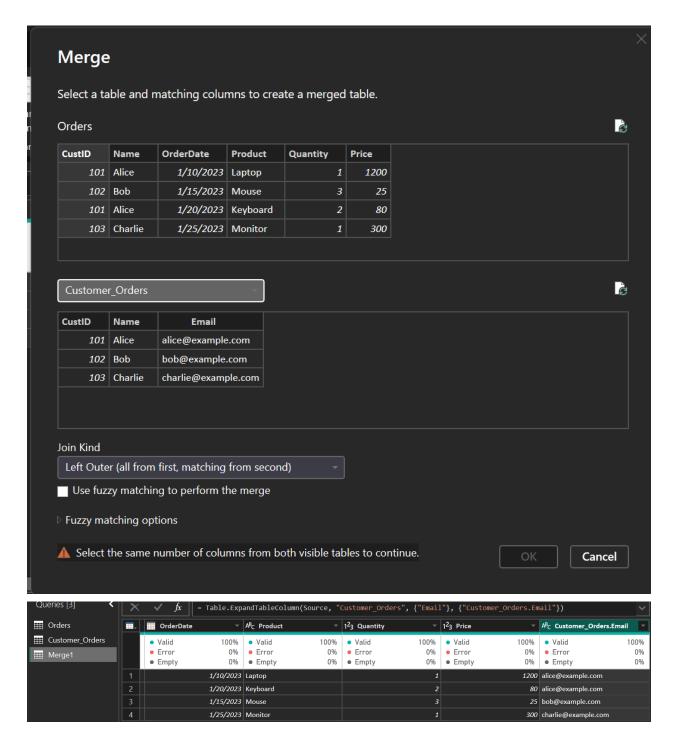
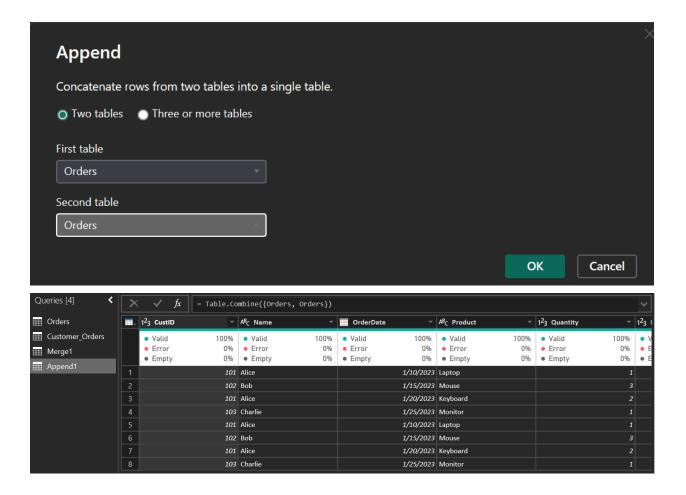
Lesson - 4 homework

Question 1: What is the difference between "Merge" and "Append" in Power Query?

Merge is for combining tables side-by-side (like a VLOOKUP). You use it to add new columns from one table to another using a shared key, like adding customer names to an orders table using CustomerID.



Append is for stacking tables on top of each other. You use it to add new rows, like combining monthly sales tables into one yearly sales table.



Question 2: How do you split a "Full Name" column into "First Name" and "Last Name"?

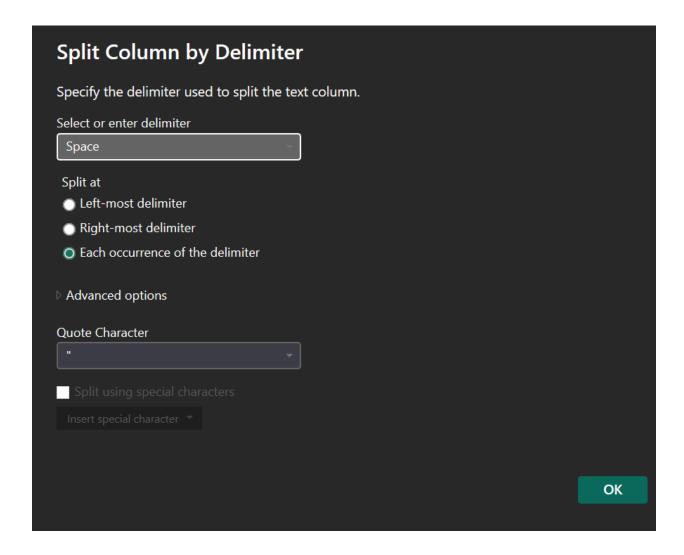
- 1. Select the Column: Click on the "Full Name" column header.
- Go to the Transform Tab: Click this tab at the top.
- 3. Click 'Split Column':
- 4. Choose 'By Delimiter':
- Select the Space: Choose Space as the delimiter.
- 6. Choose 'Each occurrence of the delimiter' (This is the key step for names with middle names).

