

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

The "**Applied Steps**" pane records each transformation you've applied to your data (e.g., filtering, renaming, changing data types). It's useful for:

- Reviewing changes
 - Reordering or removing steps
 - Debugging errors in transformations
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2. How do you remove duplicate rows in Power Query?

- Select the columns you want to check for duplicates
 - Click "**Home → Remove Rows → Remove Duplicates**"
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3. What does the "Filter" icon do in Power Query?

The **filter icon** allows you to:

- Include/exclude specific values
 - Apply numeric, text, or date filters
 - Sort data (ascending or descending)
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4. How would you rename a column from "CustID" to "CustomerID"?

- Right-click the "**CustID**" column header → choose **Rename**
 - Or click the column and press **F2**, then type "**CustomerID**"
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5. What happens if you click "Close & Apply" in Power Query?

- Applies all transformations to the data
 - Loads the cleaned data into **Power BI Desktop's Data Model**
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6. Remove all rows where Quantity is less than 2.

- Click the **Quantity** column → **Home → Keep Rows → Keep Rows Where...**
 - Set the condition: **Quantity ≥ 2**
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7. Split the OrderDate column into separate "Year," "Month," and "Day" columns.

1. Select **OrderDate**
2. Go to **Add Column → Date → Year/Month/Day → Name accordingly**
(or right-click column → **Split Column → By Delimiter**, if it's text-formatted)

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

- Select **Product** column → **Transform** → **Replace Values**
- Value to find: "Mouse" → Replace with: "Computer Mouse"

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

- Click **OrderDate** column header → **Home** → **Sort Descending**

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

- Option 1: **Replace nulls**: Select **Price** → **Transform** → **Replace Values** → null → 0
- Option 2: **Remove rows**: Home → **Remove Rows** → **Remove Blank Rows**

11. Write custom M-code to add a column calculating TotalSpent = Quantity * Price.

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

(Replace PreviousStepName with the actual step name in your query.)

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

1. Go to **Transform** → **Group By**
2. Group by: **CustID**
3. New column name: **TotalSpent**
4. Operation: **Sum**
5. Column: **TotalSpent** (must already be calculated)

13. Fix inconsistent date formats (e.g., 01/10/2023 vs. 2023-01-10) in OrderDate.

- Select the **OrderDate** column → **Transform** → **Data Type** → **Date**
- If text format: use **Transform** → **Using Locale** → **Date** → **English (UK/US)** to standardize

14. Create a conditional column: Label orders as "High Value" if Price > 100.

Go to **Add Column** → **Conditional Column**:

- New column name: **OrderLabel**

- Condition: If [Price] > 100 then "High Value" else "Standard"
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15. Optimize the query to reduce refresh time (e.g., remove unused columns early).

Best practice:

- **Remove unnecessary columns first** (right-click → Remove Columns)
- Apply heavy steps like **joins, groupings, or calculations** after filtering
- **Disable "Auto Date/Time"** in Power BI options
- Reduce number of rows during development (e.g., using filters)