

1. What is the purpose of the “Applied Steps” panel in Power Query?

Answer: It shows list of changes you’ve made to the data, step by step

2. How do you remove duplicate rows in Power Query?

Answer: Select the column(s), right click, choose “remove duplicates”

3. What does the “Filter” icon do in Power Query?

Answer: It lets you keep or remove rows based on specific values, like filtering dates or products.

4. How would you rename a column from “CustID” to “CustomerID”?

Answer: Right click the “custID” column header, choose rename, type CustomerID.

5. What happens if you click “Close and Apply” in Power Query?

Answer: It applies your changes and loads the cleaned data into Power BI for reporting.

6. Remove all rows where Quantity is less than 2.

Answer: Click the filter icon on Quantity, choose Number Filters, Greater than or Equal to, 2.

7. Split the OrderDate column into separate “Year”, “Month”, and “Day” columns.

Answer: Select OrderDate, go to Add column, date, choose Year, Month and Day.

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

Answer: right click Product column, Replace Values, type Mouse, Computer Mouse.

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

Answer: Click OrderDate column, click Sort Descending (Z-A)

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

Answer: Select the column, use Replace Values or Remove Rows with nulls.

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

Answer: Go to Add Column, click Custom Column, New column name: TotalSpent, = [Quantity] * [Price]

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

Answer: Click CustID, Group By, Name: TotalSpent. Operation: Sum, Column, TotalSpent.

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

Answer: Change the data type to Date - Power Query will auto-fix formats.

14. Create a conditional column: Label orders as “high value” if Price > 100.

Answer: Go to “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).

Answer: Delete unnecessary columns before doing filters, sorts, or calculation.