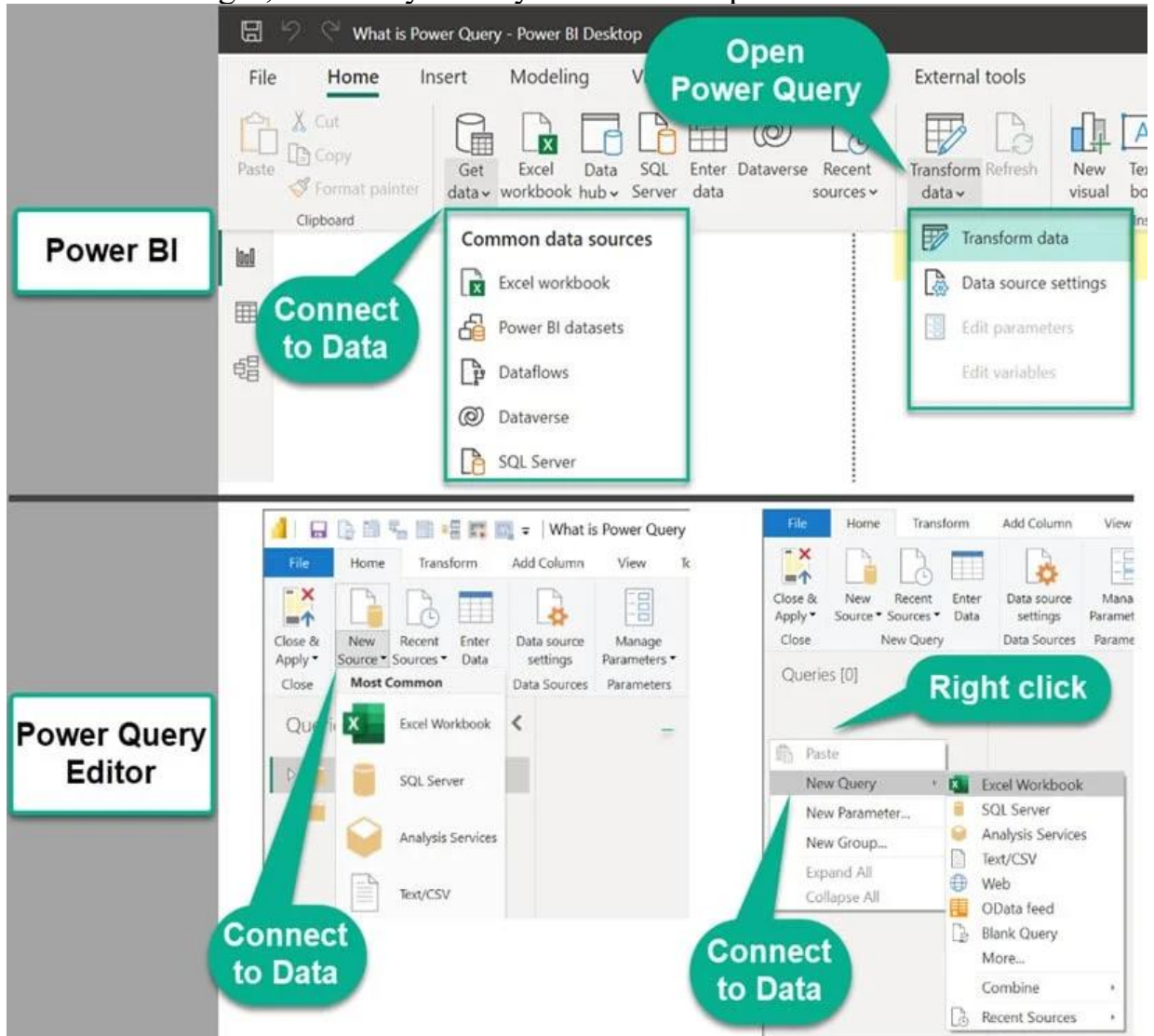
