



Query Editor Essentials in Power BI

Section 1: Learn

What is Query Editor in Power BI?

Query Editor in Power BI is a tool used to *connect, clean, and transform data* before loading it into a report. It is part of Power Query, which helps in data preparation.

Why Use Query Editor?

- *Automates data cleaning* – No need to manually clean data in Excel.
- *Transforms messy data* – Remove errors, blanks, duplicates.
- *Merges and shapes data* – Combine multiple data sources.
- *Saves time* – Once applied, transformations update automatically.

How Does Query Editor Work?

1. *Import Data* – Connect to Excel, SQL, or online sources.
2. *Transform Data* – Clean, filter, and modify columns.
3. *Load Data* – Save transformed data into Power BI.



Fun Fact: Query Editor is Everywhere!

The Power Query engine in Power BI is also used in Excel, Azure, and Dataverse for data transformation!

Section 2: Practice

1. Opening Query Editor

- Click Transform Data in Power BI Desktop.*
- The Power Query Editor window opens.*

2. Removing Blank Rows

- Select a column.*
- Click Remove Rows → Remove Blank Rows.*

3. Changing Data Types

- Click on a column → Select Data Type (Text, Number, Date).*

4. Splitting a Column

- Select a column → Click Split Column → Choose Delimiter.*

5. Merging Queries (Joining Tables)

- Click Merge Queries → Select Common Column.*
- Choose Inner Join to keep matching records.*



6. Applying Filters

- Click the **Filter** icon on a column.
- Select values to include/exclude.

7. Saving Changes

- Click **Close & Apply** to load data into Power BI.

Try This Yourself:

1. Remove duplicates from a dataset using Query Editor.
2. Create a new column that combines **First Name** and **Last Name**.

Section 3: Know More

Frequently Asked Questions

Q1: What is the difference between Query Editor and Power BI Desktop?

- Query Editor cleans and transforms data.
- Power BI Desktop creates visualizations and reports.

Q2: Can I undo changes in Query Editor?

Yes! Use the **"Applied Steps"** pane to remove or modify steps.



Q3: What is M Language in Query Editor?

M is the formula language that Power Query uses to process data.

Q4: Can I combine multiple queries?

Yes! Use *Merge Queries* (like SQL JOIN) or *Append Queries* (stack tables).

Q5: Do changes in Query Editor affect the original file?

No! The transformations apply only in Power BI, not in the original data source.

Query Editor is a powerful tool for data preparation. Mastering it will help you handle large datasets efficiently!