

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

Both merge and append is for joining datas in tables. If you want to add data to columns you use merge, if you want to add data to rows you use append in Power query

2. How do you split a "Full Name" column into "First Name" and "Last Name"?

You can use 'Split Column' and choose 'by delimiter' and you can make the delimiter the space and the result will be two separated columns, you can then double click the column name and rename it.

3. What is "Pivot Columns" used for?

In Power BI, the "Pivot Columns" feature is used to transform data by rotating a column into multiple columns, effectively summarizing data by creating new columns based on unique values in the selected column. This process is particularly useful when dealing with data that has a lot of rows with similar attributes that you want to analyze as separate columns.

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

To undo a step, simply select the step and press X (red cross mark) symbol next to it

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

Duplicating and referencing is a form of querying in the Query Editor. Both of these create a new query as a result.

Duplicating a Query creates a copy of the original query with all the steps copied in the same order. Whereas, Referencing a Query creates a query with a single step referencing its parent source query.

6. Merge Orders.csv and Customers.xlsx on CustID (inner join).

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Clipboard | Close & Apply | New Source | Recent Sources | Enter Data | Data source settings | Manage Parameters | Data Sources | Parameters

Queries [2] | Sheet1 | Orders (1)

3 COLUMNS, 3 ROWS | Column profiling based on top 1000 rows

Page 1 of 2 | 386 words | English (United States) | Accessibility: Good to go

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Merge

Select a table and matching columns to create a merged table.

Sheet1

CustID	Name	Email
101	Alice	alice@example.com
102	Bob	bob@example.com
103	Charlie	charlie@example.com

Orders (1)

OrderID	CustID	Product	Quantity
1001	101	Laptop	1
1002	102	Mouse	3
1003	101	Keyboard	2
1004	103	Monitor	1

Join Kind: Inner (only matching rows)

☐ Use fuzzy matching to perform the merge

Fuzzy matching options

✓ The selection matches 3 of 3 rows from the first table, and 4 of 4 rows from...

OK Cancel

Query Settings

PROPERTIES

Name: Sheet1

APPLIED STEPS

- Source
- Navigation
- Promoted Headers
- Changed Type

6 COLUMNS, 4 ROWS | Column profiling based on top 1000 rows

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Formula Bar: = Table.ExpandTableColumn("Merged Queries", "Orders (1)", {"OrderID", "Product", "Quantity"}, {"Orders (1)})

Sheet1

	Name	Email	OrderID	Product	Quantity
1	101	Alice	1001	Laptop	1
2	101	Alice	1003	Keyboard	2
3	102	Bob	1002	Mouse	3
4	103	Charlie	1004	Monitor	1

6 COLUMNS, 4 ROWS | Column profiling based on top 1000 rows

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

The first screenshot shows the 'Pivot Column' dialog box in the Power Query Editor. The dialog prompts the user to use the names in column 'Orders (1).Product' to create new columns. The 'Values Column' is set to 'Orders (1).Quantity'. The background shows a table with 4 columns: OrderID, Product, Quantity, and Name.

The second screenshot shows the result of the pivot operation. The formula bar displays the M code: `= Table.Pivot(#"Expanded Orders (1)", List.Distinct(#"Expanded Orders (1)"["Orders (1).Product"]), "Orders (1)")`. The resulting table has 8 columns: OrderID, Product, and four columns representing the pivoted quantities (Laptop, Keyboard, Mouse, Monitor). The data is as follows:

	OrderID	Laptop	Keyboard	Mouse	Monitor
1	com	1001	1	null	null
2	com	1003	null	2	null
3	com	1002	null	null	3
4	le.com	1004	null	null	1

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

Untitled - Power BI Desktop

File Home Insert Modeling View Optimize Help

Modeling

Close & Apply New Source Recent Enter Data Data source settings Manage Parameters Refresh Preview Advanced Editor Choose Remove Keep Remove Split Group Data Type: Whole Number Merge Queries Text Analytics Append Queries Vision Azure Machine Learning Combine Files All Insights

Queries [5]

Sheet1 Orders (1) Merge1 Orders-jan Orders-feb

Table.TransformColumnTypes(Source,{{"Order-ID", Int64.Type}, {"DATE", type date}})

Order-ID DATE

1 2 3 4 5 6

Append

Concatenate rows from two tables into a single table.