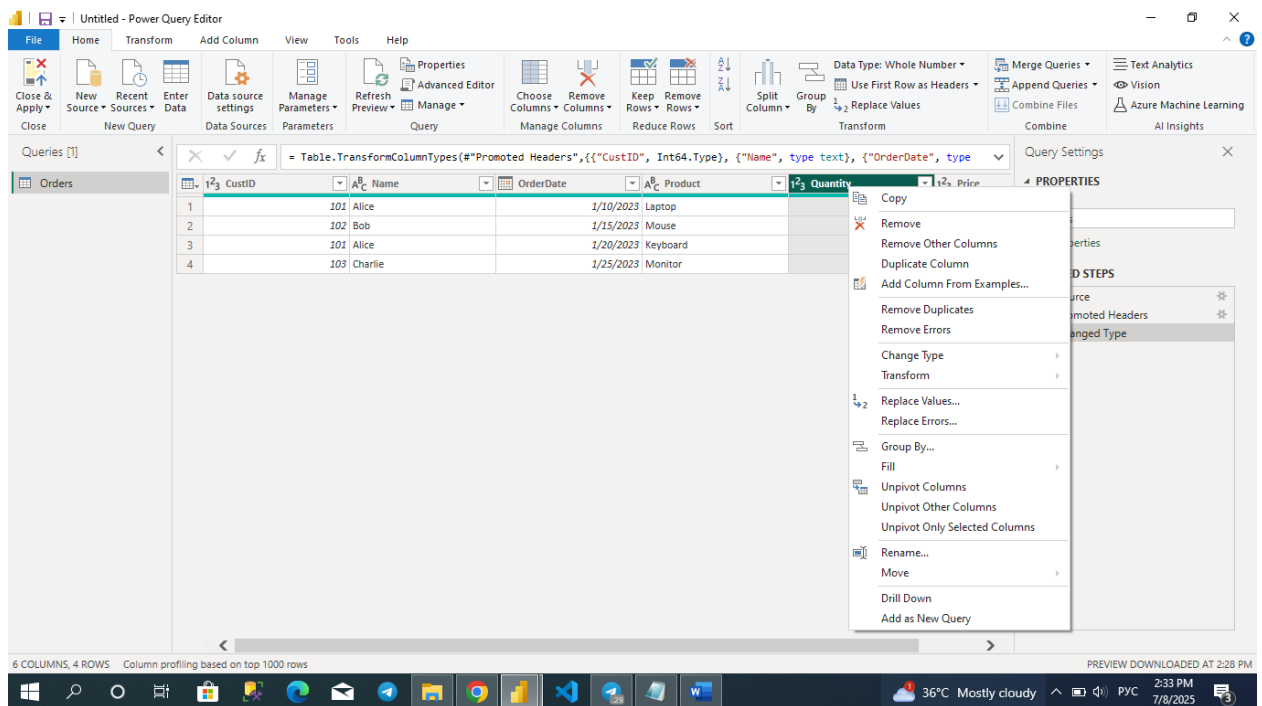


