

1. What is the difference between "Merge" and "Append" in Power Query?

Answer:

- **Merge** combines **columns** from two tables based on a key column (like SQL join).
 - **Append** stacks rows from two or more tables with the **same columns**.
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2. How do you split a "Full Name" column into "First Name" and "Last Name"?

Answer:

Use **Split Column** → **By Delimiter** (e.g., space) → select **Split into columns**.

3. What is "Pivot Columns" used for?

Answer:

It transforms **row values into column headers** and aggregates data (e.g., total sales per product).

4. How do you undo a step in Power Query?

Answer:

Go to the **Applied Steps** pane and click the **X** next to the step you want to remove.

5. What is the purpose of "Reference" vs. "Duplicate" in queries?

Answer:

- **Duplicate** copies the query and all its steps.
 - **Reference** creates a new query that points to the result of another query (linked, not copied).
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6. Merge Orders.csv and Customers.xlsx on CustID (inner join).

Answer:

Use **Merge Queries** → select Orders[CustID] and Customers[CustID] → choose **Inner Join** → click **OK** → **Expand** the merged table.

7. Pivot the Product column to show total Quantity per product.

Answer:

Select **Product** column → click **Pivot Column** → set **Values Column** to Quantity → use **Sum** as the aggregation.

8. Append two tables with identical columns (e.g., Orders_Jan.csv + Orders_Feb.csv).

Answer:

Use **Append Queries** → select both tables → Power Query stacks them into one.

9. Use "Fill Down" to replace nulls in the Email column with the previous value.

Answer:

Select the Email column → **Transform** → **Fill Down**.

10. Extract the domain (e.g., "example.com") from the Email column.

Answer:

Use **Split Column** → **By Delimiter** → choose "@" → keep the **second part**.

11. Write M-code to merge queries dynamically based on a parameter (e.g., JoinType = "Inner").

Answer:

m

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let

JoinType = "InnerJoin",

MergedTable = Table.NestedJoin(Orders, {"CustID"}, Customers, {"CustID"},
"CustomerData", JoinKind[JoinType])

in

MergedTable

12. Unpivot a table with columns like "Jan_Sales," "Feb_Sales" into a "Month" and "Sales" format.

Answer:

Select the month columns → click **Unpivot Columns** → rename to Month and Sales.

13. Handle errors in a custom column (e.g., division by zero) using try...otherwise.

Answer:

m

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= try [Revenue] / [Units] otherwise 0

14. Create a function in Power Query to clean phone numbers (e.g., remove dashes).

Answer:

m

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let CleanPhone = (phone as text) as text =>

Text.Remove(phone, {"-", "(", ")", " "})

in

CleanPhone

15. Optimize a query with 10+ steps—identify bottlenecks and simplify.

Answer:

- Remove unnecessary steps.
- Combine steps using the **Advanced Editor**.
- Disable "**Load to worksheet**" for intermediate queries.
- Use **buffering** for large tables: Table.Buffer().