1. What is the purpose of the "Applied Steps" pane in Power Query?
It lists all transformations applied to the data in order, allowing you to review, edit, or remove each step.

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2. How do you remove duplicate rows in Power Query?
Select the relevant columns → Right-click → **Remove Duplicates**.

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3. What does the "Filter" icon do in Power Query?
It allows you to filter rows based on selected values, ranges, or conditions.

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4. How would you rename a column from "CustID" to "CustomerID"?
Right-click the **CustID** column header → Select **Rename** → Type `CustomerID`.

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5. What happens if you click "Close & Apply" in Power Query?
The query changes are applied, and the transformed data is loaded into Power BI's data model.

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6. Remove all rows where Quantity is less than 2.
Filter **Quantity** column → Choose **Number Filters** → **Greater Than or Equal To** → **2**.

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7. Split the OrderDate column into separate "Year," "Month," and "Day" columns.
Select **OrderDate** → **Transform Tab** → **Date** → **Year / Month / Day** → Choose **Extract** for each.

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8. Replace all "Mouse" entries in the Product column with "Computer Mouse."
Right-click **Product** column → **Replace Values** → Find `"Mouse"` → Replace with `"Computer Mouse"`.

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9. Sort the table by OrderDate (newest first).
Select **OrderDate** column → Click **Sort Descending**.

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

- Replace nulls with a default value (**Transform → Replace Values**).

- Remove rows with null values (**Remove Rows → Remove Blank Rows**).

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

```m
CopyEdit
Table.AddColumn(Source, "TotalSpent", each [Quantity] * [Price])
```

---

12. Group the table by CustID to show total spending per customer.
Home → Group By → Group by **CustID →** Aggregate **TotalSpent** with **Sum**.

---

13. Fix inconsistent date formats (e.g., 01/10/2023 vs. 2023-01-10) in OrderDate.
Change **OrderDate** column's data type to **Date**; Power Query will standardize the format.

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14. Create a conditional column: Label orders as "High Value" if Price > 100.
Add Column → Conditional Column → If `Price > 100` then `"High Value"` else `"Regular"`.

---

15. Optimize the query to reduce refresh time (e.g., remove unused columns early).
Remove unnecessary columns **early in the query** using **Remove Columns** before applying heavy transformations or merges.