Lesson-3

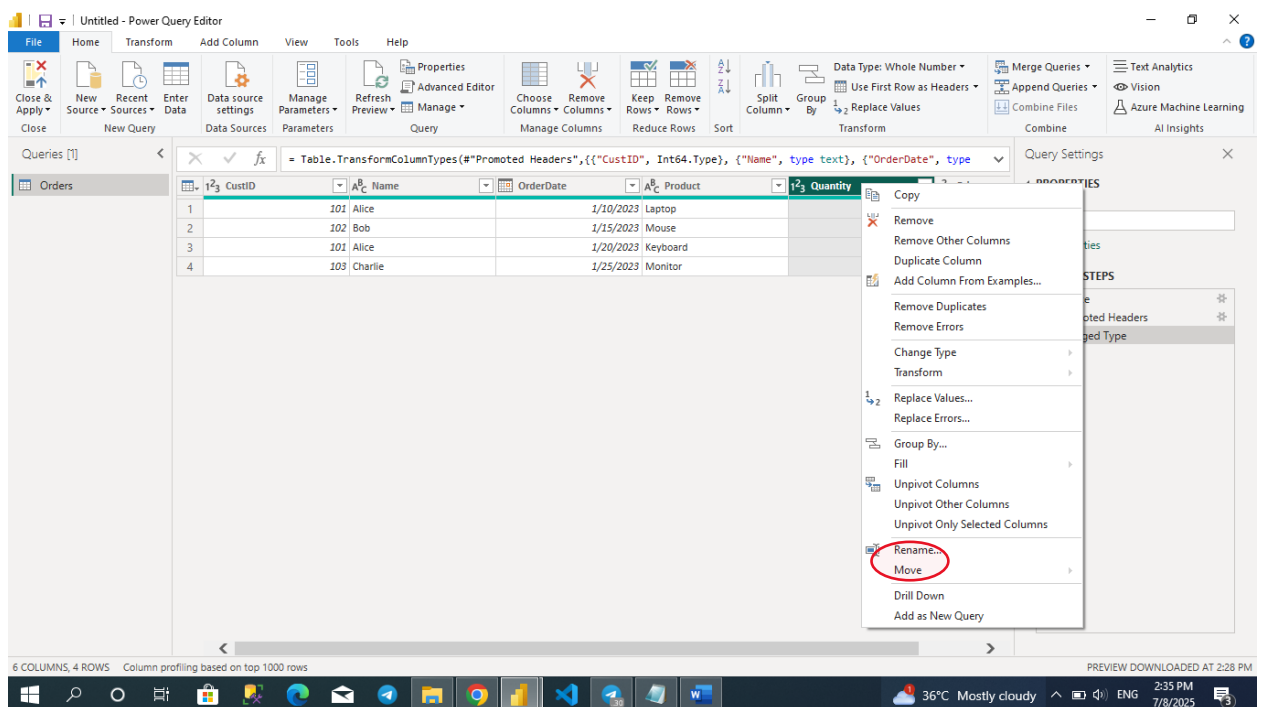
1. The "Applied Steps" pane in Power Query serves as a log of all transformations applied to your data within a query. It records each step in a sequential list, allowing you to track the changes made, review the data at different stages, and easily modify or remove steps.



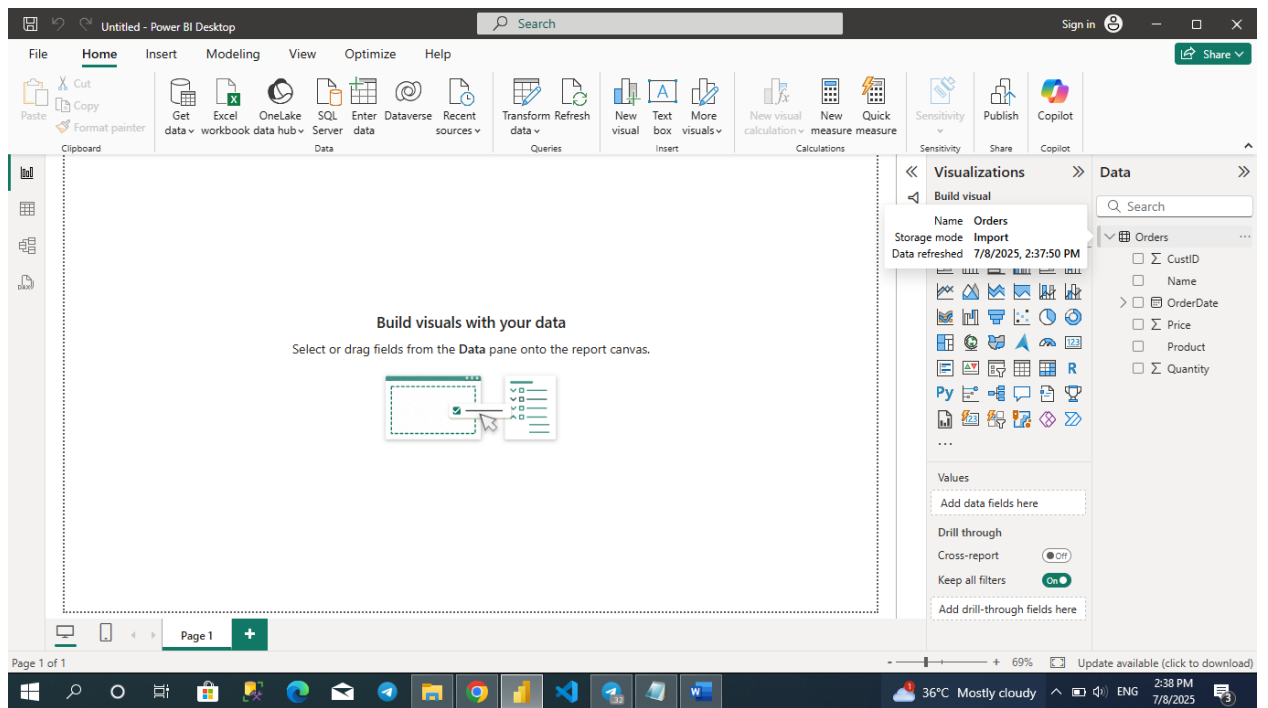
2. To remove duplicate rows in Power Query, select the column(s) containing the duplicate values, then navigate to the "Home" tab, and in the "Reduce Rows" group, select "Remove Rows" then "Remove Duplicates". Power Query will then remove rows where all selected columns have identical values
3. The **filter icon** (▼ triangle next to a column name) is used to:
Filter rows based on column values
Include or exclude specific values
Apply conditions like **greater than, contains, equals, is null**, etc.