Before:

1 ² 3 CustomerID	~	A ^B C Name	*	A ^B C Age	*	A ^B C Email	*	ABC PurchaseAmount	~
ValidErrorEmpty	100% 0% 0%	ValidErrorEmpty	100% 0% 0%	ValidErrorEmpty	96% 0% 4%	ValidErrorEmpty	100% 0% 0%	ValidErrorEmpty	98% 0% 2%
1	1001	eva martin		70		henry@example.co	om	800.5	
2	1002	mary jones		sixty		betty@mail.com		200	
3	1003	Mark Anderson		Thirty-five		helen@		350	
4	1004	Charlie Anderson		60		helen@		NaN	
5	1005	Helen Jones		Twenty-two		mark@@mail.com		300	
6	1006	CHRISTOPHER GARCIA		60		frank@mail.com		one hundred	
7	1007	D@niel Thomas		Thirty-five		robert.com		410	
8	1008	Frank Johnson		60		paul@mail		800.5	
9	1009	Mary Martin		29		barbara@mail.com		430	
10	1010	J@ckson Davis		Twenty-two		frank@mail.com		650	
11	1011	HENDY WILLIAMS		25		nanar Amail sam		MaN	$\overline{}$

Process:

1 1000	500.						
	Сору		A'C EMAII	r A-			
T.	Remove	96% 0%	• Valid 100% • Error 0%				
	Remove Other Columns	4%	• Error 0% • Empty 0%				
	Duplicate Column		henry@example.com	80			
· V	Add Column From Examples		betty@mail.com	20			
	Remove Duplicates	_	helen@	35			
	Remove Errors		helen@				
	Change Type →	-	mark@@mail.com				
	Transform		frank@mail.com				
1	Replace Values	-	robert.com	0r 41			
9 2	Replace Errors						
	Neplace Ellois	<u> </u>	paul@mail	80			
ıİı	Split Column	1	By Delimiter	3			
7	Group By	1	By Number of Characters	į.			
	Fill →	By Positions					
9	Unpivot Columns	By Lowercase to Uppercase					
	Unpivot Other Columns Unpivot Only Selected Columns		By Uppercase to Lowercase				
			By Digit to Non-Digit				
Ę	Rename	By Non-Digit to Digit					
	Move		nancy @mail.com	28			
	Drill Down						
	Add as New Query						
		0					



After:

ValidErrorEmpty	100% 0% 0%	ValidErrorEmpty	91% 0% 9%	ValidErrorEmpty	100% 0% 0%
	1012	Bob		Jones	
	1013	James		Williams	
	1014	David		Williams	
	1015	Thomas		Thompson	
	1016	Sophia		Anderson	
	1017	Thom@S		Davis	
	1018	N@Ncy		Davis	
	1019	Patricia		Jones	
	1020	Kevin		Thompson	
	1021	Fr@Nk		Smith	
	1022	Chaulta		ть	

Question 3: What is "Pivot Columns" used for?

Pivot Columns is used to reshape your data from a "long" format into a "wide" format. It takes the unique values from one column and transforms them into multiple new columns, summarizing another column's values for each of those new categories.

Imagine you have a tall, long table like this:						
Product	Month	Sales				
Apples	Jan	100				
Apples	Feb	150				
Oranges	Jan	75				
Oranges	Feb	120				
After pivoting the "Month" column, you get a wide, summary table:						
Product	Jan	Feb				
Apples	100	150				

Question 4: What is "Pivot Columns" used for?

75

Oranges

- 1. In the Power Query Editor, look at the "Query Settings" pane on the right.
- 2. You'll see a list called "Applied Steps". This is a history of everything you've done.
- 3. To undo the last thing you did, simply click on the step above it in the list.
- 4. The query will instantly revert to how it was at that point, effectively "deleting" all the steps that came after.

120

5. To delete a specific step: Click the X next to the step's name. Be careful, as this will also delete all steps that come after it, since each step builds on the previous one.

Question 5: What is "Pivot Columns" used for?

Duplicate: Creates a full, independent copy of the query. Changing the original or the copy does not affect the other. Use it to experiment without messing up your original.

