

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

It shows a **step-by-step history** of all the transformations applied to your data, allowing you to edit or remove individual steps.

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

Go to the **Home tab > Remove Rows > Remove Duplicates**, or right-click and choose **Remove Duplicates** on selected columns.

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

It lets you **include or exclude specific values, apply text/number/date filters, or sort data** in a column.

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

Right-click the **CustID** column header → **Rename** → Type CustomerID.

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

Your transformed data is **loaded into Power BI** and becomes available for building visuals.

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

Apply a filter:

Click the **Quantity column filter > Number Filters > Greater Than or Equal To > 2**.

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

Use the **Date > Year, Month, and Day** buttons on the ribbon after selecting the **OrderDate** column.

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

Right-click the **Product** column → **Replace Values** → Replace "Mouse" with "Computer Mouse".

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

Click the **OrderDate** column → Home tab → **Sort Descending (↓)**.

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

- Replace nulls: **Transform tab > Replace Values > null → 0 or another default**
 - Or remove them: **Home > Remove Rows > Remove Blank Rows**
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11. Write custom M-code to add a column calculating TotalSpent = Quantity * Price.

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

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

Home > Group By > CustID

- New column name: TotalSpent
 - Operation: **Sum of** Price × Quantity
(Use a custom column if needed before grouping.)
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13. Fix inconsistent date formats (e.g., 01/10/2023 vs. 2023-01-10) in OrderDate.

- Change **column data type** to **Date**
 - Power Query will standardize the format if values are valid
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14. Create a conditional column: Label orders as "High Value" if Price > 100.

Add Column > Conditional Column

- If Price > 100 → “High Value”
- Else → “Standard”

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

- **Remove unnecessary columns** immediately after loading data
- Avoid redundant steps and combine transformations
- Disable auto-detect relationships and preview when not needed