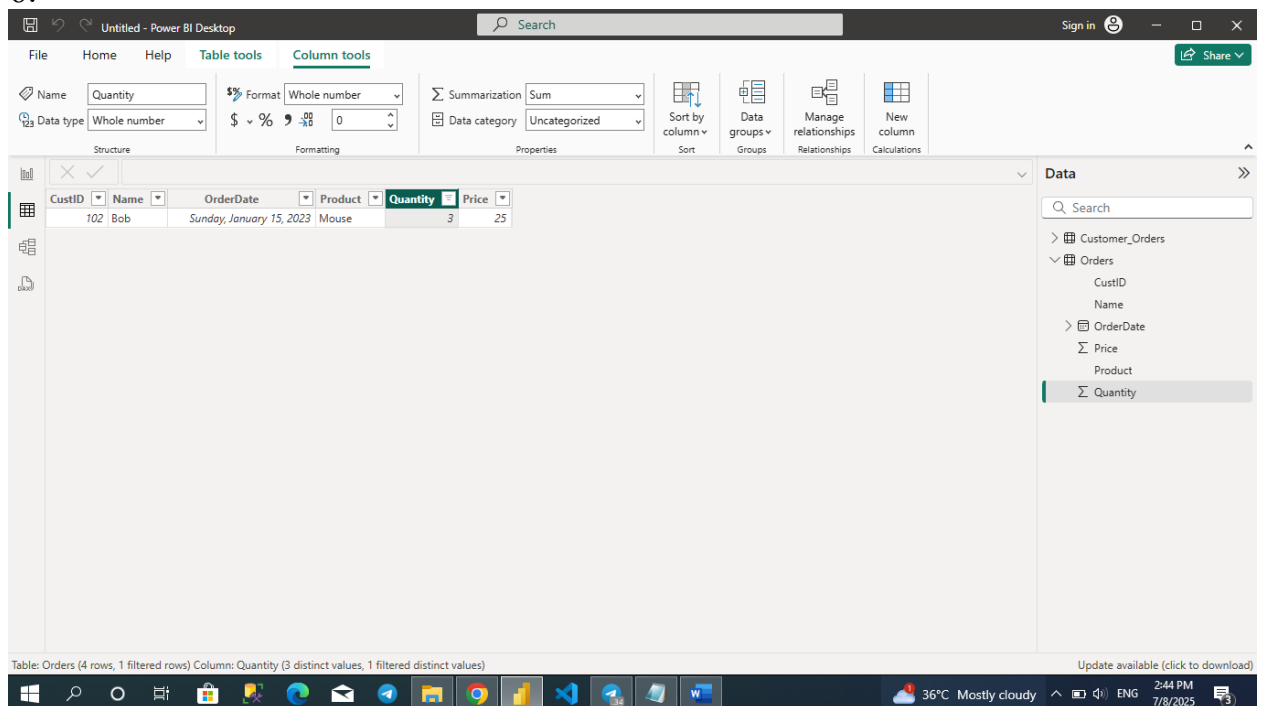
4.



