**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 -&gt; Right-click -&gt; 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 -&gt; Remove Rows -&gt; Remove Top Rows -&gt; 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 -&gt; Right-click -&gt; Replace Values -&gt; Find value: null -&gt; 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 -&gt; Transform -&gt; Split Column -&gt; By Delimiter -&gt; 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 -&gt; Transform -&gt; Data Type -&gt; 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 -&gt; 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 -&gt; Conditional Column -&gt; If Sales &gt; 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 -&gt; Append Queries -&gt; 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 -&gt; Merge Queries -&gt; Select "Orders" and "Customers" -&gt; 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 -&gt; Transform -&gt; Group By -&gt; Add Aggregation: Sum of "Sales"

**Split Column**

**By Delimiter:**

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

**By Number of Characters:**

Select column -&gt; Transform -&gt; Split Column -&gt; By Number of Characters -&gt; Enter number

**By Position:**

Select column -&gt; Transform -&gt; Split Column -&gt; By Position -&gt; 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 -&gt; Transform -&gt; Unpivot Columns

**Date Function**

**Extract Year:**

Add Column -&gt; Date -&gt; Year -&gt; Year

**Extract Date:**

Add Column -&gt; Date -&gt; Date Only

**Extract Month:**

Add Column -&gt; Date -&gt; Month -&gt; Month

**Find Quarter:**

Add Column -&gt; Date -&gt; Quarter -&gt; Quarter

**Starting Date:**

Add Column -&gt; Date -&gt; Start of Month

**Find Weekdays:**

Add Column -&gt; Date -&gt; Day -&gt; Day Name

**Last Day of the Month:**

Add Column -&gt; Date -&gt; End of Month

**Format Function**

**Add Prefix:**

Add Column -&gt; Custom Column -&gt; "Prefix" &amp; [ColumnName]

**Add Suffix:**

Add Column -&gt; Custom Column -&gt; [ColumnName] &amp; "Suffix"

**Clean:**

Transform -&gt; Format -&gt; Clean

**UPPERCASE:**

Transform -&gt; Format -&gt; UPPERCASE

**Lowercase:**

Transform -&gt; Format -&gt; lowercase

**Trim:**

Transform -&gt; Format -&gt; Trim

**Capitalize Each Word:**

Transform -&gt; Format -&gt; Capitalize Each Word

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