

Power Query Editor Tools

Remove Columns and Rows

Remove Columns:

Select the column(s) you want to remove.

Right-click and choose "Remove Columns" or go to the "Home" tab and select "Remove Columns".

Example: Removing a column named "Address".

Select "Address" column -> Right-click -> Remove Columns

Remove Rows:

You can remove top rows, bottom rows, or filter specific rows.

Go to the "Home" tab and choose "Remove Rows" options.

Example: Removing top 5 rows.

Home -> Remove Rows -> Remove Top Rows -> Enter 5

Replace Null Value

Select the column where you want to replace null values.

Right-click and choose "Replace Values".

Enter null as the value to find and the replacement value.

Example: Replacing null values with "0".

Select column -> Right-click -> Replace Values -> Find value: null -> Replace with: 0

Use First Row as Header

Go to the "Transform" tab.

Click "Use First Row as Headers".

Split Function

Select the column you want to split.

Go to the "Transform" tab.

Choose "Split Column" and select the method (e.g., by delimiter, number of characters, etc.).

Example: Splitting a column by a space delimiter.

Select column -> Transform -> Split Column -> By Delimiter -> Select Space

Change Data Type

Select the column.

Go to the "Transform" tab.

Choose the desired data type from the "Data Type" dropdown.

Example: Changing a column to Date type.

Select column -> Transform -> Data Type -> Date

Rename Column Headings

Double-click the column heading or right-click and choose "Rename".

Enter the new name.

Example: Renaming a column to "CustomerID".

Double-click column heading -> Enter "CustomerID"

Conditional Column

Go to the "Add Column" tab.

Click "Conditional Column".

Define the conditions and corresponding output values.

Example: Creating a column "Status" based on "Sales" value.

Add Column -> Conditional Column -> If Sales > 1000 then "High" else "Low"

Append vs Merge

Append: Adds rows from one table to another.

Go to the "Home" tab.

Click "Append Queries".

Choose the tables to append.

Example: Appending "Sales2023" to "Sales2022".

Home -> Append Queries -> Select "Sales2023" and "Sales2022"

Merge: Combines columns from two tables based on a common column.

Go to the "Home" tab.

Click "Merge Queries".

Select the tables and the common column.

Example: Merging "Orders" and "Customers" on "CustomerID".

Home -> Merge Queries -> Select "Orders" and "Customers" -> Choose "CustomerID"

Group By

Select the column(s) to group by.

Go to the "Transform" tab.

Click "Group By".

Define the aggregation (e.g., sum, count).

Example: Grouping by "Category" and summing "Sales".

Select "Category" column -> Transform -> Group By -> Add Aggregation: Sum of "Sales"

Split Column

By Delimiter:

Select column -> Transform -> Split Column -> By Delimiter -> Choose delimiter (e.g., comma)

By Number of Characters:

Select column -> Transform -> Split Column -> By Number of Characters -> Enter number

By Position:

Select column -> Transform -> Split Column -> By Position -> Enter position

Unpivot Column Data

Change Columns Data to Rows:

Select the columns to unpivot.

Go to the "Transform" tab.

Click "Unpivot Columns".

Example: Unpivoting multiple month columns into rows.

Select month columns -> Transform -> Unpivot Columns

Date Function

Extract Year:

Add Column -> Date -> Year -> Year

Extract Date:

Add Column -> Date -> Date Only

Extract Month:

Add Column -> Date -> Month -> Month

Find Quarter:

Add Column -> Date -> Quarter -> Quarter

Starting Date:

Add Column -> Date -> Start of Month

Find Weekdays:

Add Column -> Date -> Day -> Day Name

Last Day of the Month:

Add Column -> Date -> End of Month

Format Function

Add Prefix:

Add Column -> Custom Column -> "Prefix" & [ColumnName]

Add Suffix:

Add Column -> Custom Column -> [ColumnName] & "Suffix"

Clean:

Transform -> Format -> Clean

UPPERCASE:

Transform -> Format -> UPPERCASE

Lowercase:

Transform -> Format -> lowercase

Trim:

Transform -> Format -> Trim

Capitalize Each Word:

Transform -> Format -> Capitalize Each Word

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