5. When your query is where you want it, select Close & Apply from Power Query Editor's File menu. This action applies the changes and closes the editor



6.



7.

Untitled - Power BI Desktop

File Home Help Table tools Column tools

Clipboard: Paste, Cut, Copy

Data: Get data, Excel, OneLake, SQL Server, Enter data, Dataverse, Recent sources, Transform, Refresh, Manage relationships, New measure, Quick measure, New column, New table

Queries: Transform, Refresh, data

Relationships: Manage relationships

Calculations: New measure, Quick measure, New column, New table

Security: Manage roles, View as

Sensitivity: Sensitivity, Publish

Share

CustID	Name	OrderDate	Product	Quantity	Price	Year	MonthName	Day
101	Alice	1/10/2023	Laptop	1	1200	2023	January	10
102	Bob	1/15/2023	Computer Mouse	3	25	2023	January	15
101	Alice	1/20/2023	Keyboard	2	80	2023	January	20
103	Charlie	1/25/2023	Monitor	1	300	2023	January	25

Table: Orders (4 rows) Column: Product (4 distinct values)

Update available (click to download)

Very high UV 3:28 PM 7/8/2025

8.

Untitled - Power Query Editor

File Home Transform Add Column View Tools Help

Close & Apply, New Source, Recent Sources, Enter Data, Data source settings, Manage Parameters, Refresh Preview, Advanced Editor, Choose Columns, Remove Columns, Keep Rows, Remove Rows, Sort, Split Column, Group By, Data Type: Whole Number, Use First Row as Headers, Replace Values, Merge Queries, Append Queries, Combine Files, Text Analytics, Vision, Azure Machine Learning, All Insights

Queries [2]: Orders, Customer_Orders

fx = Table.SelectRows(#"Filtered Rows", each not List.IsEmpty(List.RemoveMatchingItems(Record.FieldValues(_), {"",

	i2_3 CustID	A6_6 Name	OrderDate	A6_6 Product	i2_3 Quantity	i2_3 Price
1	101	Alice	1/10/2023	Laptop	1	
2	102	Bob	1/15/2023	Computer Mouse	3	
3	101	Alice	1/20/2023	Keyboard	2	
4	103	Charlie	1/25/2023	Monitor	1	

Query Settings

PROPERTIES: Name: Orders

APPLIED STEPS: Source, Promoted Headers, Changed Type, Replaced Value, Filtered Rows, Removed Blank Rows

6 COLUMNS, 4 ROWS Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 3:26 PM

3:30 PM 7/8/2025

9.

Untitled - Power Query Editor

File Home Transform Add Column View Tools Help

Close & Apply New Source Recent Sources Enter Data Data source settings Manage Parameters Refresh Preview Advanced Editor Choose Columns Remove Columns Keep Rows Remove Rows Sort Split Column Group By Data Type: Date Use First Row as Headers Replace Values Merge Queries Append Queries Combine Files Text Analytics Vision Azure Machine Learning All Insights

Queries [2] Orders Customer_Orders

Table.SelectRows(#"Filtered Rows", each not List.IsEmpty(List.RemoveMatchingItems(Record.FieldValues(_), {"",

	CustID	Name	OrderDate	Product	Quantity	Price
1				Laptop	1	
2				Computer Mouse	3	
3				Keyboard	2	
4				Monitor	1	

Sort Ascending
Sort Descending
Clear Sort
Clear Filter
Remove Empty
Date Filters
Search
(Select All)
1/10/2023
1/15/2023
1/20/2023
1/25/2023

Query Settings

PROPERTIES
Name
Orders

APPLIED STEPS
Source
Promoted Headers
Changed Type
Replaced Value
Filtered Rows
Removed Blank Rows

6 COLUMNS, 4 ROWS Column profiling based on top 1000 rows PREVIEW DOWNLOADED AT 3:26 PM

10.

