1. In Power Query,
Merge = Combine tables side-by-side (like a SQL JOIN).
It matches rows from two tables based on a common key (or keys).
You end up with one table where columns from both sources are included.
Example: You have a Customers table and an Orders table, and you merge them on CustomerID to show each order along with customer details.
Append = Stack tables on top of each other (like a SQL UNION).
It simply takes all rows from both tables and combines them into one list of rows.
The tables must have the same or similar column structure for a clean append.
Example: You have Sales_2024 and Sales_2025, and you append them to get all sales in one table.
Quick memory trick:
Merge → Match & add columns
Append → Add rows
If you want, I can make you a visual diagram showing Merge vs Append so it's crystal clear.

2. In Power Query, you can split a "Full Name" column into "First Name" and "Last Name" like this:
Select the "Full Name" column.
Go to the Home or Transform tab → click Split Column → choose By Delimiter.
In the Split by Delimiter dialog:
Choose Space as the delimiter.
Choose At the left-most delimiter (if names have only first and last).
Power Query will create two columns: "Full Name.1" and "Full Name.2".
Rename them to "First Name" and "Last Name".

3. In Power Query, Pivot Columns is used to turn unique values from one column into new column headers, and then fill those new columns with aggregated values from another column.
In plain terms: it reshapes data from a long (tall) format into a wide format.

4. In Power Query, you can undo a step by removing it from the Applied Steps pane:
Look at the right-hand side of the Power Query Editor — you'll see the Applied Steps list.
Find the step you want to undo.
Click the "X" next to that step.
Power Query will remove that step and automatically reapply the remaining steps in order.

5. In Power Query, both Reference and Duplicate create a new query from an existing one — but they behave very differently:
1. Duplicate   (Independent copy)
Makes a full copy of the selected query including all its applied steps.
The new query is completely independent — changes in the original query do not affect the duplicate (and vice versa).
Good for: creating a similar query but modifying it without affecting the original.
Example:
You have a Sales query, duplicate it, then change filters — the original remains the same.
2. Reference   (Linked view)
Creates a new query that starts from the final output of the original query.
If you change the original query, the referenced query updates automatically.
The new query contains no steps at first, because it just points to the original's result.
Good for: reusing a cleaned dataset for multiple different transformations.
Example:
You clean Sales once, then create multiple referenced queries — one for monthly reports, one for annual totals — all linked to the same cleaned base.