

1. What is the purpose of the "Applied Steps" pane in Power Query?

It tracks each transformation step applied to your data and allows you to edit or remove them.

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

Use **Home > Remove Duplicates**, or right-click a column and choose **Remove Duplicates**.

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

It filters rows based on specific values or conditions in a column.

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

Double-click the column name and type **CustomerID**.

5. What happens if you click "Close & Apply" in Power Query?

It applies all steps and loads the data into Power BI.

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

Filter the **Quantity** column to show only values **greater than or equal to 2**.

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

Use **Transform > Date > Year**, then repeat for **Month** and **Day**.

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

Use **Transform > Replace Values** to replace "Mouse" with "Computer Mouse".

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

Click the **OrderDate** column and choose **Sort Descending**.

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

Replace them with 0 or an average using **Replace Values**, or remove the rows.

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

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```
= Table.AddColumn(PreviousStep, "TotalSpent", each [Quantity] * [Price])
```

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

Use **Home > Group By**, group by **CustID**, and sum **TotalSpent**.

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

Convert the column to **Date** type using **Transform > Data Type > Date**.

14. Create a conditional column: Label orders as "High Value" if Price > 100.

Use **Add Column > Conditional Column**, set the rule:

If [Price] > 100 then "High Value", else null.

15. Optimize the query to reduce refresh time (e.g., remove unused columns early).

Remove unnecessary columns immediately after loading and reduce complex steps.