Untitled - Power Query Editor

File Home Transform Add Column View Tools Help

Close & Apply New Source Recent Sources Enter Data Data source settings Manage Parameters Refresh Preview Advanced Editor Choose Columns Remove Columns Keep Rows Remove Rows Sort Split Column Group By Data Type: Date Use First Row as Headers Replace Values Merge Queries Append Queries Combine Files Text Analytics Vision Azure Machine Learning All Insights

Queries [2] Orders Customer_Orders

Table.SelectRows(#"Removed Blank Rows", each true)

	CustID	Name	OrderDate	Product	Quantity	Price
1	101	Alice	1/10/2023	Laptop	1	
2	102	Bob	1/15/2023	Computer Mouse	3	
3	101	Alice	1/20/2023	Keyboard	2	
4	103	Charlie	1/25/2023	Monitor	1	

Query Settings

PROPERTIES
Name
Orders

APPLIED STEPS
Source
Promoted Headers
Changed Type
Replaced Value
Filtered Rows
Removed Blank Rows
Filtered Rows1

6 COLUMNS, 4 ROWS Column profiling based on top 1000 rows PREVIEW DOWNLOADED AT 3:32 PM

11.

Untitled - Power BI Desktop

Search

Sign in

File Home Help Table tools Column tools

Name: Total price

Data type: Whole number

Format: Whole number

Summarization: Sum

Data category: Uncategorized

Sort by column: Sort

Data groups: Groups

Manage relationships: Relationships

New column: Calculations

Structure: 1 Total price = (Orders[Price] * (Orders[Quantity]))

Formatting: Properties

Table: Orders (4 rows) Column: Total price (4 distinct values)

CustID	Name	OrderDate	Product	Quantity	Price	Year	MonthName	Day	Total price
101	Alice	1/10/2023	Laptop	1	1200	2023	January	10	1200
102	Bob	1/15/2023	Computer Mouse	3	25	2023	January	15	75
101	Alice	1/20/2023	Keyboard	2	80	2023	January	20	160
103	Charlie	1/25/2023	Monitor	1	300	2023	January	25	300

Data

Search

Customer_Orders

Orders

CustID

Day

MonthName

Name

OrderDate

Price

Product

Quantity

Total price

Year

Update available (click to download)

Windows taskbar: High UV, 3:37 PM, 7/8/2025

12.

Untitled - Power BI Desktop

Search

Sign in

File Home Help Table tools Column tools

Name: Total price

Data type: Whole number

Format: Whole number

Summarization: Sum

Data category: Uncategorized

Sort by column: Sort

Data groups: Groups

Manage relationships: Relationships

New column: Calculations

Structure: 1 Total price = (Orders[Price] * (Orders[Quantity]))

Formatting: Properties

Table: Orders (4 rows) Column: Total price (4 distinct values)

CustID	Name	OrderDate	Product	Quantity	Price	Year	MonthName	Day	Total price
101	Alice	1/10/2023	Laptop	1	1200	2023	January	10	1200
102	Bob	1/15/2023	Computer Mouse	3	25	2023	January	15	75
101	Alice	1/20/2023	Keyboard	2	80	2023	January	20	160
103	Charlie	1/25/2023	Monitor	1	300	2023	January	25	300

Data

Search

Customer_Orders

Orders

CustID

Day

MonthName

Name

OrderDate

Price

Product

Quantity

Total price

Year

Update available (click to download)

Windows taskbar: High UV, 3:37 PM, 7/8/2025