POWER QUERY ACTION REFERENCE

By

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Power Query Action Reference

I wrote this reference guide to help you use the best parts of Power Query. The following table is broken into multiple sections reflecting the different tabs upon which each action appears.

Please let me know if you have any questions, thoughts, comments or feedback.

Thanks,

Jordan

Home tab	
Refresh Preview	Refreshes the current view up to selected step.
Choose Columns	Let's you choose which columns you want to keep. Or, let's you hop to a specific column.
Remove Columns	Let's you remove the specific column selected or to remove everything but the selected column.
Remove Rows	Allows you to remove rows based on specific choices:
	Remove Bottom Rows – Remove n amount of rows from the bottom.
	Remove Top Rows – Remove n amount of rows from the top.
	Remove Alternate Rows – Remove rows in an alternative pattern or sequence.
	Remove Blank Rows – Remove rows with blank values
	Remove Errors – Remove rows where cells contain errors
Keep Rows	Allows you to keep a specified set of rows
	Keep Bottom Rows – Keep n amount of rows from the bottom.
	Keep Top Rows – Keep n amount of rows from the top.
	Keep Range of Rows – Keeps rows in a specified range.
	Keep Duplicates – Keeps rows with cells that have duplicate values
	Keeps Errors – Keeps rows where cells contain errors

Split Column	Let's you split a column with multiple values over multiple columns. You can specify by delimiter, by position, or by number of characters.
	You can also split by differently cased letter and when moving from text to numbers—or vice versa
Group By	This action allows you to summarizes data by row values.
	This is like dropping a field into the row well of a pivot table and then dropping a corresponding field into the value well.
Replace Values	This allows you to replace one value with another for the selected columns.
Merge	Let's you merge the current query with another. You can either merge onto the given table itself or create a new query from the result. I recommend you always create a new query.
Append	This let's you stack two similar tables on top of each other.
Transform Tab	
Use First Rows as Headers	Promotes the top row to become a header column
Use Headers as First Row	Demotes the column headers to become the first row.
Transpose	Switches the rows and columns of the dataset.
Reverse rows	Causes the sorting order to be reversed.
Detect Datatype	Allows you to have power query automatically suggest a data type based on the data in the column field
Fill	Allows you to fill values up or down

Unpivot Columns	Allows you to effectively take a crosstab table (think: pivot tales) and convert it back to a flat table format (think about the many-rowed data supports a pivot table).
Move	Let's you move a column to the front or end of the table.
Format	Let's you apply Excel functions like TRIM and CLEAN as well as define the cases of the text.
Extract	Allows you to extract specific values from the text. You can extract by delimiter, by character and more. This is similar to using the functions LEFT, RIGHT, MID, SEARCH, and FIND in excel.
Merge Columns	Allows you to join multiple columns into one
Add Column Tab	
Note	Several of the actions on the Add Column ribbon are the same as on the transform ribbon. The core difference is that the transform ribbon will change the values of the rows specified; the add column ribbon will add a new column as a result.
Insert Custom Column	This will allow you apply a custom formula written in M code.
Insert Index Column	Let's you create a new column where each row represents the row index. Starts with a zero.
Duplicate Column	Creates a duplicate of column.
View tab	
Query Settings	Let's you define how the query is loaded in Excel.
Formula Bar	Check this to see the formula bar. I highly recommend you do.

Column Quality	Let's you see a preview of how much of the data in the column has errors.
Column Distribution	Shows a histogram preview of each column field.
Column Profile	Provides a preview of summary statistics for a selected column field.