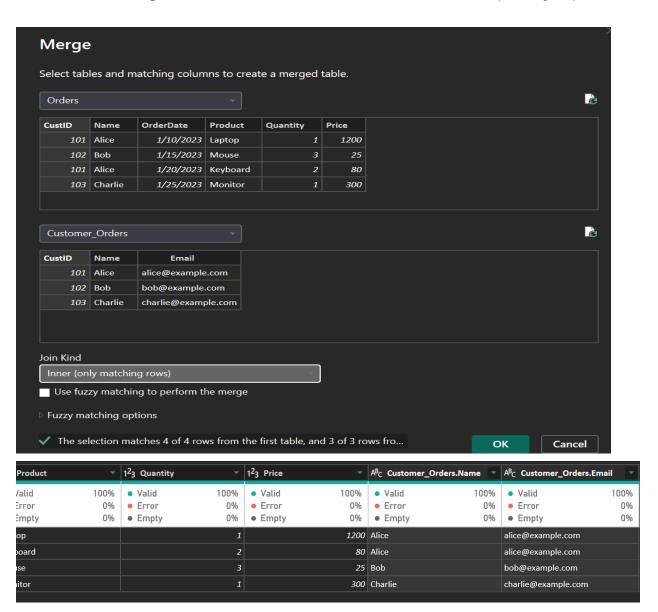
Reference: Creates a new query that points to the original. If you change the original query later (like adding a step), the reference will automatically get those changes too. Use it to build different tables (like a summary) from the same cleaned data source.

Analogy:

Duplicate is like making a photocopy of a document. Editing the original or the copy doesn't change the other.

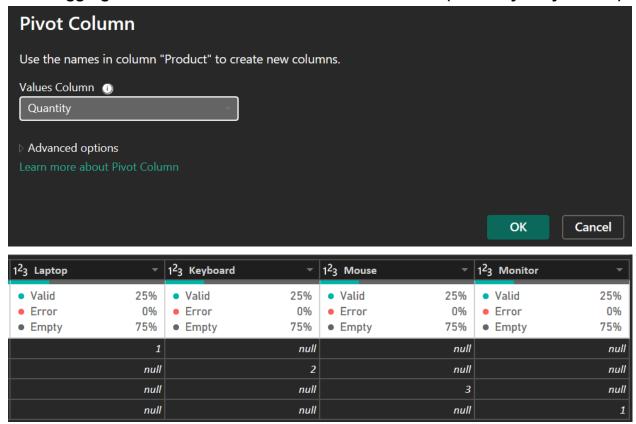
Reference is like creating a shortcut or a link to the original document. If you update the original, the shortcut shows the latest version.

Question 6: Merge Orders.csv and Customers.xlsx on CustID (inner join).



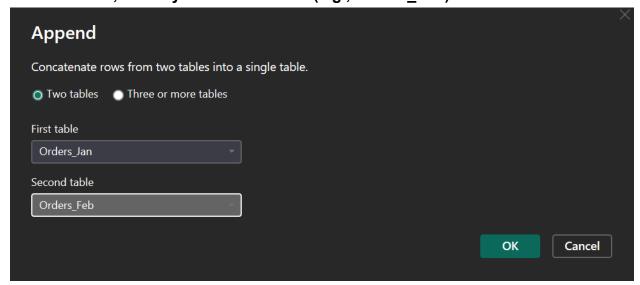
Question 7: Pivot the Product column to show total Quantity per product.

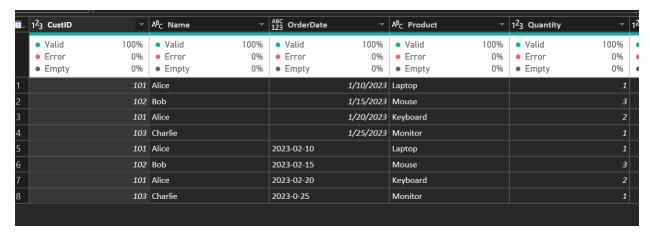
- 1. Select the Product column.
- 2. Go to the Transform tab.
- 3. Click Pivot Column.
- 4. In the window that pops up:
- 5. Values Column: Choose Quantity from the dropdown.
- 6. Aggregate Value Function: Ensure Sum is selected (it usually is by default).



Question 8: Append two tables with identical columns (e.g., Orders_Jan.csv + Orders_Feb.csv).

- 1. Go to the Home tab.
- 2. Click Append Queries (As new)
- 3. In the window, select your second table (e.g., Orders Feb).