☒ Two tables ☐ Three or more tables

Table to append

Orders-feb

OK Cancel

Query Settings

PROPERTIES

Name Orders-jan

APPLIED STEPS

Source Changed Type

2 COLUMNS, 6 ROWS Column profiling based on top 1000 rows

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Untitled - Power Query Editor

File Home Transform Add Column View Tools Help

Close & Apply New Source Recent Enter Data Data source settings Manage Parameters Refresh Preview Advanced Editor Choose Remove Keep Remove Split Group Data Type: Whole Number Merge Queries Text Analytics Append Queries Vision Azure Machine Learning Combine Files All Insights

Queries [5]

Sheet1 Orders (1) Merge1 Orders-jan Orders-feb

Table.Combine({#"Changed Type", #"Orders-feb"})

Order-ID DATE

1 2 3 4 5 6 7 8 9 10

1 2 3 4 5 6 7 8 9 10

1/12/2025 2/12/2025 5/4/2025 6/6/2025 12/12/2025 11/12/2025 12/12/2025 9/8/2025 11/13/2025 4/22/2025

Query Settings

PROPERTIES

Name Orders-jan

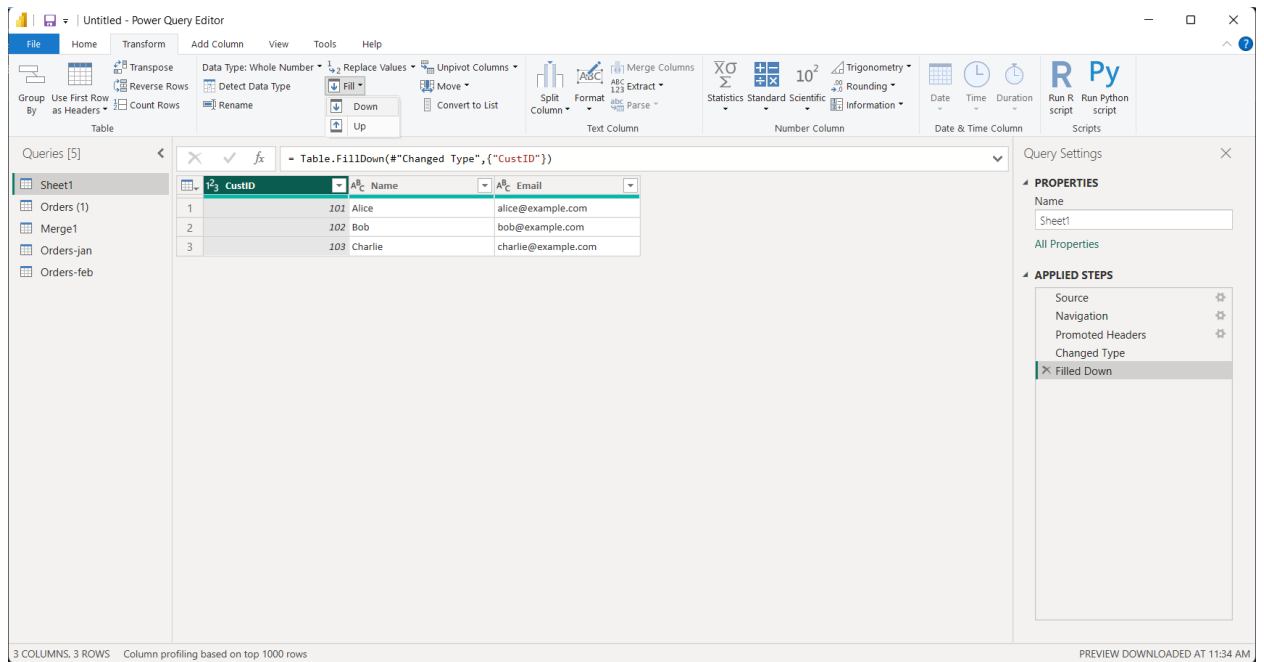
APPLIED STEPS

Source Changed Type Appended Query

2 COLUMNS, 10 ROWS Column profiling based on top 1000 rows

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



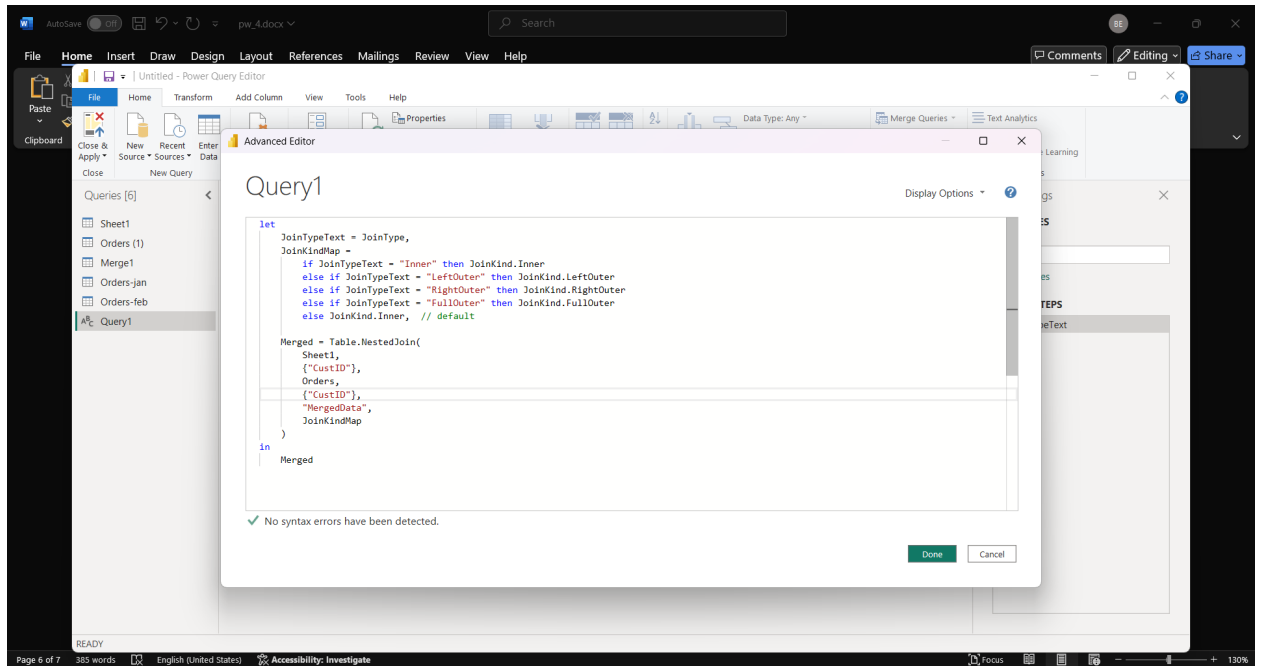
10. Extract the domain (e.g., "example.com") from the Email column.

The top screenshot shows the 'Custom Column' dialog box in the Power Query Editor. The 'New column name' is 'DomainName' and the 'Custom column formula' is '= Text.AfterDelimiter([Email], "@")'.

