

1. What is the difference between "Merge" and "Append" in Power Query?
  - Merge: Combines two or more tables based on matching columns (like a SQL join).
  - Append: Stacks two or more tables on top of each other (adds rows).
2. How do you split a "Full Name" column into "First Name" and "Last Name"?
  - Select the column → Go to Transform → Split Column → By Delimiter → Choose Space.
3. What is "Pivot Columns" used for?
  - Converts values in a column into column headers. Useful for summarizing data.
4. How do you undo a step in Power Query?
  - In the Applied Steps pane, click the X icon next to the step you want to remove.
5. What is the purpose of "Reference" vs. "Duplicate" in queries?
  - Duplicate: Creates a full, independent copy of a query.
  - Reference: Creates a linked query that depends on the original query.
15. Optimize a query with 10+ steps—identify bottlenecks and simplify.
  - Remove unnecessary steps (e.g., repeated type changes).
  - Use Table.Buffer() for reused tables.
  - Filter early before merging.
  - Remove unused columns as early as possible.
  - Combine multiple steps into one where practical.