**ASSIGNMENT 7 (12-09-25)**

Power Query

* Home Tab-> Transform option

**Select the column**

* Home 🡪 Split Column 🡪 choose delimiter 🡪 custom 🡪 each occurrence of delimiter 🡪basic 🡪 quote 🡪 none 🡪ok.
* Rename the column as employee name. The next column is the job role.

**Why do we use the filter button?**

To hide unnecessary data.

It will show if there are any repeated values or not.

Check the first column/second column/….

* In the employee name column, some names are repeated.
* Select the column 🡪 Transform tab 🡪 Format 🡪 lower case,…
* Click on trim
* Convert everything into lowercase
* Select the column 🡪 format 🡪 lower case

**For replacing the wrong names**

Select the name column

* Transform tab 🡪 replace values 🡪 find –type the wrong name.
* Replace with the correct name.

To remove the closed bracket 🡪 select the column 🡪 replace with none.

* Convert into lower case 🡪 format 🡪 lower case.
* Replace null value by support 🡪 select the column 🡪 go to replace value 🡪 find null 🡪 replace by support.

**For the last value column**

Please create a new table 🡪 right click on performance details 🡪 click on duplicate 🡪 one more table is created 🡪 rename it as info.

**Now in the info table**

Go to the transform tab

* Click on group by
* Click on advanced 🡪 project name 🡪 first box 🡪 write revenue 🡪 second box 🡪 average operation 🡪total project revenue.
* Click on Add aggregation 🡪 write no of emp 🡪 count of rows 🡪 ok.
* Click on the revenue column 🡪 select the column 🡪long press Ctrl 🡪select the next column (number of employees)

**Go to the add column tab** 🡪 **standard option** 🡪 **divide integer.**

* Rename the column 🡪 per person revenue.

**PERFORMANCE DETAILS TABLE**

CLICK on home tab 🡪 merge queries

Appending means extending the rows/columns.

Merging means combining the two columns /rows.

Select **info** for the second table.

* To connect, click on project name and project name 🡪 just click. Select inner join 🡪 ok.
* Click on the two-sided arrow mark 🡪 deselect everything 🡪 select only per person revenue 🡪 ok.
* Right-click on the column 🡪 total project revenue 🡪 remove.
* Remove the info. In column name.
* Data cleaning should be done in Power Query.
* Click on close and apply.