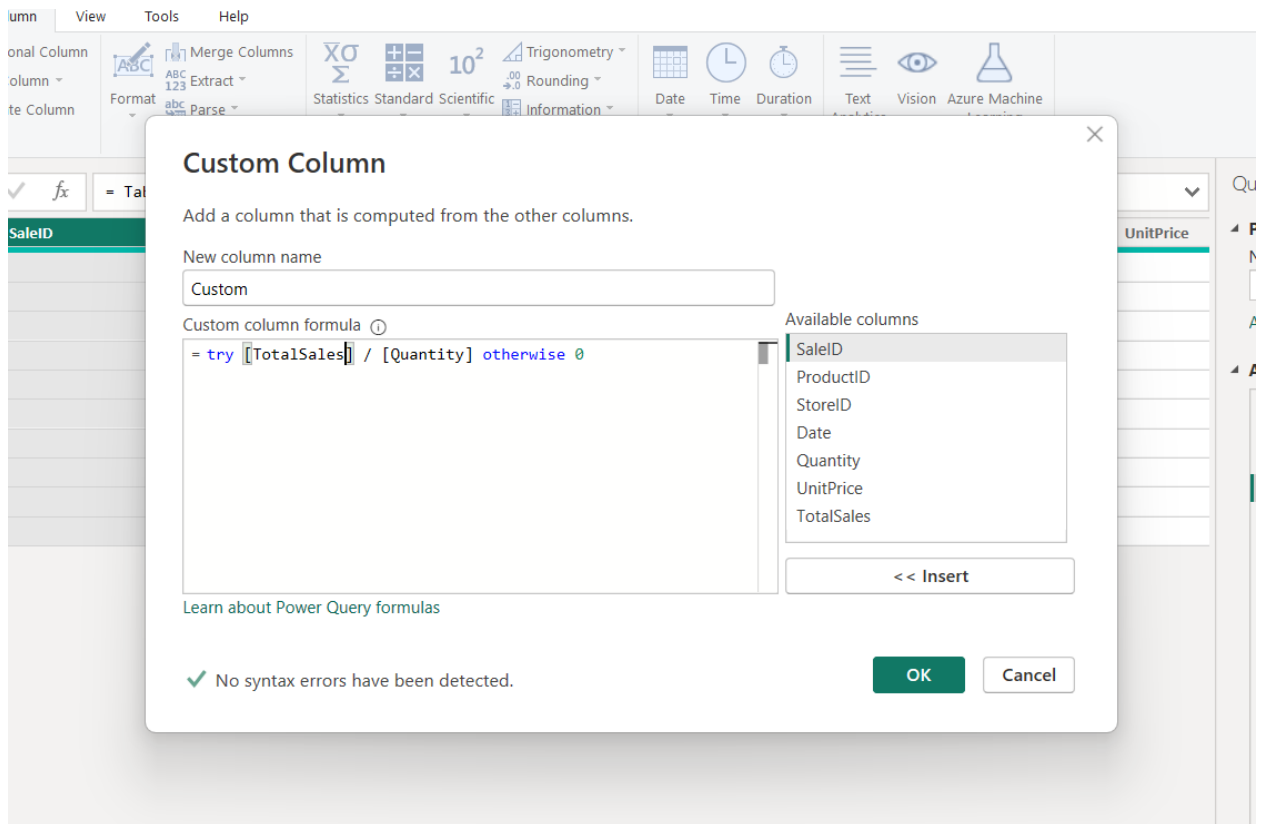
The bottom screenshot shows the completed query in the Power Query Editor. The formula bar displays the formula: `= Table.AddColumn("#Filled Down", "DomainName", each Text.AfterDelimiter([Email], "@"))`. The data table has 4 columns: CustID, Name, Email, and DomainName.

