**



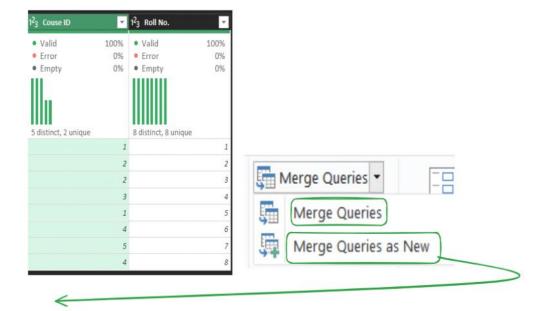
Navigator



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1. Merge Queries As New -> Will create a new table.

Merge

Select tables and matching columns to create a merged table.



