**Power Query Transformation – Sales Data Cleanup**

**✅ Dataset Used: sales\_data**

**🔹 Transformations Performed:**

**1. Split Date and Time**

* **Column:** 2/24/2003 12:00:00 AM
* **Action:** Separate into two columns: **Date** and **Time**
* **How:**
  + Right-click the column → **Split Column** → By Delimiter → Select **Space**
  + Result: Two columns — one for **Date**, one for **Time**

**2. Remove Null Rows**

* **Action:** Remove rows that are completely blank or have null values across all fields.
* **How:**
  + **Home tab** → Click **Remove Rows** → **Remove Blank Rows**

**3. Replace Nulls with Blanks**

* **Action:** Clean up data by replacing nulls with empty text or a placeholder
* **How:**
  + Select relevant column(s) → Right-click → **Replace Values**
  + Replace **null** with "" (empty string)

**4. Create Full Name (Custom Column)**

* **Action:** Combine FirstName and LastName into a single column
* **How:**
  + Go to **Add Column** → **Custom Column**
  + Formula:

powerquery

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[FirstName] & " " & [LastName]

* + Rename new column as: **Full Name**

**5. Remove Unnecessary Columns**

* **Action:** Clean the dataset by removing irrelevant fields
* **Examples:**
  + Remove Day, Month, Year (you already have the full Date column)
  + Remove extra address fields or unused metadata columns
* **How:**
  + Select columns to remove → Right-click → **Remove Columns**

**6. Replace Nulls in State Column**

* **Action:** Replace all nulls in State column with "NA"
* **How:**
  + Select State column → Right-click → **Replace Values**
  + Replace **null** with "NA"

**7. Fix Postal Code Data Type**

* **Issue:** Postal Code column is in text but should be numeric
* **Action:** Change the data type to **Whole Number**
* **How:**
  + Select Postal Code column → **Transform tab** → Change Type → **Whole Number**

**✅ Summary Table:**

| **Step** | **Transformation** | **Tool Used** |
| --- | --- | --- |
| 1 | Split Date/Time | Split Column |
| 2 | Remove Blank Rows | Remove Rows |
| 3 | Replace Null with Blank | Replace Values |
| 4 | Create Full Name Column | Add Custom Column |
| 5 | Remove Unnecessary Columns | Remove Columns |
| 6 | Replace Null in State with "NA" | Replace Values |
| 7 | Change Postal Code to Numeric | Change Type (Transform) |