CustID	Name	Email	DomainName
1	Alice	alice@example.com	example.com
2	Bob	bob@example.com	example.com
3	Charlie	charlie@example.com	example.com

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



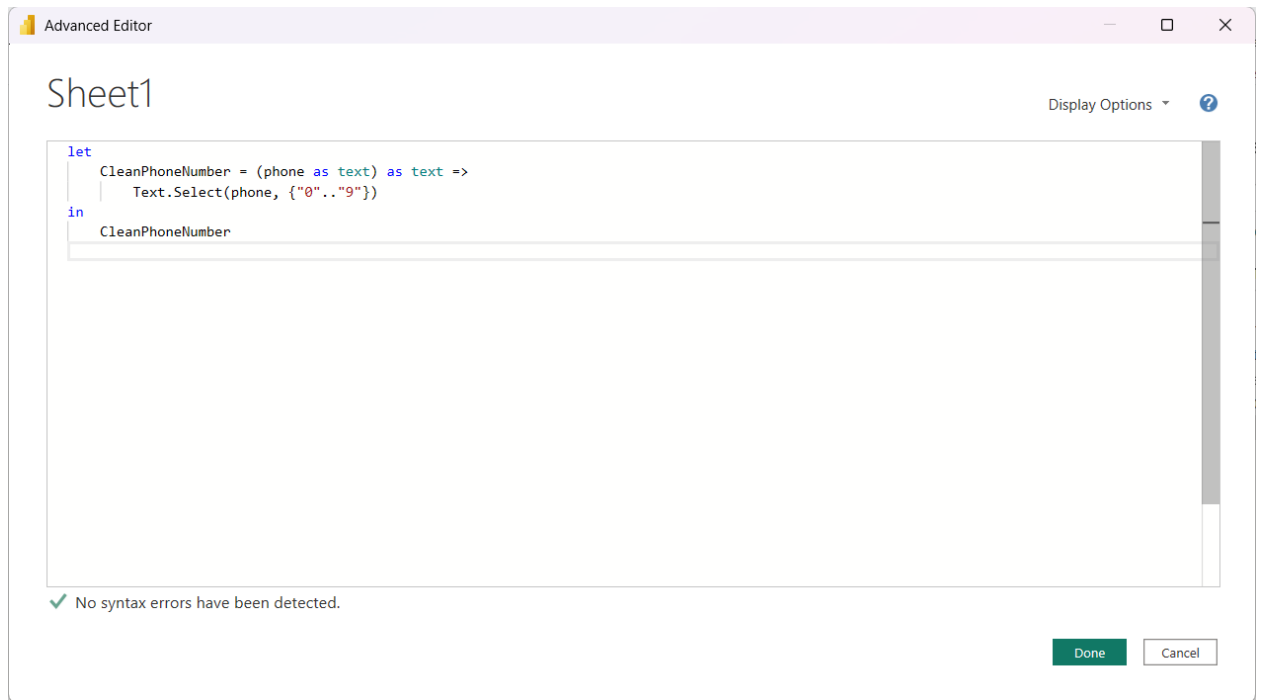
12. Unpivot a table with columns like "Jan_Sales," "Feb_Sales" into a "Month" and "Sales" format.
13. Handle errors in a custom column (e.g., division by zero) using try...otherwise.



The screenshot displays the Power Query Editor interface. A 'Custom Column' dialog box is open, allowing the user to add a new column. The 'New column name' is 'TotalSales', and the 'Custom column formula' is `= try [Quantity] * [UnitPrice] otherwise 0`. The 'Available columns' list includes SaleID, ProductID, StoreID, Date, Quantity, and UnitPrice. The background shows a data table with 10 rows and 6 columns: StoreID, Date, Quantity, UnitPrice, and TotalSales. The 'APPLIED STEPS' pane on the right shows the sequence of operations: Source, Promoted Headers, Changed Type, and Added Custom.

	StoreID	Date	Quantity	UnitPrice	TotalSales
1	S01	1/15/2024	2	500	1000
2	S02	1/16/2024	1	700	700
3	S01	1/17/2024	3	400	1200
4	S03	2/1/2024	1	500	500
5	S02	2/3/2024	5	300	1500
6	S01	2/5/2024	2	200	400
7	S03	3/10/2024	4	700	2800
8	S02	3/12/2024	2	400	800
9	S01	3/14/2024	6	300	1800
10	S03	3/15/2024	3	200	600

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



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