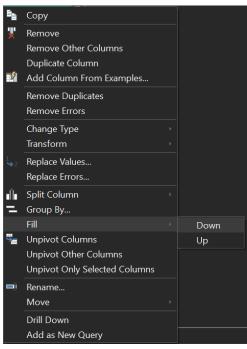


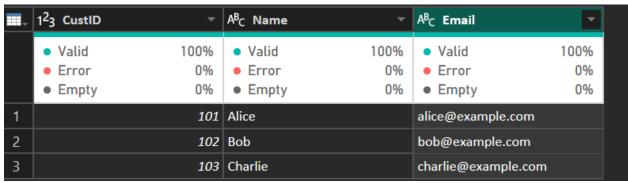


Question 9: Use "Fill Down" to replace nulls in the Email column with the previous value.

- 1. Select the Email column.
- 2. Go to the Transform tab.
- 3. Click Fill → Down.

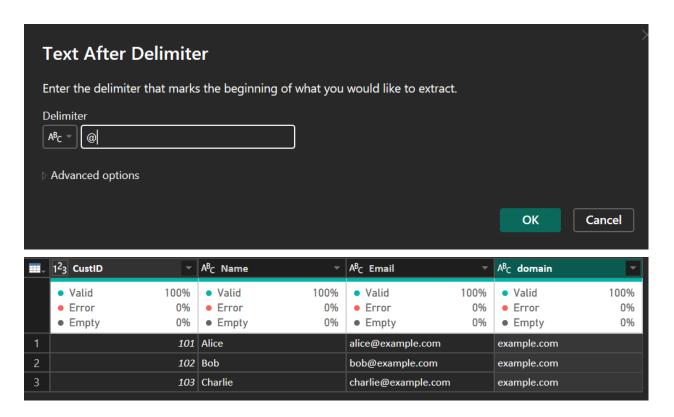
All the nulls in the Email column will be replaced with the value from the cell above them. Done.



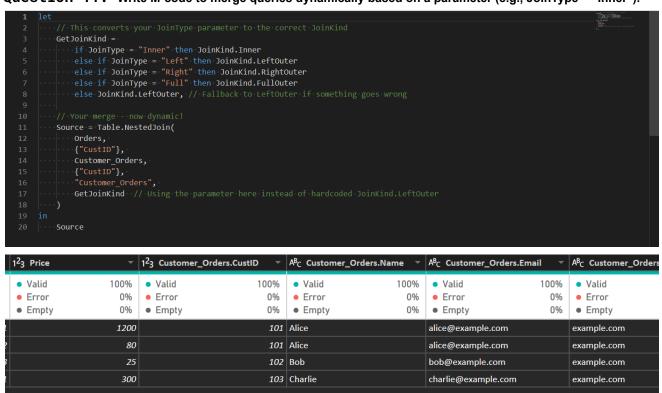


Question 10: Extract the domain (e.g., "example.com") from the Email column.

Select the Email column.
Go to the Add Column tab.
Click Extract → Text After Delimiter.



Question 11: Write M-code to merge queries dynamically based on a parameter (e.g., JoinType = "Inner").



Question 13: Handle errors in a custom column (e.g., division by zero) using try...otherwise.

₩,	A ^B C CustomerID	~	\$ PurchaseAmount	7	1.2 AdjustedPurchase	7
	Valid	100%	Valid	81%	Valid	81%
	Error	0%	Error	0%	Error	0%
	Empty	0%	Empty	19%	Empty	19%
24	1024			-150.00		-165
25	1025			900.00		990
26	1026			400.75	,	440.825
27	1027			285.00		313.5
28	1028			null		null
29	1029			null		null
30	1030			-150.00		-165
31	1031			450.75		495.825
32	1032			800.50		880.55
33	1033			300.00		330

```
dashes).
(phoneNumber as text) as text =>
let
   Cleaned = Text.Remove(phoneNumber, {" ", "-", "(", ")", ".", "+"}),
   Result = Cleaned
in
  Result
Question 15: Optimize a query with 10+ steps—identify bottlenecks and simplify.
Applied Steps:
1. Source: Import from C:\Data\Customers.csv (has 20 columns)
2.
3. Promoted Headers: First row contains column names.
4.
5. Changed Type: Changed all columns to type text to prevent errors.
6.
7. Renamed Columns: Renamed Phone Number to Phone.
8.
9. Added Custom Column: Created FullName by combining FirstName and LastName columns.
10.
11. Removed Columns: Removed FirstName and LastName (now that we have FullName).
12.
13. Added Custom Column: Used a complex Text.Remove formula to clean the Phone column.
15. Filtered Rows: Kept only rows where Country = "USA".
16.
17. Changed Type (again): Changed SignUpDate from text to a date type.
19. Replaced Errors: For any rows where the date conversion failed, replaced with null.
21. Filtered Rows (again): Kept only rows where SignUpDate is not null.
22.
```

23. Reordered Columns: Moved FullName to the first column.

Question 14: Create a function in Power Query to clean phone numbers (e.g., remove